**Housing Choice Voucher Program**

**Recertification Packet**

***This is separate from the lease renewal/recertification you will do with your landlord and property management company. This form and all other requested documents should be submitted to the St. Joseph County Housing Authority by the date stated in your letter.***

***All members of households 18 and older must sign all documents.***

Housing Authority Forms: HUD Forms:

\_\_\_\_\_ Family Declaration (6 Pages) (signatures required) \_\_\_\_\_ Release of Information – 9886A

\_\_\_\_\_ Family Program Obligations (signatures required) (signatures required)

\_\_\_\_\_ Release of Information (signatures required)

\_\_\_\_\_ Resident Statement (signatures required)

\_\_\_\_\_ Income Agreement Form – *if using new Safe Harbor Income Verification* (signatures required)

\_\_\_\_\_ Daycare Deduction (request form if applicable to your household)

***You must return this completed packet and all verification documents, to the St. Joseph County Housing Authority by the date stated in your letter. Failure to return the complete packet with verification documents may result in termination of your assistance.***

*You may return your documents by uploading them to the secure Assistance Connect portal, mailing them, faxing them, placing them in the drop box at our office, or calling and making an appointment to drop them off in person. If you need a postage-paid envelope to return your documents, please call the office (574-656-3545) at least 2 weeks before your documentation submission due date. EMAILED DOCUMENTS WILL NOT BE ACCEPTED.*

*Phone number: 574-656-3545*

*Fax number: 574-804-1005*

*Email address: mail@sjcha-in.com (Questions only. Documents may NOT be submitted by email)*

*Physical Address for drop box: 107 W Center St., North Liberty, IN 46554*

*Mailing Address: PO Box 425, North Liberty, IN 46554*