

Cheyenne Housing Authority

Changes to verification of Income, Assets and Expenses



CHA has changed our policies regarding how you will report **Income, Asset, and Expenses (Medical, Child Care)**. We are no longer requiring the use of our Employment, Asset and Expense forms.

To Report Employment:

CHA will now require:

- Payroll Summaries from your Employers and or
- Check Stubs
(2 consecutive months)

To Report ASSETS:

CHA will now require:

- Bank Statements

(6 Months for-Indian Hills/Pine Bluffs)

To Report Medical Expenses:

CHA will now require:

- Print outs from Doctors,
- Printout from Pharmacy.
- Insurance Premiums will require (3 months) bank statements or
- Invoice and/or Payment book from your provider.
- All other medical expenses will need invoices with verification of payment.

To Report Child Care Expenses:

- Child Care providers will need to give you (3months) receipts.

CHA is making this change because we feel it will make the application and recertification process a lot easier for you to acquire this information.

If you have any questions please feel free to contact CHA at 307-633-6333.

Thank you,

Cheyenne Housing Authority Staff