

**PUBLIC HOUSING & SECTION 8 HOUSING CHOICE (HCV) PROGRAM AND
VETERANS CIRCLE PROJECT BASED SECTION 8 PROGRAM**

INTERVIEW GUIDE & CHECKLIST

**FAMILY REPORTS ZERO INCOME OR INCOME INSUFFICIENT TO SUPPORT
LIFESTYLE**

INSTRUCTIONS: In order to compute the annual value of cash and non-cash contributions, this Interview Guide & Checklist is to be completed for all families who report **“Zero” Income** or for all families reporting less income would be sufficient to support their lifestyle. At the initial certification, annual re-certifications, interim re-certification interview, the housing authority interviewer should check the appropriate box for the type of action, accurately record the response of the Head of Household, and sign the Interview Guide & Checklist. The Head of Household should answer each question and sign the certification statement. Following the interview, the housing authority interviewer will verify through appropriate 3rd parties the responses of the Head of Household. Verifications are to be retained with the Interview Guide and Checklist in the Tenant’s File.

Head of Household: _____

Initial

Annual Re-Certification

Interim Re-Certification

How much is the weekly grocery bill (including baby food/formula for your household)? \$ _____

Does the family Food Stamps? Yes No

If yes, what the monthly value of Food Stamps received: \$ _____

Does anyone contribute Groceries to the family? _____

If yes, who contributes Groceries to the family? _____

What is the value of the Groceries contributed? \$ _____

What is the weekly value of Paper Products (such as napkins, toilet tissue, paper towels, trash bags & disposable diapers) use by the family? \$ _____

How does the family pay for these products? _____

Does someone contribute these items to the family on a regular basis? Yes No

If yes, who contributes Paper Products to the family? _____

What is the weekly value of the paper products contributed? \$ _____

What is the weekly value of Grooming Products and services (such as hair care products & haircuts, weaves, soap, deodorant, toothpaste, toothbrushes, shampoo, cosmetics, and personal hygiene products) used by the family? \$ _____

How does the family pay for these products? _____

Does someone contribute these items to the family on a regular basis? Yes No

If yes, who contributes these products to the family? _____

What is the weekly value of the products and services contributed? _____

Head of Household: _____

Does the family own a Car? Yes No

If yes, are there still payments due on the Car? Yes No

How does the family make the car payments? _____

Does someone contribute to these Car Payments on a regular basis? Yes No

If yes, who? _____

Amount of Monthly Contribution: \$ _____

If the family owns a Car that is paid in full, what are the average monthly amounts the family pays for:

Gas \$ _____ Maintenance \$ _____ Insurance \$ _____

How does the family pay for these auto-related expenses? _____

If someone contributes to the car's operation costs, who contributes? _____

What is the average monthly cash or direct payment contributions? _____

If the family does not own a car, what does the family use for Transportation? _____

How does the family pay for this transportation? _____

If someone outside the immediate household contributes to transportation cost, what is the average monthly amount of cash or other contribution to transportation? _____

What are the average monthly costs of other Entertainment to the family (such as):

Newspapers \$ _____ Magazines \$ _____ Video Rentals \$ _____

Movies \$ _____ Sporting Events/Activities \$ _____

Lottery/Scratch Tickets \$ _____

How do you pay for Entertainment costs? _____

Is someone outside the household contributes to Entertainment, who? _____

What is the average monthly contribution (in cash or entertainment provided)? \$ _____

Does the household have Telephone Services? Yes No *If yes, how many lines?* _____

Do you have Call Waiting? Yes No

How much is the average monthly Telephone Bill? (for all lines)? _____

If someone outside the household contributes to the cost of telephone services, who contributes?

How much is paid or contributed monthly? \$ _____

Does someone in your family have a Pager/Beeper or Cell Phone? Yes No

If yes, how many members have Pagers/Beepers or Cell Phones? _____

What is the average monthly cost for of Pagers/Beepers or Cell Phones? \$ _____

If someone outside of the household contributes to the cost of Pagers/Beepers/or Cell Phones who contributes? _____

How much is paid or contributed monthly? \$ _____

Does the family have an Internet Connection Yes No

If yes, is it DSL or Dial-Up Connection? _____

If dial-up, is there a dedicated line? Yes No

What is the Internet Service Provider? _____

How does the family pay for the Internet connection? _____

What is the average monthly cost of the Internet connection? _____

Head of Household: _____

If someone outside of the household contributes to the cost of the Internet connection, who contributes?

What is the average monthly contribution (in cash to the household or direct payment to the Internet Provider) for the Internet services? \$ _____

What is the average monthly cost for Clothing and Shoes for the family? \$ _____

How does the family pay for Clothing and Shoes? _____

If someone outside of the household provides Clothing and Shoes or contributes to the cost of Clothing and Shoes, who contributes? _____

What is the average monthly contribution (in cash or new Clothes and Shoes)? \$ _____

Does the family have any Unreimbursed Medical Expenses? _____

If yes, what is the average monthly cost of unreimbursed Medical Expenses? _____

How does the family pay for the unreimbursed Medical Expenses? _____

Is someone outside the family pays for or contributes toward Medical Expenses, who?

How much is contributed? \$ _____

Listed below are a series of miscellaneous expenses the family might have, list the family's applicable expenses and how they are met:

Church Contributions: \$ _____

Educational Expenses: \$ _____

Child Care Expenses: \$ _____

Job Expenses: \$ _____

How does the family pay for the expenses listed above? _____

TOTAL OF ALL ITEMS LISTED ABOVE: \$ _____

For Applicants Only:

What is the current average monthly cost for Housing and Utilities? \$ _____

How does the applicant pay for these costs? _____

If someone other than a member of the applicants household contributes to Housing or Utility Costs, who contributes? _____

Will the person (s) contributing toward shelter continue to do so when the family is admitted to public housing, the Section 8 Housing Choice Voucher (HCV) program or admitted to Veteran's Terrace Project Based Section 8 Program?

Signature

Date