

REQUIREMENTS FOR REPORTING CHANGES

The West Palm Beach Housing Authority requires that families report in writing and in person all changes of income or family composition within 10 days of when the changes occur. Any information which is needed to verify the changes must be provided along with the change form within 10 working days of the changes.

If Changes is not reported within the required time period, or the family fails to provide documentation or signatures, it will be considered untimely reporting.

TYPES OF CHANGES

Income: If your income goes increase or decrease, you must report the changes within the 10 working days. If your income decrease and you do not report it it no changes will be made. If your income increases and you don't report it you will have unreported and will be required to repay the WPBHA and may lose your Housing Assistance

Deductions: Changes in deductions could normally affect your portion of the rent. This change could take place if your child car expenses increase or decrease. If you no longer pay childcare, you must report to your Housing Specialist within the 10 working days allowed.

Allowances: Are affected by changes in family composition of minor children (18 and under). Additions due to birth, adoption or court awarded custody must be reported within 10 working days as required.

Other Adults: The family must obtain the Housing Authority and Owners approval prior to all additions of persons over the age of 18. This must be done prior to allowing the person to move into the unit. Any person added are a part of the family composition and income will be included in the total family income to determine the family rental share.

CHANGES WILL NOT BE ACCEPTED OVER THE PHONE