

## Change Of Household Composition | Add A New Household Member Form

All participants must report any changes in household composition or income, in writing, within 10 business days of the change. You may not permit a new member to reside in the household until you complete the following steps: **(1)** complete this packet, **(2)** obtain approval from your landlord for the new household member (prior to submitting this packet to Opportunity Home), **(3)** submit this packet to Opportunity Home, and **(4)** obtain approval from Opportunity Home.

Head Of Household Information			
Date		Last 4 of SSN	
Head of Household			
Home Phone		Alternate Phone	
Email Address			
Current Address			
City		State	Zip Code
Family Member Being Added To The Unit			
Name of New Member		Last 4 of SSN	
Relationship		DOB	
Home Phone		Cell Phone	
Current Address			
City		State	Zip Code
Race			
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/ Pacific Islander			
Ethnicity			
<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic			
Highest Level of Education Completed			
<input type="checkbox"/> Prefer Not To Answer <input type="checkbox"/> No School <input type="checkbox"/> 1 <sup>st</sup> Grade <input type="checkbox"/> 2 <sup>nd</sup> Grade <input type="checkbox"/> 3 <sup>rd</sup> Grade <input type="checkbox"/> 4 <sup>th</sup> Grade <input type="checkbox"/> 5 <sup>th</sup> Grade <input type="checkbox"/> 6 <sup>th</sup> Grade <input type="checkbox"/> 7 <sup>th</sup> Grade <input type="checkbox"/> 8 <sup>th</sup> Grade <input type="checkbox"/> 9 <sup>th</sup> Grade <input type="checkbox"/> 10 <sup>th</sup> Grade <input type="checkbox"/> 11 <sup>th</sup> Grade <input type="checkbox"/> 12 <sup>th</sup> Grade <input type="checkbox"/> _____ yrs College/Technical School			
Current Student Status			
Is the new member a current full-time student? <input type="checkbox"/> Yes* <input type="checkbox"/> No			
<b>*Required Documentation:</b> If yes, and they are 18 years or older, please attach proof of full-time student status.			
Live-In Aide Status			
Is this person a Live-In Aide? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employment Information			
Name of Employer		Monthly Income	
Employer Address			
City		State	Zip Code
Other Source of Income		Amount	Per

I hereby certify that all the information on this application is true and complete; I understand that giving false or inaccurate information may jeopardize my eligibility to receive future assistance. By signing this document I authorize the Opportunity Home San Antonio to **(continued on next page)**:

- Verify all reported information, which includes comparing all reported information with information retrieved through independent sources. These verifications may include, but are not limited to, the following: Social Security and Supplemental Security Income, state wage information, collection agencies, current and former employers, Temporary Assistance for Needy Families (TANF), child support benefits, child care, financial institutions, veteran's benefits, worker's compensation, domestic employment, full-time student status, and pension.
- Obtain all of my criminal history records, if any, from any law enforcement agency. I understand that such records will include arrests and convictions for misdemeanors and felonies, if any, as well as any probation or parole information. This may include screening my records for state lifetime sex offender registrations, if any, using the *Dru Sjodin National Sex Offender Database* and/or other official federal, state, and local resources.
- Obtain all of my credit history records, if any, from any credit reporting agency, and to obtain a copy of my credit report.

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**Head of Household Signature**

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**Date**

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**Adult Member Being Added**

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**Date**