



## Bloomington Housing Authority

1007 North Summit, Bloomington, Indiana 47404  
812-339-3491 fax 812-339-7177

**“Long Form”** – This will be used for Annual Reexamination, Adding Adults to Household, Certification to Move, Portability Move, or as an Update if not housed within 60 days of voucher issuance when family is new to the program

**Interim Change Form** – This will be used for increase/Decrease of ANY income, removing household members, add child to household, and reporting any other change in the household between Annual Reexaminations

**Zero Income Affidavit/Questionnaire** – This will be used for Annual Reexaminations and Quarterly Reexaminations for households claiming “zero” income

**Adult to Be Added Forms** – Adult to Be Added to be completed by head of household to request adding adult (persons 18 years of age and older); Person to Be Added Questionnaire to be completed by the adult who will be added; Consent for Criminal Background Check to be completed by adult being added; Declaration of 214 Status Form to be completed by adult being added; Debts Owed to PHA to be signed by adult to be added; Supplement to Application to be completed by adult being added; Lease Addendum for Drug-Free Housing needs to be signed by all adult members; Request for Earnings Information top section only to be completed by adult being added; Work Force Development Release of Information to be signed by adult being added

**Child to Be Added Forms** – Child to be Added form to be completed by head of household to request adding child; Declaration of 214 Status Form to be completed by adult on behalf of child being added; Interim change form

**Waiver of Minimum Rent Request/Certification of Disability** – This form is to be used when a family who has zero income is requesting a minimum rent waiver (meaning waiver of the \$50.00 minimum rent requirement); certification of disability is to be completed by a “knowledgeable professional” and proof of application for disability through SSA or VA must be attached

**Certification for Live-In Aide** – This is to be completed by Live-In Aide who has been approved to be added to the household

**Reasonable Accommodation Request** – This form should be completed by Household Member or on behalf of Household Member who is requesting a Reasonable Accommodation; which could be a live-in aide being added to the household, an extra bedroom for medical equipment or other accommodation to policies being requested. Second part of the Reasonable Accommodation Request must be completed by a knowledgeable professional verifying the connection between the RA request and the disability

**Authorization for Release of EIV** – This form is used for Annual Reexaminations, Quarterly Zero Income Appointments, Certifications to Move and Portability; it is to be used only for

households who have more than one adult and before signing the EIV (Enterprise Income Verification)

**EIV (Enterprise Income Verification)** – This is a form that BHA will print before each Annual Reexamination, Quarterly Zero Income Appointment, Certifications to Move and Portability appointments. This form is specific to the household and has PII, therefore it will be given as needed to VA caseworkers

**Banking Verification Form** – This form may be used in lieu of a bank statement, *if* the bank will respond to BHA requests for such information. Some banks will not. Please inquire with BHA caseworker.

**Child Support Statement** – This form will need to be signed for all households who have child support ordered, even if child support isn't currently being paid to them

**Verification of Child Care** – This form may be used when a family with a qualifying child has child care expenses. Please ask BHA caseworker for any clarification

**Self-Certification Form** – This form will be used when a family must self-certify any income or other unverifiable change has occurred. Please contact BHA caseworker before using

**Affidavit to Allow Someone to Apply and/or Attend Recertification** – This form must be used if Head of Household is absolutely unable to complete Annual Reexaminations and other changes themselves

**Appeal Request Form** – This form is only to be used when a family is appealing a termination of assistance or denial of adding an adult member to their household

**Client Concern Form** – This form may be used when a client has a concern they wish to address with BHA and would like BHA staff to respond or know about a situation

**Notification of Family Member Move Out** – This form must be used when any household member moves out of the assisted unit; an interim change form must accompany it

**Voluntary Withdrawal Form** – This form should only be used when a family no longer wishes to remain on the program. It will need to be completed in its entirety and accompanied by a copy of Photo ID

**For Portability Moves** – Please contact BHA caseworker

**Certification to Move** – See Checklist, top page. Complete all forms attached. Some will need to be signed by ALL adult household members. **BHA will need a copy of all forms signed.**

**Briefing Packet** – Everything on the ***left side*** of the folder must be signed, please refer to the checklist (top page) for all documents enclosed. Most forms will require all adults in the household to sign. **BHA will need a copy of all forms signed.** Everything on the ***right side*** of the packet is informational, and BHA does not need a copy of these items. Payment standards are included on the right side.