



Kansas City, Kansas Housing Authority

1124 North Ninth Street
Kansas City, KS 66101-2197
(913) 281-3300 FAX (913) 279-3428
Website: www.kckha.org

INCOMPLETE FORMS MAY RESULT IN NO
CHANGE

LANGUAGE PREFERRED _____

Change Report

Head of Household: _____ Last four digits of your SSN:XXX-XX-_____

Present Address: _____

Phone Number: _____ Email: _____

Manager/Program Specialist: _____

Describe change being reported, in detail:

Documents REQUIRED before change can be processed:

- New Job:** Letter from employer with rate of pay/hours worked per pay period and hire date, or the most recent 2- 4 paycheck stubs
- Lost Job:** Letter on employer's letterhead stating last day of work or unemployment award/denial letter
- TANF:** Copy of benefit letter with start or stop date
- Child Support:** Copy of payment history from county or benefit statement with start or stop date
- Social Security:** Copy of benefit letter with amount listed
- Birth/Adoption:** Birth certificate, social security card, adoption or custody papers

ONLY complete sections that have changed.

Change in Employment Income

HOUSEHOLD MEMBER	IS THIS AN INCREASE OR DECREASE?	WHAT IS YOUR HOURLY WAGE?	HOW MANY HOURS PER WEEK?	HOW OFTEN ARE YOU PAID?	IS THIS A NEW EMPLOYER? YES OR NO	START DATE OR END DATE

Change in Other Income

HOUSEHOLD MEMBER	DCF or TANF	FOOD STAMPS	CHILD SUPPORT	UNEMPLOYMENT	RETIREMENT PENSION	OTHER INCOME
	\$ Per	\$ Per	\$ Per	\$ Per	\$ Per	\$ Per

State of Child Support Order: _____ Child Support Case Number: _____

Change in Household

ADDING OR REMOVING	FULL NAME	SSN #	DATE OF BIRTH	AGE	MALE OR FEMALE	RELATIONSHIP TO HEAD OF HOUSE

CERTIFICATION: I do hereby swear and attest that all the information above about me is true and correct. I also understand that all changes in the income of any member of the household as well as any changes in the household members must be reported to the KCK Housing Authority immediately or within 10 days.

WARNING! TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OF FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES. THIS INCLUDES THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THEREBY THE KANSAS CITY KANSAS HOUSING AUTHORITY.

SIGNATURE

DATE