

Household Composition

I need to report a change in the people living in my house.

*** Verifications must be provided within 10 days of reporting change. ***

- Add a person
 - Date of change _____
 - Name _____
 - SSN _____
 - DOB _____
 - Estimated gross weekly income _____
 - Relationship to household _____
 - If receiving benefits, who's case _____
& what benefits _____
 - If new member is working provide last 4-6 pay stubs or a current payroll history
 - If parent of minor child in the household provide original birth verification & photo ID
 - If 16 years of age or older and enrolled in school provide school verification

- Remove a person
 - Date of change _____
 - Name _____
 - New Address _____
 - Effective date _____
 - Current phone _____
 - If rent/utility responsibilities change please send verification.

- Newborn
 - Name _____
 - DOB _____
 - Mother's name _____
 - Father's name _____
 - City & State of birth _____
 - Provide newborn's birth certificate or hospital footprints, shot record, SSN Application

(how to handle for more than one person?)