

HOUSING AUTHORITY OF THE TOWN OF HAMDEN

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PROCEDURES FOR SUBMITTING CHANGES IN INCOME **SECTION 8 RENT SUBSIDY PROGRAM PARTICIPANTS**

Dear Program Participant:

As a reminder it is your responsibility as a participant in the Section 8 Rent Subsidy program to submit changes in your income, **immediately and in writing.**

When you begin employment, it is necessary that you submit your date of hire, rate of pay, and hours worked per week to this office on company letterhead – **within 14 days from the date you start working.** This applies to all employment for every household member. The letter must include the name, title and phone number of the contact person at your job. This is required for verification purposes. **Once you receive your first four (4) consecutive weeks of pay stubs (or 2 biweekly), it is necessary that they be submitted to the office for review.** If a rent adjustment is necessary after review of the pay stubs (either up or down), it will be made accordingly.

If you terminate employment, you must submit the letter and date of termination, along with the name, title and phone number of the contact person immediately. The deadline to submit income changes is the 15th day of the month; and reductions for income changes after that time cannot be guaranteed for the first of the following month.

If you have questions, please call the office at 281-7669.

Sincerely,
Hamden Housing Authority
Section 8 Staff

Enclosure: Notice of Rent Adjustment

4/2000