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## NOTICE TO ALL SECTION 8 PARTICIPANTS REGARDING CHANGES IN INCOME AND HOUSEHOLD COMPOSITION

Participant's Name (Please print): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Effective July 2025, Macon Housing Authority has changed the Administrative Plan regarding the reporting of income and family composition.

Program participants must report all changes in household income and composition to MHA between annual reexaminations. This includes new or increases in income as well as additions due to birth, adoption and court-awarded custody within 10 business days of the occurrence. The family must obtain MHA approval prior to all other additions to the household.

Any changes in income **MUST** be reported within 10 business days of the occurrence. Verification forms are available on the Macon Housing Authority website [www.maconhousing.com](http://www.maconhousing.com).

Increases in income will be made effective the first of the month following 30 calendar days from the increase in income.

Decreases in income will be made effective the first date of the month following the month that the decrease is reported AND necessary verification has been received.

**Any changes in family composition**, adding or deleting a person from your household, **MUST** be made. Forms required for this are available at the front desk.

I understand that I must report as stated on this form any changes in both family composition (who lives in the unit) and income (if unsure of what to report, report everything). If I do not report according to this policy, it could jeopardize my Housing Choice Voucher Assistance.

\_\_\_\_\_  
Section 8 Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Section 8 Recertification Specialist

\_\_\_\_\_  
Date