

## DOCUMENTS REQUIRED TO DETERMINE YOUR ANNUAL RECERTIFICATION

### INCOME

- Wages: You must provide the three most current consecutive pay stubs for all adults members of your household that are employed. At least one of the three pay stubs must be dated within 30 days of the date of this letter.
- Self Employed: If any adult in your household has self employment, you must provide a complete copy of your most recent federal income tax return, including IRS Form 1040, and Schedule C / Schedule SE if applicable. Additionally, please provide a profit and loss statement for the most recent twelve months or complete a Self Employment Certification available on our website at [www.hacosantacruz.org](http://www.hacosantacruz.org), as well as in the lobby of our main office.
- Social Security (SS) or Supplemental Security Income (SSI): You must submit all pages of a current original statement of benefits letter or action notice for any source of Social Security pension and / or Supplemental Social Security showing the amount of the benefits that you or members of your household are currently receiving. The letter must be dated within 30 days of the date of this letter. If you do not have a current benefits letter or action notice and you need to obtain a new one from the Social Security Administration, call them at 1-800-772-1213 or visit their website at [www.ssa.gov](http://www.ssa.gov). If your benefits have been reduced for any reason, please submit a current Social Security benefit letter showing monthly pay back amount and outstanding balance.
- State Disability/ Unemployment/ Workers Compensation: You must submit a current original award letter or current original paystubs for you or any member of your household receiving state disability, unemployment benefits, or workers compensation.
- The award letter or paystubs must be dated within 30 days of the date of this letter.
- Other Benefits: You must submit all pages of the current original statement of benefits letter or action notice for any type of Cash Aid or Welfare Assistance, such as Temporary Assistance for Needy Families (TANF), previously called Assistance to Families with Dependent Children (AFDC), CAL WORKS, General Assistance, or Veterans Benefits, showing all benefits that you or members of your household are currently receiving. The statement or action notice must be dated within 30 days of the date of this letter.
- Alimony | Child Support: You must submit a current 12-month printout of alimony or child support payments. Documentation of child support may be printed from the Department of Child Support Services website at [www.childsup.ca.gov](http://www.childsup.ca.gov).

- Any and All Other Income, Including Benefits, Gifts, and Contributions: You must submit current original documentation of any and all other income received by you or any member of your household. Examples of other income include food stamps, financial aid, child care vouchers, foster care or adoption assistance payments, contributions from anyone outside of your household, etc.

## **ASSETS**

- Bank Accounts: You must submit all pages of a current bank statement for all checking, savings, and other types of bank accounts. The statement may be either an original or a computer generated version, but it must include the name of the account holder, balance, bank name and address. The statements must be dated within 30 days of the date of this letter.
- Other Assets: For all other assets (such as stocks, bonds, certificates of deposit (CD's), and other assets that you will see listed on the Personal and Financial Statement) you must provide current original statements from the financial institution. The statements must be dated within 30 days of the date of this letter.

## **ALLOWANCES**

- Child Care: If you or any household members have out of pocket (unreimbursed) child care expense, you must submit documentation of the expense. Documentation of child care payments may include an invoice, contract, or other current statements from the child care provider. If adequate documentation is not provided, your household will not receive a child care allowance.
- Full Time Student Status: If you or any household member is a full time student, you must submit documentation of full time student status. Documentation of full time student status may include a current class schedule, current registration statement, or any other current documentation generated by the school. The documentation must include the student's name, school name, and number of units. Computer printouts are acceptable if they provide sufficient documentation of status. If adequate documentation is not provided, full time student status will not be granted.



# APPLICATION FOR CONTINUED HOUSING ASSISTANCE PERSONAL AND FINANCIAL STATEMENT

THIS INFORMATION IS REQUIRED TO RE-DETERMINE YOUR LEVEL OF RENTAL ASSISTANCE. THIS FORM MUST BE COMPLETELY FILLED IN. ALL OF THE INFORMATION ON THIS FORM WILL BE INDEPENDENTLY VERIFIED BY THE HOUSING AUTHORITY. **IF YOU LIE OR OMIT INFORMATION, YOUR ASSISTANCE WILL BE TERMINATED AND YOU WILL HAVE TO PAY BACK ALL ASSISTANCE OVERPAID DUE TO FRAUD.** ALL ADULTS MUST READ AND SIGN THE CERTIFICATION ON PAGE 7 OF THIS FORM.

## I. CONTACT INFORMATION

Full Legal Name of Head of Household: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

Home Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

## II. CURRENT HOUSEHOLD COMPOSITION

List **all persons**, (including any live-in aide) who are **currently** living in your household as their primary residence. If you are in shared housing (renting part of a house or apartment) do not include co-occupants who are not part of your household. List head of household first. Attach additional sheets if necessary. If you would like to request approval to make a change to your household composition, you must complete the Application to Add New Member or the Request to Remove Members from the Household form, available on our website at [www.hacosantacruz.org](http://www.hacosantacruz.org), in our office, or by calling our Information Center at (831) 454-5955.

| <b>A. Adults (age 18 or older)</b>   |                                      |   |  |   |  |
|--|--------------------------------------|---|--|---|--|
| Full Legal Name<br>as appears on Social Security Card<br><i>(Sample: Sue Ann Smith)</i>      | Date of Birth<br><i>(01/09/1970)</i> | Job Title /<br>Occupation<br><i>(Nurse)</i>   | Relation to<br>Head of<br>Household<br><i>(Spouse)</i> | Social Security<br>Number<br><i>(123-45-6789)</i> | Percent of<br>time adult<br>lives in the<br>assisted unit<br><i>(100%)</i> |
|  | / /                                  |   | Head of<br>Household                                   |   | %  |
|  | / /                                  |   |  |   | %  |
|  | / /                                  |   |  |   | %  |
|  | / /                                  |   |  |   | %  |
| <b>B. Children (under 18 yrs)</b>  |                                      |   |  |   |  |
| Full Legal Name<br>as appears on Social Security Card<br><i>(Sample: John Matthew Smith)</i> | Date of Birth<br><i>(07/02/1998)</i> | Name / Address<br>of School or Pre-<br>School<br><i>(Harbor High,<br/>Santa Cruz)</i> | Relation to<br>Head of<br>Household<br><i>(Son)</i>    | Social Security<br>Number<br><i>(123-45-6789)</i> | Percent of<br>time child<br>lives in the<br>assisted unit<br><i>(100%)</i> |
|  | / /                                  |   |  | - -   | %  |
|  | / /                                  |   |  | - -   | %  |
|  | / /                                  |   |  | - -   | %  |
|  | / /                                  |   |  | - -   | %  |

**C. Family Members Not Living With You** – List absent parents of children under age 18, ex-spouses of divorced or separated household members, and minor children of any household members who are not listed above. Attach additional sheets if necessary.

| Name | Relationship | Address | Phone Number | Date of Last Contact |
|------|--------------|---------|--------------|----------------------|
|      |              |         |              |                      |
|      |              |         |              |                      |

### III. HOUSEHOLD INCOME – ALL INCOME MUST BE REPORTED

#### A. Employment Income

1. Does ANY adult (age 18 or older) in your household receive ANY of the following types of Employment Related Income?

- Yes    No   a. Employment Income (wages, salary, commissions, fees, tips, or bonuses)  
 Yes    No   b. Self-Employment Income (independent contractor, personal business, day labor, odd jobs, etc.)  
 Yes    No   c. Severance Pay (extra pay given to an employee upon termination of employment)  
 Yes    No   d. Pension / Retirement (from previous employment, excluding Social Security)

**IF NO to all of the above**, you may skip the table below and proceed to question 2.

**IF YES to any of the above**, use the space below to provide information about each person’s employment related income. Report all current employment related income for every adult. If any adult has more than one job (or type of employment related income), use additional rows as needed. If you don’t know your employer’s address, look at a current pay stub. **If self-employed**, use the space below to provide information about your customers and clients. Attach additional sheets if necessary.

| Name of Adult         | Name of Employer / Address where Employment can be Verified (If self-employed, list customers / clients) | Phone Number / Fax Number        | Type of Income  | Gross Amounts                                   |
|-----------------------|--|----------------------------------|---|---|
| Sample:<br><i>Sue</i> | Main Hospital, 123 Main Street<br>City, State Zip Code   | Phone: 555-1111<br>Fax: 555-2222 | <input checked="" type="checkbox"/> Employment<br><input type="checkbox"/> Self-Employment<br><input type="checkbox"/> Severance Pay<br><input type="checkbox"/> Pension / Retirement | Rate per hr:<br>\$10.00<br>Hrs per week:<br>25  |
|                       |  | Phone:<br>Fax:                   | <input type="checkbox"/> Employment<br><input type="checkbox"/> Self-Employment<br><input type="checkbox"/> Severance Pay<br><input type="checkbox"/> Pension / Retirement            | Rate per hr:<br>_____<br>Hrs per week:<br>_____ |
|                       |  | Phone:<br>Fax:                   | <input type="checkbox"/> Employment<br><input type="checkbox"/> Self-Employment<br><input type="checkbox"/> Severance Pay<br><input type="checkbox"/> Pension / Retirement            | Rate per hr:<br>_____<br>Hrs per week:<br>_____ |
|                       |  | Phone:<br>Fax:                   | <input type="checkbox"/> Employment<br><input type="checkbox"/> Self-Employment<br><input type="checkbox"/> Severance Pay<br><input type="checkbox"/> Pension / Retirement            | Rate per hr:<br>_____<br>Hrs per week:<br>_____ |

#### B. Alimony / Spousal Support and Child Support

2. Does ANYONE in your household receive, or have a court order to receive, alimony / spousal support and / or child support / disregard for AFDC?    Yes    No

**IF NO to the above**, you may skip the table below and proceed to question 3.

**IF YES to the above**, use the space below to provide information about alimony and / or child support ordered and / or received. Attach additional sheets if necessary.

| Person Receiving Support | Name, Address, AND County of Family Support Division or Other Agency | Payee / Participant Number | Type of Support  | Monthly Amount Ordered | Monthly Amount Received |
|--------------------------|--|----------------------------|--|------------------------|-------------------------|
|                          |  |                            | <input type="checkbox"/> Alimony / Spousal<br><input type="checkbox"/> Child Support | \$ _____<br>\$ _____   | \$ _____<br>\$ _____    |

### C. Non-Employment Income

3. Does **ANYONE** in your household receive Unemployment, Disability, Social Security, Supplemental Security Income (SSI), Veterans Benefits, or Cash Aid / Welfare (including CalWORKS, AFDC – Assistance to Families with Dependent Children, TANF – Temporary Assistance for Needy Families, GA – General Assistance, or Kin Gap)?

Yes  No (**No one** in the household receives **any** of the types of income listed above.)

**IF NO to the above**, you may skip the table below and proceed to question 4.

**IF YES to the above**, list the GROSS amount of non-employment income each household member receives PER MONTH from each of the income sources listed. Attach additional sheets if necessary. **If a household member does not receive one or more of the listed types of income, write “No” or “None” in the space provided.**

| Person Receiving Income | Unemployment Development Department (EDD) Unemployment (UIB) | Employment Development Department (EDD) Disability | Social Security Benefits / SSB & Supplemental Security Income / SSI | Veterans Benefits | Cash Aid / Welfare (CalWORKS, AFDC, TANF, GA, KinGap) |
|-------------------------|--|--|---|-------------------|---|
| <i>Sample: Sue</i>      | <i>None</i>  | <i>\$685</i>                                       | <i>None</i>   | <i>None</i>       | <i>\$380</i>  |
|                         |  |  |   |                   |   |
|                         |  |  |   |                   |   |
|                         |  |  |   |                   |   |

4. Does **ANYONE** in your household receive Workers Compensation or payments for a Foster or Adopted child?

Yes  No (**No one** in the household receives **Workers Compensation or payments for a Foster / Adopted Child.**)

**IF NO to the above**, you may skip the table below and proceed to question 5.

**IF YES to the above**, use the space below to provide information about each person’s Workers Compensation or Foster / Adoption income. Attach additional sheets if necessary.

| Person Receiving Income | Type of Income   | Name, Address, and County of Income Source | Monthly Amount Received |
|-------------------------|--|--|-------------------------|
|                         | <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Foster / Adoption |  | \$ _____                |
|                         | <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Foster / Adoption |  | \$ _____                |

5. Does **ANYONE** outside of your household (like any friend, relative, or agency) pay for any of your household bills or expenses on your behalf, or give anyone in your household money or any non-monetary contributions or gifts (such as groceries, products or services)?  Yes  No

**IF NO to the above**, you may skip the table below and proceed to question 6.

**IF YES to the above**, use the space below to provide information about contributions you receive. Attach additional sheets if necessary.

| Type of Contributions or Gifts Received | Name / Address of Person or Agency who Contributes | Phone Number | Amount or Value | How Often |
|---|--|--------------|-----------------|-----------|
|   |  |              |                 |           |
|   |  |              |                 |           |

6. Does **ANYONE** in your household receive **ANY OTHER ASSISTANCE OR INCOME** (like a benefit or service) that has not been reported on this form?  Yes  No

**IF YES to the above**, use the lines below to provide information about **ANY** other assistance or income received, who receives the income, and the address where the income can be verified. Attach additional sheets if necessary.

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## IV. ASSETS – ALL ASSETS MUST BE REPORTED AND VERIFIED

### D. Bank Accounts

7. Does **ANYONE** in your household have any accounts (checking, savings, or other) with a financial institution?  Yes  No

**IF YES, You must submit all pages** of your most recent statement for each account you hold.

**IF YES**, use the space below to provide account information. **If more than one person is named on an account, please list all account holders.** List only one account on each line. Attach additional sheets if necessary.

| Financial Institution / Bank Name and Address | All Name(s) on Account | Account Number | Account Type (Checking, Savings, Etc.) | Current Balance | Yearly interest earned |
|---|------------------------|----------------|--|-----------------|------------------------|
|   |                        |                |  | \$ _____        | \$ _____               |
|   |                        |                |  | \$ _____        | \$ _____               |
|   |                        |                |  | \$ _____        | \$ _____               |

### E. Investment Accounts / Retirement Accounts / Real Estate Property

8. Does **ANYONE** in your household have any of the following?

|                                      |  |   |  |
|--------------------------------------|--|---|--|
| Certificates of Deposit              | <input type="checkbox"/> Yes <input type="checkbox"/> No | Lottery Winnings                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Savings Certificates                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | Insurance Settlements                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Money Market Funds                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Whole Life Insurance (with cash value)      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Trust Funds                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | Lump Sum Inheritance                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Special Needs Trusts                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | 401(k) Retirement (that you have access to) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mobile Home                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | Stocks                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Land                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | Bonds                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| House                                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Cash (if yes, how much: \$ _____)           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Independent Retirement Acct. (IRA)   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Self Employed Retirement (Keogh)            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Personal Investments (jewels, coins) | <input type="checkbox"/> Yes <input type="checkbox"/> No | (if yes, list type: _____ value: _____)     |  |

**IF YES TO ANY OF THE ABOVE**, use the space below to provide the requested information. Attach additional sheets if necessary. **You must submit all pages** of your most recent statement for each account you hold.

| Financial Institution / Bank Name and Address | Name(s) on Account | Account Number | Account Type | Estimated Balance / Value | Yearly earnings (int/div) |
|---|--------------------|----------------|--------------|---------------------------|---------------------------|
|   |                    |                |              | \$ _____                  |                           |
|   |                    |                |              | \$ _____                  |                           |
|   |                    |                |              | \$ _____                  |                           |

9. Does **ANYONE** in your household have **ANY OTHER ASSET** that has not been reported on this form?  Yes  No

**IF YES**, use the lines below to provide information about other assets. Attach additional sheets if necessary. You must submit all pages of your most recent statement of value for all of these other assets. Include the yearly interest/dividend/income earned.

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## F. Disposal of Assets

10. In the past two years, has **ANYONE** in your household sold or given away any type of asset (such as money, bank accounts, house, land, mobile home, real estate property, investment accounts, retirement accounts, life insurance policies, or any other assets)?  Yes  No

**IF NO to the above**, you may skip the table below and proceed to question 11.

**IF YES to the above**, use the space below to provide the requested information. Attach additional sheets if necessary.

| Person who had Asset | Type of Asset Sold or Given Away | Value when sold or given away | Amount Received |
|----------------------|----------------------------------|-------------------------------|-----------------|
|                      |                                  | \$ _____                      | \$ _____        |
|                      |                                  | \$ _____                      | \$ _____        |

## V. ALLOWANCES

### G. Childcare Expenses

11. Does **ANYONE** in your household have expenses for childcare of a child aged 12 or younger to allow a household member to work, look for work, or further his / her education (academic or vocational)?  Yes  No

**IF NO to the above**, you may skip the table below and proceed to question 12.

**IF YES to the above**, use the space below to provide information about childcare expenses. Please list all agencies, groups, and providers that you pay out of pocket child care expenses to. Do not include any costs that are reimbursed from an outside agency or person. Attach additional sheets if necessary.

| Name of Child(ren) | Name of Adult who is able to work, look for work, or go to school because of this Childcare | Name and Address of Agency, Group or Provider that you pay for Child Care | Telephone Number | <b>Monthly</b> Cost to Household |
|--------------------|---|---|------------------|----------------------------------|
|                    |   |   |                  | \$ _____                         |
|                    |   |   |                  | \$ _____                         |

### H. Medical Expenses and Disability Assistance Expenses

Based on your responses to the following questions, the Housing Authority may contact you for additional information to determine whether or not you are eligible for any allowances. You are not required to answer this question or to reveal any information about the disability status of any household member. However, disability status may have an impact on the level of subsidy you could be eligible to receive.

12. Does the head of household or spouse wish to claim disability status (do not include temporary disabilities)?  Yes  No

13. Is the head of household or spouse 62 years or older?  Yes  No

13a. If yes to question 12 OR 13 above, do you anticipate any unreimbursed (paid out-of-pocket) medical expenses, including medical insurance premiums, in the next 12 months?  Yes  No

14. Do you anticipate any expenses in the next 12 months for care attendants or medical equipment for a household member with disabilities, to allow that household member or another household member to work?  Yes  No

### I. Student Status

15. Is ANY adult living in your household (age 18 or older) enrolled in any classes at an institution of higher education?  Yes  No

**IF NO to the above**, you may skip the table below and proceed to question 16.

**IF YES to the above**, use the space below to provide information about student status. Attach additional sheets if necessary.

| Name of Student | Name of School | Student Status  | Address of School |
|-----------------|----------------|---|-------------------|
|                 |                | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time |                   |
|                 |                | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time |                   |

### J. Additional Information

16. Is anyone in your household participating in an economic self-sufficiency or other job training?  Yes  No

If yes, which household member(s)? \_\_\_\_\_

a) IF YES TO QUESTION 16 ABOVE, has anyone in your household recently received an increase in employment earnings during participation in an economic self-sufficiency or other job training?  Yes  No

If yes, which household member(s)? \_\_\_\_\_

17. Has anyone in your household recently received an increase in employment earnings after being unemployed for one year or longer, OR after earning less than \$3,750 in the past year?  Yes  No

If yes, which household member(s)? \_\_\_\_\_

18. Has anyone in your household recently received an increase in employment earnings during or within 6 months after receiving assistance from TANF or Welfare to Work?  Yes  No

If yes, which household member(s)? \_\_\_\_\_

## VI. CRIMINAL HISTORY

Federal regulations require the Housing Authority to review the criminal background of applicants and tenants, and terminate participation of some participants based on their criminal history. **THE HOUSING AUTHORITY RESERVES THE RIGHT TO CONDUCT A CRIMINAL BACKGROUND CHECK ON ANY AND ALL APPLICANTS / TENANTS TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED BELOW AND TO COLLECT ANY ADDITIONAL INFORMATION DEEMED NECESSARY BY THE HOUSING AUTHORITY.**

19. Have you or any members of your household been arrested in the past twelve months?  Yes  No

**IF NO to the above**, you may skip the table below and proceed to question 20.

**IF YES to the above**, please explain, including the name of the household member(s), date of arrest, description of the crime, level of offense, and any other relevant information. Attach additional sheets if necessary.

Name: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_  Misdemeanor  Felony  
Description of Crime: \_\_\_\_\_  
Comments: \_\_\_\_\_

20. Have you or any members of your household been required to register as a sex offender in the past twelve months?  Yes  No

**IF NO to the above**, you may skip the table below and proceed to the Certifications section.

**IF YES to the above**, please provide the name of the household member(s), and the date and level of the offense.

Name: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_  Misdemeanor  Felony



## VII. CERTIFICATIONS

**ALL ADULT HOUSEHOLD MEMBERS AGE 18 OR OLDER MUST READ AND PERSONALLY SIGN THIS STATEMENT. NO ONE, INCLUDING PARENTS AND SPOUSES, MAY SIGN ON BEHALF OF ANY ADULT.**

1. I do hereby swear and attest that all of the listed information is true, complete, and correct.
2. I understand that false information or statements or omission of information are punishable under federal law.
3. I understand that false statements or false information are grounds for termination of housing assistance.
4. I understand the following items regarding changes to my household composition, income, and other information.
  - a. I understand that all new household members must be approved in writing by the Housing Authority prior to moving in to the assisted unit.
  - b. I understand that I must report any household members leaving the assisted unit in writing within 14 calendar days.
  - c. I understand that I must report all changes (including increases and decreases) in household income and assets in writing within 14 calendar days.
  - d. I understand that I must report all changes in address and telephone number in writing within 14 calendar days.
5. I understand that if I do any of the following, I may lose my rental assistance:
  - a. Fail to fulfill my obligations to submit my eligibility documents on time
  - b. Fail to attend or be on time for my recertification appointment(s), or any other Housing Authority appointment(s)
  - c. Fail to make my unit available for the annual Housing Quality Standards inspection at the appointed time
  - d. Fail to comply with any program responsibilities, including obligations listed on my voucher or in my lease.
  - e. Commit program fraud (for example not reporting income, unauthorized people in the unit, and any other type of program fraud)
6. I understand that all members of my household are prohibited from any activity (including criminal activity and / or the use of drugs or alcohol) that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.
7. I understand that I will be required to repay all rental assistance overpaid on my household's behalf due to fraud.

**WARNING – TITLE 18 SECTION 1001 OF THE UNITED STATES CODE STATES THAT ANY PERSON WOULD BE GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.**

**ALL OF THE INFORMATION ON THIS FORM WILL BE INDEPENDENTLY VERIFIED BY THE HOUSING AUTHORITY. IF YOU LIE OR OMIT INFORMATION, YOUR ASSISTANCE WILL BE TERMINATED AND YOU WILL HAVE TO PAY BACK ALL ASSISTANCE OVERPAID DUE TO FRAUD.**

X

Print Head of Household Name

Signature of Head of Household

Date

X

Print Name

Signature of Other Adult

X

Print Name

Signature of Other Adult

X

Print Name

Signature of Other Adult



# Authorization for the Release of Information/ Privacy Act Notice

to the U.S. Department of Housing and Urban Development (HUD)  
and the Housing Agency/Authority (HA)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB CONTROL NUMBER: 2501-0014

exp. 07/31/2021

PHA requesting release of information; **(Cross out space if none)**  
(Full address, name of contact person, and date)

Housing Authority of the County of Santa Cruz  
2160 41st Avenue  
Capitola, CA 95010-2040  
Telephone: (831) 454-9455

IHA requesting release of information; **(Cross out space if none)**  
(Full address, name of contact person, and date)

**Authority:** Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

**Who Must Sign the Consent Form:** Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

### Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

**Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.**

This consent form expires 15 months after signed.

Signatures:

|  |       |                                 |       |
|--|-------|---------------------------------|-------|
| _____  | _____ |                                 |       |
| Head of Household                                    | Date  |                                 |       |
| _____  |       | _____                           | _____ |
| Social Security Number (if any) of Head of Household |       | Other Family Member over age 18 | Date  |
| _____  | _____ | _____                           | _____ |
| Spouse   | Date  | Other Family Member over age 18 | Date  |
| _____  | _____ | _____                           | _____ |
| Other Family Member over age 18                      | Date  | Other Family Member over age 18 | Date  |
| _____  | _____ | _____                           | _____ |
| Other Family Member over age 18                      | Date  | Other Family Member over age 18 | Date  |

**Privacy Act Notice.** Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

**Penalties for Misusing this Consent:**

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.



2160 41<sup>st</sup> Avenue, Capitola, California 95010-2040 Telephone: (831) 454-9455, Hollister: (831) 637-0487  
Fax: (831) 469-3712, TDD (831) 475-1146  
www.hacosantacruz.org

**AUTHORIZATION TO RELEASE INFORMATION**

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I/We hereby give my/our consent to have the Housing Authority of the County of Santa Cruz obtain any and all information deemed necessary to determine or redetermine my/our eligibility for housing assistance. Therefore, I/we authorize the release of any of the information described below, as requested by the Housing Authority of the County of Santa Cruz.

I/We understand that this release of information includes the collection of information regarding my/our employment, Unemployment Insurance Benefits, any and all other benefits, child support and spousal support, bank accounts, any other income, asset or household information. Additionally, I/we give my/our consent to have the Housing Authority verify any childcare expenses, medical expenses, disability assistance expenses, full time student status and disability status, and criminal history.

I/we understand that this information may be disclosed to local public agencies and law enforcement for the purposes of ensuring program integrity and to prevent the misuse of public funds.

I/we understand that this information will be kept confidential and is being requested for the purpose of determining my/our eligibility for housing assistance.

I also authorize this form to be photocopied and used as an original.

ALL HOUSEHOLD MEMBERS 18 YEARS OR OLDER MUST SIGN.

This consent form expires 3 years following the end of program participation

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Print Name

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Signature

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Date

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Print Name

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Signature

\_\_\_\_\_  
Date