



HCV Certification Form

Instructions for completing this form: Complete this form **IN INK**. You must answer **ALL** questions front and back. A packet must be completed for every change of income or household, by each household member 18 years of age or older.

Name: _____ Specialist/Coordinator: _____
 Address _____ Phone Number: _____
 Reason for Change: _____

Section I: Household Information

A. Household Composition. Starting with the Head of the Household, list all members of the household. Use the correct legal name for each member as it appears on his/her Social Security Card or INS documents.

Name First, Last (Must be Legal Name)	Relationship to Head of Household	Date of Birth	Gender	Full time Student Yes/No	Disabled Yes/No	US Citizen Yes/No	If NOT a US Citizen, Permanente Legal Resident Yes/No
1.	Head of Household		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have more family members to list, please use a plain sheet of paper and attach

Section II: Supplemental Information

Yes

No

I provided proof of social security number (or certification) for all household members. This certification for individuals under 18 years of age will be executed by a parent or guardian)

Have you or any member lived in in any subsidized housing program? (PHA, HCV, Section 8 etc.)

If Yes: Who:_____ When:_____

Where:_____

Have you or any member been required to repay money for knowingly misrepresenting information while living in any subsidized housing program? (PHA, HCV, Section 8 etc.)

If Yes: Who:_____ When:_____

Where:_____

Have you or any member committed any fraud while living in any subsidized housing program? (PHA, HCV, Section 8 etc.)

If Yes: Who:_____ When:_____

Where:_____

Have you or any member in your household currently or ever been on parole or probation?

If Yes: Who:_____ When:_____

Date of Discharge:_____ Crime:_____

Are you or anyone in your household subject to registration as a sex offender in any state?

If Yes: Who:_____

I have committed or been convicted of a crime other than a traffic violation in the last 12 months?

If Yes: Who:_____ When:_____

Date of Discharge:_____ Crime:_____

Part III: Income

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I have a job and receive money/wages, tips or bonuses: (if more than 2 jobs list on plain sheet of paper) |
| | | If yes Where:_____Address:_____ Start Date:_____ |
| | | Where:_____Address:_____ Start Date:_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I am self-employed: List the types of jobs you do:_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive Social Security or Rail Road Retirement Act Income. Amount \$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive Supplemental Security Income (SSI): Amount\$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive quarterly payments from DHS for the State-paid portion of the SSI grant |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive unearned income for a family member(s) age 17 or under (SSI, Social Security) |
| | | Minors Name(s): |
| | | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive periodic payment from retirement funds or pensions. |
| | | Where:_____ Amount \$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive disability or death payments other than social security Amount\$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive Veteran's Administration benefits Amount \$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I receive cash assistance (FIP) or food assistance through DHS: |
| | | County:_____ Cash Amount \$_____ Food Stamp Amount \$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | I am currently sanctioned for non-compliance through DHS. |
| | | Why:_____ |

I receive cash contributions or gifts including rent or utility payments on an ongoing basis from **person(s) not living with me and/ or organization ex: plasma donation**. (if more than 2, use plain sheet of paper)

Who: _____ Amount
\$ _____

Who: _____ Amount
\$ _____

I receive unemployment benefits: Amount
\$ _____

Part III: Income continued

Yes **No**

I receive periodic payments from Workers' Compensation: Amount
\$ _____

I receive periodic payments from a trust, annuity or inheritance: Amount
\$ _____

I receive income from rental of real estate or personal property:
Address: _____ Amount
\$ _____

I receive periodic payments from lottery winnings: Amount
\$ _____

I receive adoption subsidy payments:
Agency: _____ Amount
\$ _____

I receive foster care subsidy payments:
Agency: _____ Amount
\$ _____

I receive child support. If so which
county _____

Amount \$ _____ paid (circle on) Weekly Monthly Annually

I have been awarded a judgment for child support but have not been receiving payments

- I anticipate filing a claim for child support in the next 12 months
- I receive alimony: Amount
\$ _____
- I receive GI Bill Benefits: Amount
\$ _____
- I receive military active duty allotments: Amount
\$ _____
- I am a member of an Indian Tribe and receive gaming payments: Amount
\$ _____
- I receive periodic payments from insurance policies: Amount
\$ _____
- I receive long term care insurance payments that exceed \$180/day or \$67,000 annually
- I receive other recurring or periodic payments not listed above: (if more than 1 use plain sheet of paper)

What: _____ Amount
\$ _____
- I have income from sources other than those listed: (if more than 1 use plain sheet of paper. What: _____ Amount \$ _____

Part IV: Assets

- | Yes | No | | |
|--------------------------|--------------------------|---|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | I have a savings account with List name of Bank _____ | Amount |
| | | \$ _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | I have a checking account with List name of Bank _____ | Amount |
| | | \$ _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | I have certificates of deposit: List name of Bank _____ | Amount |
| | | \$ _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | I have cash held in my home or safety deposit box: Amount | |
| | | \$ _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | I have savings bonds | |

- I have Treasury bills
- I have stocks
- I have bonds
- I have mutual funds
- I have IRA or Keogh account:
Where _____
- I have time certificates
- I own real estate:
Address _____
- I own a mobile home
- I have land contracts
- I hold a mortgage or deed of trust
- I have revocable trusts
- I have personal property for investment purposes: (gems, jewelry, collections)
- I have assets from sources other than those listed: (if more than 1 use plain sheet of paper. What: _____ Amount \$ _____)

Part V: Deductions

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I am elderly (age 62 or older), handicapped or disabled and pay Medicare premiums |
| <input type="checkbox"/> | <input type="checkbox"/> | I am elderly (age 62 or older), handicapped or disabled and pay medical insurance premiums other than Medicare |
| <input type="checkbox"/> | <input type="checkbox"/> | I am elderly (age 62 or older), handicapped or disabled and pay medical or prescription which are not reimbursed by insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | I pay child care expenses for a child age 12 or under in order to gainfully employed or to further my education |

Name and address of Provider: _____

I pay handicap care expenses for a handicapped/disabled family member in order to be gainfully employed.

Name and address of Provider: _____

I pay handicap equipment expenses for a handicapped/disabled family member which are not covered by insurance

I have sold, given away or otherwise transferred ownership of assets within the last two (2) years. Initial yes or no. If yes list items and dates:

Assets include cash (totaling in excess of \$999), cash held in savings and/or checking accounts, trust funds, equity in real estate or other capital investments, stocks, bonds, treasury bills, certificates of deposits, money market funds, IRA accounts, retirement and pension funds, lump sum receipts (i.e.: lottery winnings, insurance settlements) and personal property held as an investment (gems, or coin collection, paintings, antiques cars, etc.) Does not include: personal property such as furniture, automobile, and clothing.

Under penalties of perjury, I certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understands that providing false representation herein constitutes an act of fraud.

I will notify the Lansing Housing Commission when circumstances change for possible recertification within 14 consecutive days from the date of the change. False, misleading, or incomplete information may result in termination from the Lansing Housing Commission.

Resident Signature

Date