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Change of Income or Family Composition

All changes must be requested in writing, with the applicable support documentation and submitted in PDF format to your Caseworker. **NOTE: Change can take up to 30 days to process.**

When submitting a Change, you MUST include the following.

- Change of income request form, and
- Support documentation, and
- Authorization for Release of Information Form _HUD 9886

Change of Income

- Proof of the income changed since the last reported to HABC:
- Minimum of (2) current and consecutive paycheck stubs (if change is due to increased or decreased employment income); or
- Letter on company letterhead indicating amount, frequency of pay and date of hire.

You may also have to include one or more of the following, if applicable:

- Letter on company letterhead indicating date of separation (if you no longer employed)
- Unemployment benefits award letter
- Veterans Affairs award letter
- TANF award letter
- Worker's Compensation benefits statement
- SS/SSI award letter must provide the actual award letter sent by the Social Security Administration Office
- Pension statement
- Child support a current 3-month printout or a notarized letter indicating child support amount
- Statement of income (you may use attached form)
Direct Child support statement (must be signed by contributor and notarized)
General contribution statement (must be signed by contributor and notarized)

Change of Family Composition

A. When submitting a Change removing someone, you MUST include the following.

- Statement providing new address information for each household member being removed.
- Two proofs of residency for household member you wish to remove such as lease or major utility bills with their name and new address on it.

Failure to submit the required documentation may delay your request to remove a member from your household.

B. When submitting a Change adding someone, you MUST include the following.

- Social Security Card
- State issued Birth Certificate
- Valid picture ID for persons 18 or older
- Marriage Certificate (if applicable)
- Managing Conservatorship for non-biological children (Legal Custody)
- Proof of income like; Employment verification on company letterhead or 4 consecutive paycheck stubs, award letters, Child Support print outs, etc.
- SNAP, TANF, Social Security/SSI and pensions letters
- Child Care Provider verification (for each child under age 13)

Additional documentation may be required. Your caseworker will mail you any additional forms needed.