

Quick Guide to Income Changes

Home Forward has changed the rules to help make it easier for you to know when you have to turn in information about your income. This change starts on February 1, 2016.

Every two years Home forward contacts you for a full recertification of your household members and your income. This happens every three years if you are a senior or person with disabilities.

In between the full recertification you are responsible to tell Home Forward in writing about certain changes.

What do I have to report to Home Forward in between recertifications?

- Adding or removing a member of the household.
- When your entire household has zero income, you need to tell us if that changes.

New Way:

Starting on February 1, 2016 we will look at your household as one group in between recertifications instead of looking at each separate person. If any member of your household has income, then we will look at it as being income for the whole household.

You only need to report new income if no one in your household has income on file with Home Forward.



Old Way:

We used to look at each person separately. If Home Forward was already counting income for one person in your household you still had to tell us if another person starting getting new income. You had to keep track of the information that Home Forward had on file for everyone in your home. You don't have to do this anymore.



See the back of this sheet for examples of changes and whether it's required, optional, or not needed for you to report an income change.

When should I tell Home Forward that my income changed?

Changes you are *required* to report:

If your household has no income on file with Home Forward then you must tell us if any person in your household starts to receive income from any source. You are required to turn in verification of your new income within 10 business days.

Example: When Juan and his children moved in to their home no one in the household had any income. Juan just got hired for a new job and starts this week. Juan needs to report this to Home Forward within 10 business days because his household has changed from zero income to having income.

Changes that are *optional* to report:

If your income has gone down you can tell Home Forward and we may be able to lower your rent. We will review to see if the total amount of money coming into your household has gone down.

Example: Patrick lives by himself. He just got laid off from his job. He can report this to Home Forward by the 15th of the month to have his rent reviewed by the 1st of the following month. If he chooses not to report this to Home Forward there will be no review and his rent will stay the same.

Changes you *do not need* to report:

If anyone in your household has already reported income then you don't need to tell us about new or higher income until Home Forward contacts you to conduct your full recertification.

Example 1: Phuong lives with her daughter. Phuong has been working 20 hours per week at a restaurant. She just got hired for a second job working 15 more hours per week at a hotel. She does not need to tell Home Forward until her next full recertification because the income from her first job is already on file with Home Forward.

Example 2: Shamika and Wayne are raising two children. Home Forward knows that their son Dwayne receives Social Security Benefits and that Wayne has been working full time. Shamika just got a part time job. She doesn't have to report the new job to Home Forward until the next full recertification because they already have Wayne and Dwayne's income on file with Home Forward. They are not a zero income family.