

Request to Add a Child

Program Requirements:

- Notify Home Forward within 10 working days of the birth, legal adoption, court-awarded custody or legal guardianship of a child.
- Request Home Forward approval to add foster children to the household.

Instructions:

- Please return this form with the documents listed below.
- All adults in the household are required to sign and date all forms.

Head of Household Name:

Last 4 digits of SSN:

Current Address:

Current Phone:

Email Address:

Name of Child:

Date of Birth:

Child by: Birth Adoption Custody/Guardianship Foster Placement

Do you have: Full custody Shared custody
If shared custody, is the child in your home more than 50% of the time? Yes No

Race: White Black/African American Asian American Indian/Alaska Native Native Hawaiian/Pacific Islander

Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino **Gender:** M F X **Does the child have a disability?**
 Yes No

Child's Income: TANF Child Support SSI/SSB Foster Care/Adoption Payments
 Other (please specify): _____
 No income

Please attach the following items when returning this form to Home Forward:

- Copy of birth record/birth certificate
- Copy of social security card **or** verification of name and SSN by Social Security Administration, **or** document issued by a federal, state, **or** local government agency with name and full SSN.
- Verification of income associated with child (verification of TANF is not required)
- Documentation of adoption/foster care, if applicable
- Documentation of custody/guardianship, if applicable
- Certification of Citizenship Status* form

Participant Certification

I/we do hereby swear and attest that all the information reported on this form about the household and me is true and complete. I/we understand that Home Forward is required to verify the information that I/we have reported. I/we understand that any misrepresentation of information, or failure to disclose information requested, may be grounds for termination of assistance and is punishable under Federal law.

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 or fraudulent statements to any department or agency of the United States.

Signature of Head of Household

Date

Signature of Spouse/Co-head

Date

Signature of Other Adult

Date

Signature of Other Adult

Date