

The Housing Authority of the City of Charleston
Public Housing and Section 8 Housing Choice Voucher Program
Interview Guide and Checklist

Family Reports Zero Income or Income Insufficient to Support Lifestyle

Instructions: In order to compute the annual value of cash and non-cash contributions, this interview guide and checklist is to be completed for all families who report "zero" income or for all families reporting less income than would be sufficient to support their lifestyle. At the initial certification, annual recertification, or interim recertification interview, the PHA interviewer should check the appropriate box for the type of action, accurately record the responses of the Head of Household, and sign the Interview Guide and Checklist. The head of Household should answer each question and sign the certification statement. Following the interview, the interviewer will verify through appropriate 3rd parties the responses of the Head of Household. Verifications are to be retained with this Interview Guide and Checklist in the tenant/applicant's file.

_____ Initial Annual Recertification Interim Recertification
Head of Household

How much is the weekly grocery bill (including baby food/formula) for your household? \$ _____

Does the family receive food stamps? yes no

If yes, what is the monthly value of the food stamps received? \$ _____

Does anyone contribute groceries to the family on a regular basis? yes no

If yes, who contributes groceries to the family? _____

What is the value of the groceries contributed? \$ _____

What is the weekly value of paper products (such as napkins, toilet tissue, paper towels, trash bags, and disposable diapers) used by the family? \$ _____

How does the family pay for these products? _____

Does someone contribute these items to the family on a regular basis? yes no

If yes, who contributes these products to the family? _____

What is the weekly value of the paper products contributed? \$ _____

What is the weekly value of grooming products and services (such as hair care products and haircuts, soap, deodorant, toothpaste, shampoo, toothbrushes, cosmetics, and personal hygiene products) used by the family? \$ _____

How does the family pay for these products and services? _____

Does someone contribute these products to the family on a regular basis? yes no

If yes, who contributes these products to the family? _____

What is the weekly value of the products contributed? \$ _____

What is the weekly value of cleaning products/services (such as laundry/dish detergent, bleach, fabric softener and laundry/dry cleaning service) used by the family? \$ _____

How does the family pay for cleaning products and services? _____

Does someone contribute these products to the family on a regular basis? yes no

If yes, who contributes these products to the family? _____

What is the weekly value of the products and services contributed? \$ _____

Does the family own a car? yes no

If yes, are there still payments due on the car? yes no Monthly payment \$ _____

How does the family make the car payment? _____

Does someone contribute to these car payments on a regular basis? yes no

If yes, who? _____ Amount of monthly contribution \$ _____

If the family owns a car that is paid for in full, what is the average monthly amount the family

Pays for: Gas \$ _____ Maintenance \$ _____ Insurance \$ _____

How does the family pay for these auto-related expenses? _____

If someone contributes to the car's operating costs, who contributes? _____

What is the average monthly cash or direct payment contribution? \$ _____

If the family does not own a car, what does the family use for transportation? _____

How does the family pay for this transportation? _____

If someone outside your immediate household contributes to transportation costs, what is the average monthly amount of cash or other contribution to transportation? \$ _____

What are the average monthly costs of other types of entertainment to the family such as:

Newspapers \$ _____ Magazines \$ _____ Video Rentals \$ _____ Movies \$ _____

Sporting Events/Activities \$ _____ Lottery Tickets \$ _____ Liquor/Beer/Wine \$ _____

Other entertainment expenses \$ _____

How do you pay for entertainment costs? _____

Does someone contribute to the household's entertainment on a regular basis? yes no

If yes, who contributes to the family? _____

What is the average monthly contribution (in cash or entertainment provided)? \$ _____

Does the family have cable or satellite TV connection? yes no

If yes, what is the average monthly cost of cable or satellite TV service? \$ _____

How does the family pay for these services? _____

If someone outside the household contributes to the cost of cable/satellite TV service, who
Contributes? _____ How much is paid/contributed monthly? _____

Does anyone in the family have a pager/beeper or cell phone? yes no

If yes, how many members have these items? _____

What is the average monthly cost for these items? \$ _____

How does the family pay for the cost of these items? _____

If someone outside the household contributes to the cost of the beeper or cell phone service, who
Contributes? _____ How much is paid/contributed monthly? _____

Does the family have an Internet connection? yes no

If yes, is it a DSL or dial up connection? _____ If deal up, is there a dedicated
Line? yes no Who is the service provider? _____

How does the family pay for the Internet connection? _____

What is the average monthly cost of the Internet connection? \$ _____

If someone outside the household contributes to the cost of the Internet connection, who
Contributes? _____ How much is paid/contributed monthly? _____

What is the average monthly cost for clothing and shoes for the family? \$ _____

How does the family pay for these items? _____

If someone outside the household contributes to the cost of clothing & shoes, who
Contributes? _____ How much is paid/contributed monthly? _____

Does the family have any unreimbursed medical expenses? yes no

If yes, what is the average monthly cost of these expenses? \$ _____

How does the family pay for these expenses? _____

If someone outside the household contributes to these unreimbursed medical expenses, who
Contributes? _____ How much is paid/contributed monthly? \$ _____

**Listed below are a series of miscellaneous expenses the family might have. List the family's applicable
monthly expenses and how they are met.** Church contributions \$ _____

Educations Expenses \$ _____ Childcare \$ _____ Job Expenses \$ _____

How does the family pay for these expenses? _____

For applicants only:

What is the current average monthly cost for utilities? \$ _____

How does the applicant pay these costs? _____

If someone outside the household contributes to housing or utility costs, who contributes? _____
_____ How much is paid/contributed monthly? \$ _____

Will the person(s) contributing toward shelter continue to do so when the family is admitted to
Public Housing? yes no If no, why not? _____

For tenants only:

What is your average monthly cost for utilities? \$ _____

How do you pay the cost of rent and utilities? _____

If someone outside the household contributes to rent or utility costs (either to you or directly to the
utility company, who contributes? _____

What is the total monthly value of the contribution toward rent and utilities? \$ _____

I hereby certify that I have truthfully provided the answers as recorded to the above questions and that my
household do not receive any other cash or non-cash contributions from any source outside the household.

Head of Household Signature

Date

PHA Interviewer Signature

Date

