



Report of Change in Family Composition

Head of Household: _____

Address: _____

Telephone: (Cell) _____ (Home/Work/Message) _____

Adding a Household Member:

Name of person: _____

Address: _____

How long at this address? _____ Telephone: _____

Relationship to Head of Household? _____

When requesting to add a new household member, you must also complete a Change of Income form.

Notice: You must submit a letter from your landlord approving this addition to your household! Any addition that is not by birth, adoption, or legal guardianship must be pre-approved by WCCA. Failure to attach the required documentation will delay processing.

Removing a household member:

Name of family member being removed: _____

New Address: _____

Notice: Attach verification of new address (ie. lease, rent receipt, business mail, etc.) Failure to attach the required documentation will delay processing.

Phone number: _____ Date family member moved out: _____

Reason member is being removed: _____

WARNING! *Title 18, Section 1001 of the United States code, makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States.*

Signature of Head of Household

Date

Forms/Report of Change in Family Composition 01/09

WWW.WCCA.NET

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