



Date: _____

(Participant Name)
(Address)
(City, State, Zip Code)

RE: Household Composition Change

Dear _____:

Recently you submitted an Interim Change to the Department of Community Affairs notifying that your income, family composition or other has changed. Below is correspondence to the Interim Change request:

- ☐ You submitted supporting documents, but the Interim Packet must be completed and submitted to properly report the Household Change.
- ☐ You submitted the Interim Packet with missing supporting documents:
___ **Paycheck Stubs:** Provide 2 most recent, consecutive stubs if paid biweekly, provide 4 most recent, consecutive stubs if paid weekly.
___ **Other:** _____

- ☐ You properly provided all supporting documents in a timely manner. After reviewing your file, the supporting documents do not meet the threshold to submit a change. Your file has been notated and your rent portion remains the same.
- ☐ **Other:**

Please note all changes must be reported within ten (10) business days of the effective date. Failure to report properly could result in termination.

If you have any questions, you may contact me by phone or email listed below.

Sincerely,

_____ (Housing Specialist)

_____ (Phone Number)

