



Request to Change Live-in Aide

If you have **already been approved** for a Live-in Aide (LIA) and are requesting to change the live-in aide currently listed in your household composition, please complete Section I. Information About the New Live-in-Aide and read Section II. Information About Live-in-Aides and the LIA Approval Process.

If you have **not already been approved** to have a live-in-aide through reasonable accommodation, please submit a Request for Reasonable Accommodation form which can be found on the Housing Authority website under the Forms, Special Needs Forms section or requested from Housing Authority staff.

SECTION I. Information About the New Live-in-Aide

Head of Household: _____ Tenant ID: _____

Name of new LIA: _____ Date of Birth: _____

New LIA current street address: _____

City: _____ State: _____ Zip Code: _____

Live-in aide’s family members, if any, who will be living in your unit with your LIA.

List the name(s) of LIA family member(s) and relationship to the LIA.

<u>Name</u>	<u>Relationship to LIA</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is the new LIA related to any family member in the assisted household? Yes No

If yes, please describe: _____

SECTION II. Information About Live-in Aides (LIA) and the LIA Approval Process

A LIA is defined as a person who resides with one or more elderly, near-elderly, or persons with disabilities who

1. is determined to be essential for the care and well-being of the person,
2. is not obligated for the support of the persons, and
3. would not be living in the unit except to provide the necessary supportive services.

A LIA cannot be approved for comfort or companionship only. Their income is not included in the total household income, and they have no rights to the voucher in cases of family break up.

Please be aware that the following individuals are ineligible for approval as LIAs.

1. A spouse, significant other, life partner, girlfriend/boyfriend, or domestic partner, etc., of the person requesting the LIA,
2. A current household member of the person requesting the LIA, except under extenuating circumstances and with prior approval as reasonable accommodation.
3. A person that the landlord will not permit to move into your unit.
4. A person that is not authorized by the Housing Authority to move into the unit.
5. A person under the age of 18.

When your request to change your LIA is received, you will be provided the following forms to complete and submit to the Housing Authority:

- 1. Agreement Between Head of Household and Live-in-Aide (LIA) and the Housing Authority of the County of Santa Cruz**
 - a. This form must be signed by you and your LIA, then approved by Housing Authority staff. A copy of this Agreement is saved in your Housing Authority file.
- 2. Change in Family/Household Size,**
 - a. This form must be signed by you and your current or potential landlord.
- 3. Criminal Background Check Consent Form**
 - a. The LIA will be required to provide identification documentation (photo I.D. and social security card) and go through the HUD screening process including a criminal background check.

The household will be provided with one additional bedroom for the LIA and any family members that may reside with the LIA. If the LIA has additional family members that will live with them, they will only be approved if their presence in the unit does not create overcrowding. Eligible family members of the LIA are limited to the LIA's spouse, registered domestic partner, or birth children.

Your voucher and subsidy standard will be adjusted as follows:

1. If you are seeking housing, your voucher will be upsized once your LIA is approved.
2. If you are currently residing in a unit large enough to provide a bedroom to the LIA without transferring to a larger unit, the voucher will be adjusted the 1st day of the month after the LIA is added to the voucher.
3. If you are transferring to a larger unit so you are able to provide a bedroom for your LIA, your voucher size will be adjusted once the LIA has been added to the household **and** the voucher has been transferred to a larger unit.
4. If your LIA no longer resides in the unit or ceases to work as your LIA, you must notify the Housing Authority in writing within 14 calendar days and your voucher size and subsidy standard will be adjusted accordingly.

Print Name

Signature

Date

If you have any questions, contact the Housing Authority Information Center (831) 454-9455, Mon-Thu 8:00 AM – 4:30 PM. The office is closed on Fridays