## **CHILD SUPPORT VERIFICATION FORM**

Name of Child Support Enforcement Agency:		PLEASE RETURN FORM TO:
Address:		
SUBJECT: Verification of Information Supplied by an Applic	cant/Tenant for Housing Assistance	
NAME:		
ADDRESS:		
This person has applied for housing assistance under a pro- housing owner to verify all information that is used in deterr		
We ask your cooperation in providing the following informat information will help to ensure timely processing of the appl below.		d at the top of the page. Your prompt return of this enant has consented to this release of information as shown
	bleted by Child Support Enfo estions. Answer N/A if the q	
1. Amount of Child Support being provided to the family: \$		per
2. Will such amounts be terminated within the next 12 months?		if yes, when?
Name and Title of Person Supplying the Information	Firm/Organization Name	
Signature	Date	
RELEASE: I hereby authorize the release of the required that is no older than 12 months. There are circumsta would be authorized by me on a separate consent at	nces that would required the own	otained under this consent is limited to information er to verify information that is up to 5 years old, which

Signature

Date

## NOTE TO APPLICANT/TENANT: You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).



## Acceptable forms of Child Support Verification:

**NOTE:** HUD accepts three methods of verification. These are, in order of acceptability, third-party verification, review of documents, and family certification. If third-party verification is not available, owners must document the tenant file to explain why third-party verification was not available.

- 1. Child Support Verification form completed by the agency enforcing the child support payment.
- 2. Copy of a separation or settlement agreement or divorce decree stating amount and type of support and payment schedules;
- 3. A letter from the person paying the support indicating amount and type of support and payment schedules;
- 4. Copy of the latest check. Owner must record the date, amount, and number of check; and
- 5. Applicants' notarized statement or affidavit of amount received or that support payments are not being received and the likelihood of support payments being received in the future and describing efforts to collect amounts due. Amounts awarded but not received can be excluded from annual income only when applicants have made reasonable efforts to collect amounts due, including filing with courts or agencies responsible for enforcing payments.