



CARIBOU HOUSING AGENCY

Housing Choice Voucher Program

25 High Street

Caribou, ME 04736

Telephone: (207) 493-4234

Fax (207) 376-0178

www.cariboumaine.org



ELIGIBILITY OF FULL/PART-TIME STUDENTS OF HIGHER EDUCATION

If a student enrolled at an institution of higher education

- is under the age of 24, is not a veteran,
- is not married,
- does not have a dependent child, and
- is not a person with disabilities receiving HCV assistance as of November 30, 2005,

the student's eligibility must be examined along with the income eligibility of the student's parents. In these cases, both the student and the student's parents must be income eligible for the student to receive HCV assistance.

If, however, a student in these circumstances is determined independent from his/her parents in accordance with PHA policy, the income of the student's parents will not be considered in determining the student's eligibility.

(The law does not apply to students who reside with parents who are applying to receive HCV assistance. It is limited to students who are seeking assistance on their own, separately from their parents.)

INDEPENDENT STUDENT

A student "independent" from his or her parents and the parents' income will not be considered when determining the student's eligibility if all of the following four criteria are met:

1. The individual is of legal contract age under state law.
2. The individual has established a household separate from his/her parents for at least one year prior to application for occupancy or the individual meets the U.S. Department of Education's definition of independent student.
3. The individual was not claimed as a dependent by his/her parents pursuant to IRS regulations, as demonstrated on the parents' most recent tax forms.
4. The individual provides a certification of the amount of financial assistance that will be provided by his/her parents. This certification must be signed by the individual providing the support and must be submitted even if no assistance is being provided.

To be considered an *independent student* according to the Department of Education, a student must meet one or more of the following criteria:

- Be at least 24 years old by December 31 of the award year for which aid is sought
- Be an orphan or a ward of the court through the age of 18
- Be a veteran of the U.S. Armed Forces
- Have one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent)

- Be a graduate or professional student
- Be married

DETERMINING STUDENT ELIGIBILITY

If a student is applying for assistance on his/her own, apart from his/her parents, the Housing Agency must determine whether the student is subject to the eligibility restrictions. If the student is subject to those restrictions, the Agency must ensure that:

1. the student is individually eligible for the program,
2. either the student is independent from his/her parents or the student's parents are income eligible for the program, and
3. the "family" with which the student is applying is collectively eligible for the program.

If the Housing Agency determines that the student, the student's parents (if applicable), or the student's "family" is not eligible, the Agency will send a notice of denial, and the applicant family will have the right to request an informal review.

DETERMINING PARENTAL INCOME ELIGIBILITY

For any student who is subjected to the eligibility restrictions and who does not satisfy the definition of *independent student* in this section, the PHA will determine the income eligibility of the student's parents as follows:

1. If the student's parents are married and living together, the PHA will obtain a joint income declaration and certification of joint income from the parents.
2. If the student's parent is widowed or single, the PHA will obtain an income declaration and certification of income from that parent.
3. If the student's parents are divorced or separated, the PHA will obtain an income declaration and certification of income from each parent.
4. If the student has been living with one of his/her parents and has not had contact with or does not know where to contact his/her other parent, the PHA will require the student to submit a certification under penalty of perjury describing the circumstances and stating that the student does not receive financial assistance from the other parent. The PHA will then obtain an income declaration and certification of income from the parent with whom the student has been living or had contact.

In determining the income eligibility of the student's parents, the PHA will use the income limits for the jurisdiction in which the parents live.



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STUDENT STATUS AFFIDAVIT

All applicants or participants under the age of 24 years of age must be screened for Student Eligibility

PART A: STUDENT STATUS DETERMINATION

Head of Household: _____

Address: _____

City: _____ Phone Number: _____

Are you...

	Yes	No
... currently enrolled, either full-time or part-time, at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential?		

➤ If you answered "No" please proceed Part D.

➤ If you answered "Yes", please continue

Are you

	Yes	No
...over the age of 23?		
...a parent with dependent children living with you?		
...a veteran of the U.S. Armed Forces?		
...married?		
...are you disabled and was not receiving Section 8 assistance as of November 30, 2005?		

PART B: STUDENT INDEPENDENCE

Are you...

	Yes	No
...are you a graduate or professional student?		
...independent of your parents/guardians who did not claim you on their most recent income tax return?		
...individually eligible to receive Section 8 assistance and has parents, individually, or jointly, who are income eligible to receive Section 8 assistance?		

➤ If you are 18 or older and were NOT claimed on your parents/guardians' tax return

OR

➤ If you answered "Yes" to at least ONE of the questions in Part B, Skip Part C, and proceed to Part D.

PART D: PARENTAL ELIGIBILITY

	Yes	No
Are you legal contract age under state law (18)?		
Do you meet eligibility requirements for Section 8 assistance? (Ask the Housing Agency if in doubt.)		

- If you answered “Yes” to BOTH questions, continue.
- If you answered “No” to ONE question, proceed to the Certification section.

Your parents, individual or jointly, must be income eligible for Section 8 assistance per the applicable low-income limit for the parents’ family size for the locality where the parents live. If your parents refuse to provide a copy of the first page of their income tax return, they (your parents) must provide a signed declaration and certification of income, which includes a penalty of perjury clause or you are not eligible for Section 8 assistance. Housing Agency’s must verify parents’ income each time they determine the eligibility of the student to receive Section 8 assistance.

All eligible students must provide the following documents:

1. A certification of the amount of financial assistance that will be provided by parents/guardians signed by the individual supply the support. This certification is required even if no assistance will be provided.
 - Must be provided **ANNUALLY** unless the student is at least 24 years of age with a dependent.
2. A statement from the instruction of higher education in which the student is enrolled which includes the amount of tuition only and the period covered.
 - Must be provided **ANNUALLY**.
3. The applicant/participant is required to disclose and provide copies of details for all financial assistance and the period covered.
 - Must be provided **ANNUALLY**.
4. Proof of qualifying State, Local, or Federal work study program (if applicable) by providing a copy of the contract. Any income in excess of tuition for qualifying work study programs is included as annual income. If the applicant/participant cannot provide proof of a qualifying program, all income is included.
 - Must be provided **ANNUALLY**

If you are qualified under PART A – STUDENT STATUS DETERMINATION

Provide **ONE TIME** only.

- Proof of age such as a driver’s license, non-driver ID or birth certificate.
- Proof of DD-21 for veteran status (if claimed).
- Proof of qualifying disability (if claimed).
- Marriage or dependent information is obtained during eligibility process.

If you are qualified Under PART B – STUDENT INDEPENDENCE

- A copy of the top portion of your parent’s/guardian’s prior year tax return (listing the dependent information.)
 - Must be provided **ANNUALLY** until the tenant reaches age 24.
- Proof of age such as a driver’s license, non-driver ID or birth certificate.
 - Provide **ONE TIME** only.
- Proof any item which you answered “Yes” to. (Example: proof of separate household can be obtained

through previous landlord verification.)

- Provide **ONE TIME** only.

If you are qualified under PART C – PARENTAL ELIGIBILITY

If the student is claimed on the parents’/guardians’ prior year tax return OR is not eligible under PART A OR B

- A copy of the first page of your parents’/guardians’ prior year tax return, which includes annual income to determine eligibility.
 - Must be provided **ANNUALLY** unless the student qualifies under PART A or B

CERTIFICATION

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

x. _____
Signature of Head of Household Date

****If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Caribou Housing Agency.****



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ELIGIBILITY OF FULL/PART-TIME STUDENTS OF HIGHER EDUCATION - PARENTS PROGRAM ELIGIBILITY -

Date: _____

To: (Parent(s)/Guardian(s) Name and Address)

Dear _____,

The following family, _____, has applied for housing or housing assistance under a program regulated by HUD. As the Housing Agency, we are required to verify all information that is used in determining the person's eligibility or level of benefits. We ask your prompt cooperation in providing the following information and returning it back to our office to assure timely processing of the application for housing.

Feel free to contact our office if you have any questions,

Caribou Housing Agency

RELEASE STATEMENT:

I hereby authorize the name contributor to release information requested directly to the Caribou Housing Agency.

x. _____
Signature of Applicant/Participant Date

PARENT/GUARDIAN CERTIFICATION/DECLARATION

I/We the parent(s)/guardian(s) of _____, certify the following:

1. I am currently receiving housing assistance from the Department of Housing and Urban Development:
☐ Yes (if Yes, skip to #4)
☐ No (if No, continue)
2. My/our current annual gross income is: \$_____
This amount includes all income received by the parents(s)/guardian(s) from employment, income from assets, federal, state and local benefits and any other income.
3. There is a total of _____ people who are living with me/us a part of my/our household.
(Do not count the student applicant as part of the household.)
4. My/our address is: _____

5. The above information has been provided for (please check the appropriate box).
☐ one parent/guardian
☐ both parents'/guardians'

CERTIFICATION

WARNING: Section 1001 of Title 18 of the U.S. Code makes is a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

x. _____
Signature of Parent/Guardian Contribution Date

x. _____
Signature of Parent/Guardian Contribution Date



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ELIGIBILITY OF FULL/PART-TIME STUDENTS OF HIGHER EDUCATION -STUDENT CERTIFICATION OF DEPENDENT STATUS & FINANCIAL ASSISTANCE PROVIDED-

Date: _____

To: (Parent(s)/Guardian(s) Name and Address)

Dear _____,

The following family, _____, has applied for housing or housing assistance under a program regulated by HUD. As the Housing Agency, we are required to verify all information that is used in determining the person's eligibility or level of benefits. We ask your prompt cooperation in providing the following information and returning it back to our office to assure timely processing of the application for housing.

Feel free to contact our office if you have any questions,

Caribou Housing Agency

RELEASE STATEMENT:

I hereby authorize the name contributor to release information requested directly to the Caribou Housing Agency.

X. _____
Signature of Applicant/Participant Date

PARENT/GUARDIAN DECLARATION

I/We the parent(s)/guardian(s) of _____, certify that I/we

☐ have

☐ have not

claimed _____ (student name) as a dependent on my/our tax return for
_____ (year).

I/We also certify that I/we will be providing financial assistance in the amount of \$ _____ per
month for the next 12 months.

CERTIFICATION

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

x. _____
Signature of Parent/Guardian Date

x. _____
Signature Parent/Guardian Date



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ELIGIBILITY OF FULL/PART-TIME STUDENTS OF HIGHER EDUCATION -VERIFICATION OF STUDENT STATUS & FINANCIAL ASSISTANCE-

Date: _____

To: (Higher Institution Name and Address)

Dear _____,

The following family, _____, has applied for housing or housing assistance under a program regulated by HUD. As the Housing Agency, we are required to verify all information that is used in determining the person's eligibility or level of benefits. We ask your prompt cooperation in providing the following information and returning it back to our office to assure timely processing of the application for housing.

Feel free to contact our office if you have any questions,

Caribou Housing Agency

RELEASE STATEMENT:

I hereby authorize the name contributor to release information requested directly to the Caribou Housing Agency.

x. _____
Signature of Applicant/Participant Date

VERIFICATION OF STUDENT STATUS & FINANCIAL ASSISTANCE

1. Is this school an institution of higher education as defined under Section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002)?
☐ Yes
☐ No, please explain: _____
2. Is the above named individual a student at this educational institution?
☐ Yes,
Number of semesters/year: _____
☐ No
3. If yes, is student enrolled:
☐ Part Time
☐ Full Time
4. Date enrolled as such: _____
5. Expected date of graduation: _____
6. Cost of tuition (only) per semester: \$_____
7. Indicate all financial assistance being received by or on behalf of this individual under the Higher Education Act of 1968 (20 U.S.C. 1001 et. seq.), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)). **DO NOT** include loan proceeds in this section.

Source of Assistance/Funding	Total Tuition Amount Per Semester	Total Non-Tuition Amount Per Semester
	\$	\$
	\$	\$

Comments:

CERTIFICATION

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

Name Title

Phone Fax

x._____
Signature Date