



## Required Documentation

### ADDING A FAMILY MEMBER

To add a family member, you must provide the following documents:

*If the person to be added is 18 years old or older:*

- Birth certificate
- Photo ID (must be valid)
- Social Security card
- Proof of income (if applicable)
- If a full-time student, verification of full-time student status

*If the person to be added is under 18 years old:*

- Birth certificate
- Social Security card
- Legal guardianship documents (notarized or other letters are **not** acceptable)

### CHANGE OF STATUS

To change a household member's status, you must provide the following documents

For a **disabled** household member:

- Verification form (signed by the person who is disabled, or, if that person is a minor, by his/her parent/guardian)

For an **elderly** (62 or older) head of household or spouse:

- Copy of document verifying age (i.e., birth certificate or passport). A voter's registration card cannot be used.

For an **employed** household member:

- A letter from the employer; or
- Three paystubs showing at least 30 hours per week

For an **unemployed** household member:

- Verification form (signed by the person who had been working) for employer or unemployment agency; or
- A letter from the employer

For **displaced** household member:

- Letter from landlord or government agency requiring you to move

For **living in substandard housing**:

- A home inspection will be conducted by VIHA staff

For **witness protection**:

- Letter from law enforcement agency

For **Officially Referred from VIHFA's Emergency Housing Program**:

- Letter/verification from VIHFA referring you and confirming that you are in good standing with their program

