



## HOUSING CHOICE VOUCHER PROGRAM INTERIM REPORTING REQUIREMENTS

**\*Status Change Reporting/Walk-In Days Monthly 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup>  
Tuesday between 8:30 A.M. and 12:00 P.M. You must be signed in by 12:00\***

You must report the following required information to NRHA. Failure to do so may result in retroactive rent increase, money owed to Section 8 and/or termination of assistance. Report all changes in writing to our Housing Choice Voucher Staff on the above days and times. Our office is located at 201 Granby Street (ground floor), Norfolk, VA. Please continue to pay your current rental portion until you have been notified in writing of another amount to pay. All reported changes will be verified via a third party prior to any changes in the assistance.

### A. Family Composition Changes:

You **must report any change in family composition** (e.g., any household member who moves in or out of the unit, birth, adoption, marriage, court-awarded custody of a child, or death of family member, etc.) within **10 business days** of the composition change, **with written verification**.

### B. Increase in Income:

**You must provide written verification of any increase in income within 10 business days** from employment, social security, child support, TANF, pension, annuity, family contraction, unemployment benefits, veteran's benefits, lump sum payments, business income, or other source of income within 10 calendar days of the income increase. This verification must be completed by the appropriate agency.

### C. Decrease in Income:

You may request a redetermination of the payment to the owner on the basis of **changes that may reduce your family portion of rent due to decrease in income**. Such change must be verified by the 10<sup>th</sup> of the month for the change to be effective the 1<sup>st</sup> of the next month.

### D. Zero Income Reporters:

Families who report zero income are required to **attend monthly meetings held on the second Wednesday of the month and submit a written certification every 30 days as to the status of their income**.

**If you are in doubt about whether or not to report a circumstance, contact your Housing Choice Voucher Program Specialist. NRHA will not accept an explanation of not understanding reporting requirements should it be determined you are not in compliance with program guidelines.**

