

Dear Participant:

Thank you for your request for an Interim Reexamination Packet due to changes in your household composition or income. Enclosed find a packet of forms which must be completed in order to process your request:

1. Complete and sign the Interim Re-examination Update Form (page 1).
2. Complete the Household Changes section (page 2).
Complete only the sections that pertain to the change you are reporting.
3. Sign the enclosed forms where indicated – **Do not fill in any portion of the form.**
4. **Attach documentation only for the change you are reporting.** For example, if you lost your job, then a letter on the company's letterhead is needed. Or if you have lost your welfare benefit, a letter from the Department of Human Services is required.
5. All approved interim requests will be retroactive to the first day of the month after the month in which the request was received.

It is our goal to process your changes as quickly as possible. It is important that you provide us with complete information in order to expedite your request. Please make a copy of all documents for your record before returning your packet to the HCVP office.

You may direct any questions to the Customer Service Department at (216) 431-1471, or your Eligibility Specialist.

Sincerely,

HOUSING CHOICE VOUCHER PROGRAM