



**Gardner Housing Authority  
HCV Program (Section 8)**

116 Church Street, Suite 1  
Gardner MA 01440-2556

978-632-6634 Phone FAX 978-632-2043

[pcaranfa@gardnerha.com](mailto:pcaranfa@gardnerha.com)



**INCOME CHANGE**

Deadline: \_\_\_\_\_

Dear Participant,

Thank you for contacting this office with the information that your income has changed. As you know, increases or changes in types of income must be disclosed to this office within 10 days of the change. Decreases to income should also be reported, so that your rent amount will be adjusted timely.

Please provide verifications of the following that pertain to your situation:

- two pay stubs, or a letter signed by your employer on their letterhead (no longer working, hours changed, hourly rate increased, etc.)
- unemployment statement or check stubs
- social security benefit letter(s)
- other government benefit letter(s) i.e., TAFDC, MA SSP, etc.
- pension notice(s)
- or other verification

Place originals (if you have them) in the enclosed Self-Addressed Stamped Envelope and mail it. I will make copies and return them to you. **Should the change(s) in income result** in an increase or decrease in your portion of the rent, you will be notified by mail or email. If you have any questions, please contact this office.

Thank you in advance.

Sincerely,

*Pamela Caranfa*

HCV Program Administrator

Enclosures: Import Document, Application for Continued Assistance or Self-Certification, SASE, Budget Checklist (if applicable)

cc File

**Gardner Housing Authority Policy:** In general, an increase in the family’s share of the rent will be effective on the first of the month following a 30 days’ notice in advance. Regardless of whether it is an annual or interim recertification: If a family causes a delay in processing or fails to report a change within the required time frames or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective had the information been provided on a timely basis. The family will be responsible for any overpaid subsidy and may or may not be offered a repayment agreement.

**What this means is:** By causing a delay or “failing to act” you will not receive 30 days notice of a rent increase.  
**As a reminder:** “Failing to act” is a violation of the program regulations and grounds for termination.

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This is an important document, please contact the **Gardner Housing Authority at 978-632-6634** for language assistance. You have the right to an interpreter free of charge.

If you or anyone in your family is a person with disabilities or encounter a barrier that prevents you from full participation and you require a specific accommodation in order to fully utilize our programs and services, please let us know.

The Violence Against Women Act (VAWA) assists the GHA in providing rights under the Violence Against Women Act (“VAWA”) to its applicant and participant households. Family members wishing to claim protection under VAWA must notify the GHA within 14 business days.