

**FAMILY CERTIFICATION FORM-NON-MTW  
HOUSING CHOICE VOUCHER PROGRAM**

P.O. Box 1180, Pittsfield, MA 01202-1180  
Tel 413-499-1630 Fax 413-496-9831 www.berkshirehousing.com

Instructions: The Head of Household must complete and submit this form at the time of regular and, if required, interim recertification. Every item listed below must be completed on behalf of **every member of the household**. The form must be signed by the Head of Household.

**TO BE COMPLETED BY HEAD OF HOUSEHOLD**

Head of Household/Participant Name \_\_\_\_\_ Last Four Digits of SS No. \_\_\_\_\_

Head of Household/Participant Address \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone/Pager: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

1. On the chart below please list all household members living in your unit 50% or more of the time. If you need additional space, please attach another page. Make sure to indicate which question you are answering.

Full Name of Member	Relationship to Head of Household	DOB	Sex	Ethnicity	Race	Income	Source of Income	Disabled	Full Time Student
	Head		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> H <input type="checkbox"/> NH	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	\$ _____ / per _____	<input type="checkbox"/> Wages <input type="checkbox"/> SS/SSI/SSDI <input type="checkbox"/> Child Sup/Alimony <input type="checkbox"/> Pension <input type="checkbox"/> TANF <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spouse *Co-Head Adult Youth Other		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> H <input type="checkbox"/> NH	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	\$ _____ / per _____	<input type="checkbox"/> Wages <input type="checkbox"/> SS/SSI/SSDI <input type="checkbox"/> Child Sup/Alimony <input type="checkbox"/> Pension <input type="checkbox"/> TANF <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spouse *Co-Head Adult Youth Other		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> H <input type="checkbox"/> NH	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	\$ _____ / per _____	<input type="checkbox"/> Wages <input type="checkbox"/> SS/SSI/SSDI <input type="checkbox"/> Child Sup/Alimony <input type="checkbox"/> Pension <input type="checkbox"/> TANF <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spouse *Co-Head Adult Youth Other		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> H <input type="checkbox"/> NH	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	\$ _____ / per _____	<input type="checkbox"/> Wages <input type="checkbox"/> SS/SSI/SSDI <input type="checkbox"/> Child Sup/Alimony <input type="checkbox"/> Pension <input type="checkbox"/> TANF <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spouse *Co-Head Adult Youth Other		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> H <input type="checkbox"/> NH	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	\$ _____ / per _____	<input type="checkbox"/> Wages <input type="checkbox"/> SS/SSI/SSDI <input type="checkbox"/> Child Sup/Alimony <input type="checkbox"/> Pension <input type="checkbox"/> TANF <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spouse *Co-Head Adult Youth Other		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> H <input type="checkbox"/> NH	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	\$ _____ / per _____	<input type="checkbox"/> Wages <input type="checkbox"/> SS/SSI/SSDI <input type="checkbox"/> Child Sup/Alimony <input type="checkbox"/> Pension <input type="checkbox"/> TANF <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sex Categories: M = Male F = Female  
 Ethnicity Categories: H = Hispanic NH = Non Hispanic  
 Race Categories: 1 = White 2 = Black/African American 3 = American Indian/Alaska native 4 = Asian  
 5 = Native Hawaiian/Other Pacific Islander

\*Co-Head- Family member (other than spouse) equally responsible w/ the head of household for ensuring the family fulfills the family responsibilities.

2. What is the primary language spoken in your home?

- English   
  Spanish or Spanish Creole   
  Portuguese or Portuguese Creole   
  Vietnamese  
 French Creole   
  Italian   
  Russian   
  Chinese   
  Mon-Khmer, Cambodian  
 Other \_\_\_\_\_

3. If you prefer to receive written communication from DHCD in a language other than English, please check the language that you prefer. DHCD is required to provide written translation of materials for languages spoken by a significant percentage of households in its jurisdiction. Accordingly, DHCD will provide written translations for the languages indicated below:

- English   
  Spanish or Spanish Creole   
  Portuguese or Portuguese Creole   
  Vietnamese  
 French Creole   
  Italian   
  Russian   
  Chinese   
  Mon-Khmer, Cambodian  
 Other \_\_\_\_\_

4. Did any household member lose a job or voluntarily leave their job since the last recertification? If yes, list names and the effective date of the job loss below.     Yes     No     N/A

\_\_\_\_\_  
Name of Household Member

\_\_\_\_\_  
Effective Date

Will anyone in the household receive monetary or non-monetary gifts or contributions on a regular basis from someone who does not live in the household?     Yes     No

If yes, list names of household members who will receive such contributions, the type of contribution and the monthly amount of the contribution. For example if you receive \$50 worth of groceries every week from your Uncle Bill you would enter your name, under type of contribution, you would enter groceries, and under monthly amount you would enter \$200 (\$50/week x 4 weeks) :

\_\_\_\_\_  
Name of Family Member

\_\_\_\_\_  
Type of Contribution

\_\_\_\_\_  
Monthly Amount

**OTHER INCOME**

5. If you selected "Other Income" for any household member, complete the table below by entering the monthly amount and name of household member who receives that type of income.

Income	Amount Per Month	Name of Household Member
Commissions, Tips, Bonuses & Other Income		
Disability or Death Benefits		
Veteran's Benefits		
Veteran's Disability Benefits		
Payments for a Member of the Armed Services If yes, is the Armed Services member exposed to hostile fire? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Unemployment Benefits		
Interests, Dividends or Capital Gains		
Lottery or Gambling Winnings		
Real Estate or Rental Property Income		
Income from an Inheritance		
Insurance, Retirement, Pension, Life Insurance		
Payments for Support of a Foster Child		
Other Income _____ Describe		

**ASSETS**

6. Complete the table below about your household assets. Place a check in the column if a household member has the type of asset listed; enter the amount of the asset and the name of the household member who owns the asset.

Asset	Check if Applicable	Name of Household Member	Current Balance/Amount	Interest Rate	Penalty for Withdrawal
Checking Account					
Savings Account					
Stocks					
Bonds					
Mutual Funds					
Money Market Funds					
Certificates of Deposits					
Life Insurance					
Property/Real Estate					
Trust Funds					
Retirement or Pension Funds					

7. Does anyone in the household expect to receive any lump sum payments from insurance settlements or legal claims?

Yes \_\_\_\_\_  
Enter Amount and Description of the Lump Sum Payment

No

8. Does anyone in the household have a life insurance policy?

Yes \_\_\_\_\_  
Enter Amount

No

9. Has anyone in the household disposed of any assets for less than Fair Market Value in the past 2 years? For example if you sold your house and the house was valued at \$60,000 but you sold it to your child for \$10,000.

Yes (If yes, describe asset and amount it was sold for) \_\_\_\_\_

No

**Adjusted Income**

**Childcare Deduction**

10. Is the family paying for care of children under age 13 so an adult can work?  Yes  No

11. Is the family paying for the care of children under age 13 so an adult can attend education or job training classes?

Yes  No

12. Is the family paying for the care of children under age 13 so an adult can look for work?  Yes  No

**Disability Expense Deduction** (Eligible only if the head of household, co-head and/or spouse is elderly or disabled)

13. Is the family paying for care or apparatus for a disabled family member so that an adult family member can work?

Yes  No

14. If yes, list name(s) of person with disability who is receiving care or using the apparatus:

\_\_\_\_\_  
Name of disabled family member receiving care or using apparatus

15. Cost of care or apparatus: \$ \_\_\_\_\_ per month

**Un-reimbursed Medical Expense Deduction** (Applicable only to families if the head of household, co-head and/or spouse is elderly or disabled)

16. Does the family expect un-reimbursed medical expenses over the period covered by the certification?

Yes  No

17. List names of family members who expect un-reimbursed medical expenses:

\_\_\_\_\_  
Name of Family Member

\_\_\_\_\_  
Name of Family Member

18. Check type of **un-reimbursed** medical expenses anticipated and enter annual expense:

Type of Expense	Check if Applicable	Annual Amount
Medical insurance premiums (including Medicare)		
Doctor or Dentist Visits		
Dentures, bridgework or crowns		
Eye doctor visits		
Eyeglasses or contact lenses		
Clinic visits		
Therapy (physical or emotional)		
Lab fees, x-rays, blood work		
Prescription medicine		
Non-prescription medicine		
Hearing aid batteries		
In-home health care		
Medical Transportation		
Medical apparatus (owned or rented)		
Assistive animal expense		
Other (describe)		

**Criminal Background Information**

Are you or any member of your household subject to a lifetime state sex offender registration program in any state?

No  Yes - If yes, state the household member name and the state in which the household member is subject to a lifetime state sex offender program:

\_\_\_\_\_  
Name of Household Member

\_\_\_\_\_  
State

Have you or another member of your household ever been convicted of the manufacture or production of methamphetamine on the premises of Federally-assisted housing?

No  Yes - Name of Household Member \_\_\_\_\_

Have you or any member of your household been evicted from public housing due to violent or drug-related criminal activity?

No  Yes - Name of Household Member \_\_\_\_\_

Have you or any member of your household been evicted due to alcohol abuse which threatened the health, safety, or right to peaceful enjoyment of the premises by other residents or neighbors in the vicinity of your residence?

No  Yes - Name of Household Member \_\_\_\_\_

Have you or a member of your household ever used a Social Security Number other than the ones listed on this application?

No  Yes - Name of Household Member & SS Number \_\_\_\_\_

No  Yes - Name of Household Member and offense \_\_\_\_\_

**Participant Certification**

Third party verification of the above information will be completed and the results will be electronically transmitted to the HUD data collection system. Please refer to the Federal Privacy Act Statement for more information on its use.

I hereby certify that the above information on household composition, income, and assets is complete, true and correct to the best of my knowledge. I understand that giving false statements or information can be grounds for termination of Section 8 Housing Voucher Program assistance and for punishment under state and federal laws. Title 18 Section 1001 of the United States Code, states that a person who knowingly and willfully makes false statements to any department or agency of the United States Government is guilty of felony.

If there are any changes in income, expenses, and/or household composition prior to my reexamination effective date and which are different than what I reported on this reexamination questionnaire, I understand that I am required to notify the RAA prior to the effective date of reexamination. I understand that these changes will affect my rent determination.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date