



Central Texas Council of Government Housing Assistance Division
2180 North Main St., P.O. Box 729, Belton, TX 76513
254-770-2300 * 1-888-488-4911 * (FAX) 254-770-2329

REQUEST TO ADD NEW HOUSEHOLD MEMBER – MINOR

All documentation must be presented with this form to process

- The CTCOG/ Housing Division must approve all new household members prior to moving into your home.
You and your Landlord will sign this form and submit it to the CTCOG/ Housing Division a minimum of 30 days before adding a new family member or 30 days after the birth of a child.
New members under 18 must provide a copy of an official Birth Certificate and Social Security Card.

TO BE COMPLETED BY THE HEAD OF THE HOUSEHOLD

Head of Household (print):

Head of Household Social Security Number:

Address:

City/State: Zip Code:

Phone Number: Email Address:

New Family Member Name:

New Family Member Social Security Number:

Date of Birth: Place of Birth:

Relationship to Head of the Household:

Signature of Head of the Household: Date:

Signature of Landlord (if approved): Date:

CENTRAL TEXAS HOUSING ASSISTANCE PROGRAM USE ONLY

Approved Denied Reason for Denial:

Comments:

Staff Signature: Date:

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to knowingly and willfully falsify, conceal or cover up by any trick a material fact; make any materially false, fictitious or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry to any Department or Agency of the U.S. as to any matter within its jurisdiction.



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REQUEST TO ADD A MINOR

These forms must be submitted to the CTCOG/ Housing Division within 30 days after the birth of a child or a minimum of 30 days before adding a child to your household. Additional information needed may be requested by your counselor.

WE WILL NOT PROCESS THIS REQUEST IF WE DO NOT RECEIVE ALL OF THE REQUIRED DOCUMENTATION

The following must be provided: If any of the documentation is not presented, your request will not be processed.

- Birth Certificate or Birth Facts
- Social Security Card
- Declaration of Citizenship form (DEC 214)
- CTCOG Child Support Form

Additional Information and Documentation that may apply:

- Guardianship Documentation – i.e. placement from CPS, Court Order, etc.
- Social Security or SSI Award letter
- CTCOG Child Support Form, OAG Income Verification form, or 4-month printout from another state
- Notarized letter from anyone who sends you cash or non-cash contributions
- Proof of Assets – Statement for checking and savings, including but not limited to traditional banks, Cash App, Chime, Venmo, etc., Stocks, Bonds, Certificates of Deposit
- SNAP/TANF Award Letter





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CHILD SUPPORT DIVISION

**Verification of Child Support Income /
 Verificación de Ingresos de Manutención de Niños**

Date / Fecha: _____

Beneficiary (Applicant) / Beneficiario (Applicando):

Name and Address of Requesting Authority

SSN (of Applicant) / Numero de Seguro Social (Applicando):

Central Texas Council of Governments

Payor (Other Parent) / Pagador (Otro)

Housing Division

PO BOX 729, Belton, TX 76513

(254) 770-2301

Requesting Authority Agent Name

Name of Child(ren) / Nombre de Nino(s):

Phone: 254-770-2301

Fax: 254-770-2329

I hereby authorize the release of all child support income information requested on this verification form to the above-named requesting authority. Por la presente autorizo la revelación de toda la información sobre los ingresos de manutención de niños, solicitada en este formulario de verificación, a la autoridad solicitante nombrada arriba.

 Applicant's Signature / Firma del Solicitante

 Date / Fecha

WARNING: Section 1001 of Title 18 of the U. S. code makes it a criminal offense to make willful false statements or misrepresentations to any department or agency of the United States as to matters within its jurisdiction. Texas Government Code chapter 559 gives you the right to review and request correction of information on this form.

AVISO: La Sección 1001 del Título 18 del código de los Estados Unidos establece como un delito penal el hacer declaraciones falsas o distorsiones intencionales a cualquier departamento o agencia de los Estados Unidos con respecto a asuntos dentro de su jurisdicción. El Código Gubernamental de Texas el capítulo 559 le proporciona a usted el derecho de revisar y solicitar la corrección de información en este formulario.

Declaration of Section 214 Status

Notice to applicants and tenants: To be eligible to receive the housing assistance sought, each applicant for or recipient of housing assistance must be lawfully within the U.S. Please read the Declaration statement carefully and sign and return to the Housing Authority's Admissions Office. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

I, _____ certify, under penalty of perjury,¹ that, to the best of my knowledge, I am lawfully within the United States because (please check the appropriate box):

I am a citizen by birth, a naturalized citizen or national of the United States; or I have eligible immigration status and I am 62 years of age or older. Attach evidence of proof of age²; or

I have eligible immigration status as checked below (see reverse side of this form for explanations). Attach USCIS document(s) evidencing eligible immigration status and signed verification consent form.

Immigrant status under 101(a)(15) or 101(a)(20) of the INA³; or Permanent residence under 249 of INA⁴; or

Refugee, asylum, or conditional entry status under 207, 208 or 203 of the INA⁵; or

Parole status under 212(d)(f) of the INA⁶; or

Threat to life or freedom under 243(h) of the INA⁷; or Amnesty under 245 of the INA⁸.

(Signature of Family Member)

(Date)

Check box on left if signature is of adult residing in the unit who is responsible for child named on statement above.

PHA: Enter USCIS/SAVE Primary Verification #: Date:

[See reverse side for footnotes and instructions]

CTCOG Housing Division does not discriminate on the basis of race, sex, color, religion, marital status, national origin, age, pregnancy, disability, ancestry or sexual orientation for access, admission, or employment in housing programs, resources or activities. If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.

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1 Warning: 18 U.S. C. 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any manner within the jurisdiction of any department of agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

The following footnotes pertain to noncitizens who declare eligible immigration status in one of the following categories:

- 2** Eligible immigration status and 62 years of age or older. For noncitizens who are 62 years of age or older or who will be 62 years of age or older and receiving assistance under a Section 214 covered program on June 19, 1995. If you are eligible and elect to select this category, you must include a document providing evidence of proof of age. No further documentation of eligible immigration status is required.
- 3** Immigrant status under 101(a)(15) or 101(a)(20) of INA. A noncitizen lawfully admitted for permanent residence, as defined by 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by 101(a)(15) of the INA (8 U.S.C. 1101(a)(20) and 1101(a)(15), respectively [*immigrant status*]. This category includes a noncitizen admitted under 210 or 210A of the INA (8 U.S.C. 1160 or 1161), [*special agricultural worker status*], who has been granted lawful temporary resident status.
- 4** Permanent residence under 249 of INA. A noncitizen who entered the U.S. before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the U.S. since the, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under 249 of the INA (8 U.S.C. 1259) [*amnesty granted under INA 249*].
- 5** Refugee, asylum, or conditional entry status under 207, 208 or 203 of INA. A noncitizen who is lawfully present in the U.S. pursuant to an admission under 207 of the INA (8 U.S.C. 1157) [*refugee status*]; pursuant to the granting of asylum (which has not been "terminated" under 208 of the INA (8 U.S.C. 1158) [*asylum status*]; or as a result of being granted conditional entry under 203(a)(7) of the INA (U.S.C. 1153(a)7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity [*conditional entry status*].
- 6** Parole status under 212(d)(5) of INA. A noncitizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest under 212(d)(5) of the INA (8 U.S.C. 1182(d)5)) [*parole status*].
- 7** Threat to life or freedom under 243(h) of INA. A noncitizen who is lawfully present in the U.S. as a result of the Attorney General's withholding deportation under 243(h) of the INA (8 U.S.C. 1253(h)) [*threat to life or freedom*].
- 8** Amnesty under 245A of INA. A noncitizen lawfully admitted for temporary or permanent residence under 245A of the INA (8 U.S.C. 1255a) [*amnesty granted under INA 245A*].

Instructions to Housing Authority: Following verification of status claimed by persons declaring eligible immigration status (other than for noncitizens age 62 or older and receiving assistance on June 19, 1995), the PHA must enter USCIS/SAVE Verification Number and date that it was obtained. A PHA signature is not required.

Instructions to Family Member for Completing Form: On opposite page, print or type first name, middle initial(s) and last name. Place an "X" or "√" in the appropriate boxes. Sign and date at bottom of page. Place an "X" or "√" in the box below the signature if the signature is by the adult residing in the unit who is responsible for child.

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