



REQUEST TO ADD OR REMOVE FAMILY MEMBERS

****Please note: New family members MUST be approved before occupying the assisted unit. ****

PART I: TO BE COMPLETED BY FAMILY

Head of Household (print): _____ Last 4 of SSN#: _____

Address: _____ City/State _____ ZIP _____

I request to Add /Remove (*circle one*) the following family member:

Family Member Name: _____

Family Member SSN#: _____ Date of Birth _____

Relationship to Head of Household _____

- I/We agree to provide any documentation necessary to add/remove the above family member.
- I/We also understand that our landlord must agree and be notified of this change.
- I/We understand that eligibility for the Housing Choice Voucher Program depends on the results of a criminal background check conducted through CoreLogic Saferent.
- I/We authorize the New Castle County Housing Authority to conduct a Criminal Background check on all adult members of my household.
- I/We certify that the information provided is true and correct.

Signature of Head of Household: _____ Date: _____

Signature of new/removed adult Family Member _____ Date: _____

Signature of Landlord: _____ Date: _____

WARNING: Section 1001 of Title 18 of the U.S. Code, makes it a criminal offense to make willful, false statements of misrepresentation to any Department or Agency of the U.S. as to any matter within its jurisdiction.

PART II: AGENCY USE

Request to add/remove a family member is: Approved Denied

Reason for Denial: _____

No increase/Decrease is required per the NCCHA subsidy policy

Increase/Decrease of voucher size is approved. New voucher size is: effective: _____

Agency Staff Signature: _____ Date: _____

Changes in household composition

If there are changes in your family household, you must report those changes in writing to your Housing Program Assistant within ten (10) business days. This includes additions due to birth, adoption, and court-awarded custody. Household additions/members that are not reported within the 10 days will be considered unauthorized household members. This will be considered a serious program violation and may result in termination of assistance.

How do I add an adult to my household?

You must get prior permission from your landlord and prior approval from NCCHA in order to have an adult household member (18 years or older) move in with you. The owner and you must complete and sign the "Add/Remove a Family Member" form within ten business days. In addition, the new adult family member must provide his/her birth certificate, Social Security card and Delaware photo identification card to New Castle County Housing Authority (NCCHA) prior to approval.

NCCHA Approval:

Adult family additions are at NCCHA discretion. Related adults may be added to a household only if the voucher size remains unchanged. NCCHA will not approve the addition of a family member if the addition will cause a Housing Quality Standards (HQS) violation.

If an adult who was previously on the household's lease leaves the household but wishes to return within one year of leaving, NCCHA may consider reinstating this adult to the household subject to an acceptable criminal background check.

The income of new household member(s) must be verified and will be used to recalculate the rent portion.

In addition, part of the approval process requires that criminal activity and the U.S. citizenship and/or eligible immigrant status of the additional family member(s) is declared and verified.

How do I add a child to my household?

If you are adding children (under 18 years of age) to your family **through birth, adoption, or court awarded custody/guardianship**, the change must be reported in writing within ten (10) business days of the family addition and be verified with a copy of a court ordered assignment, verification from a social service agency, school records, or another legal document that verifies this information.

****** all other minor children must get prior permission from the landlord and prior approval from NCCHA in order to have a minor child (age 17 and younger) move in with you.*****NCCHA Approval process will be used as stated above******

You will also be required to fill out and sign the "Add/Remove a Family Member" form.

You will be required to present the child's birth certificate and social security card to your Housing Program Assistant.

The income of new household member(s) must be verified and will be used to recalculate the rent portion.

In addition, part of the approval process requires that U.S. citizenship and/or eligible immigrant status of the additional family member(s) is declared and verified.

How do I remove family member(s) from my household?

If you wish to remove a household member, you must complete the "Add/Remove a Family Member" form. This form must be signed by the head of household, the family member being removed and also the landlord.

Your Housing Program Assistant will process the interim upon receipt of these items. The income of the person removed from the household can be deleted from the record without re-verifying the household's income.

