



Metropolitan Development and Housing Agency

Rental Assistance Department

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Interim Reporting Instructions

All changes are to be reported within 14 days of date the change occurs. When you report a change, it is important that you provide complete and accurate information on the Interim Redetermination Change form. Otherwise, there may be a delay in the change being made and you could be penalized. Until further notice, we ask that all forms be faxed or emailed to MDHA

Income Change

In all cases, you must provide the name, full address and phone number of the employer, agency or individual that can verify the income change, along with your employee id or benefit case number, if you have been assigned one.

You may also include the following if you have them:

- 4 consecutive pay stubs or a letter from the employer, agency or individual. The letter must show your start date, pay rate, number of hours worked per week and frequency of pay (i.e. daily, monthly, or weekly.)
- If you are reporting termination of employment or other decrease in income, then you may provide a copy of a separation notice, letter from the employer or agency, or termination of benefits notice.

Child Care Change

The full name, address and phone number for the child care provider.

Household Composition Change

Except for the birth or adoption of a child, you must provide verification you have reported the change to your landlord and received their approval to add a new member. Both your landlord and MDHA must approve the addition of any new household member **BEFORE** they move in.

The following must be provided for any new member entering the household:

- A completed Request to Add a New Household Member form (provided by MDHA)
- Birth Certificate, adoption papers, or court-awarded custody papers
- Social Security Card
- Signed Declaration of Citizenship form (provided by MDHA)
- Signed Release of Information forms for any member 18 years old or older (provided by MDHA)
- Verification of any income associated with new member (See Income requirements above)
- If 18 or older, you must include whether or not they are a full-time student

The following must be provided for any member leaving the household

A completed Absent Household Member Certification, along with a copy of the lease or utility bill with new address, a Post Office change of address form, or state issued photo ID with the new address.