

STUDENT RULE DOCUMENTATION CHECKLIST

HOUSEHOLD HEAD _____

UNIT #: _____ BIN: _____

INSTRUCTIONS: This checklist covers the six situations in which you'll need to get documentation to prove that renting to a low-income household made up entirely of students doesn't violate the student rule. If, when screening applicants, you determine that a household falls into one of these situations, complete a separate checklist for that household. Also, complete a checklist if you discover that a household already at your site fits into one of these situations because of changed circumstances. Even if you completed a checklist for the household at move-in, complete a new one if its circumstances have changed.

Check the box next to the situation that makes the household eligible. Once you get the documentation you need to prove the household's eligibility, complete the form by writing the date and signing your name at the bottom. Keep this checklist in the household file along with the documentation you got.

1. SITUATIONS RELATING TO MEMBERS' FULL-TIME STUDENT STATUS

- a. Full-time student for less than five months:** At least one household member was a full-time student for less than five months of the calendar year.

DOCUMENTATION NEEDED: Get documentation of prior full-time enrollment from school to prove enrollment was for less than five months.

DATE OBTAINED: _____

- b. Part-time students:** At least one household member is only a part-time student based on the criteria used by the educational institution the part-time student is attending.

DOCUMENTATION NEEDED: Get proof from the school of the credit hours the household member carries and documentation that the school considers this amount to be part-time.

DATE OBTAINED: _____

2. SITUATIONS RELATING TO STUDENT RULE EXCEPTIONS

- a. Married and filing joint tax return:** All of the household's members are married and have filed or intend to file jointly.

DOCUMENTATION NEEDED: Get a copy of the first page of each couple's tax return that shows they filed jointly.

DATE OBTAINED: _____

- b. Single parent with dependent child(ren):** The household consists of a single parent with a dependent child (or children) and the parent and child(ren) aren't being claimed as dependents by anyone other than a parent.

DOCUMENTATION NEEDED: Ask the single parent for a copy of the page of her tax return that shows she claims her child as a dependent.

DATE OBTAINED: _____

- c. Welfare:** At least one household member gets welfare assistance.

DOCUMENTATION NEEDED: Get proof of welfare assistance from the local welfare agency. Note that it must be assistance under Title IV of the Social Security Act—other forms of assistance, such as disability benefits, won't make the household eligible.

DATE OBTAINED: _____

- d. Job training:** At least one household member is enrolled in a federal, state, or local job training program.

DOCUMENTATION NEEDED: Get proof of enrollment in a job training program from the organization running it.

DATE OBTAINED: _____

STAFF MEMBER'S SIGNATURE: _____ DATE: _____