

ANNUAL UPDATES – WAITING LISTS

Waitlist applicants are responsible for and are required by the policies of Greenwich Communities to:

- **Report the income and assets** of each member of your household.
- **Return their update BY MAIL** to confirm your interest and current income
- **Notify us within 2 WEEKS** of a change in income, address or household composition. Birth Certificate, Social Security card required for newborns. Birth Certificate, Social Security card & Marriage Certificate required for new spouses

Additional forms required to complete your annual update, can be downloaded from our website: <https://greenwichcommunity.org> under Applicants / Waiting List /Waiting List Forms. You may also request paper copies by calling The waiting list coordinator, Ms. Murphy at (203) 869-1138 ext 120 and leaving your full name, application number and mailing address.

Your complete annual update must be mailed and postmarked no later than March 31, 2022.

FOLLOW THE SPECIFIC INSTRUCTIONS FOR YOUR WAITING LIST

- McKinney Terrace II
- Quarry Knoll II
- Housing Choice Voucher Program
- Senior Disabled List - Agnes Morley only
- State Moderate List – Armstrong, Adams, McKinney I
- Family Waiting List – Wilbur Peck only

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INCOME AND ASSETS

What counts as Income Income Includes: Self-Employment including Uber, Lyft, Grub Hub or Uber Eats, Operating a Business, Wages, Salary, Unemployment, Workman’s Compensation, Tips, Bonuses, Commissions, Overtime, Scholarships, Grants, Work Study, Social Security, Disability/SSI, Death Benefits, Pension or Retirement Funds, Annuities, Non-Revocable Trusts, Military Pay, Cleaning Business, Babysitting, Selling anything online; Veterans Benefits, Alimony, Public Assistance, TANF, Welfare, Child Support, Rental Income, Real Estate Sold, Lottery Winnings, Insurance Policies, Severance Pay, Support from Family, Friends, Social Services or any other Agency and regular monetary gifts.

If you get paid to do it, it is considered income. If you receive any amount from these Income sources, it must be reported and verified . SNAP / FOOD STAMPS is not income.

What counts as an Asset? Assets Includes: Online Bank Accounts, Online Money transfer accounts such as Paypal, Cash App, Zelle, Venmo, Credit Union Accounts; Checking Accounts, Savings Accounts, Universal Life Insurance Policies, Certificates of deposit (CDs), Benefit Debit Cards, Payroll Cards, Money Market Accounts, Retirement accounts; 401k, 403(b), IRA, Keogh, Stocks, Bonds, Treasury Bills, Trust Funds, Land, Buildings, Real Estate, Foreign Assets including houses in other countries, Whole Life Insurance Policies, Cash and Virtual Currency,(Bitcoin, etc)

If you have any of these asset accounts, you must provide current balances and statements if requested.

FORMS USED TO REPORT INCOME ON YOUR TAXES.

W2: An employer issues a **W2** tax form to someone on their payroll.

1099: A **1099** form is used to report **non-employment** income. There are a variety of 1099 forms since there are many types of income, from numerous sources including:

- Dividends paid from owning stock
- Workmen’s Compensation
- Income that you earned as an independent contractor
- interest income from any asset
- local tax refunds
- retirement account payouts
- Unemployment Benefits
- Prizes or Lottery winnings

If you received a W2 or any 1099 tax form, you have income.

What is the HUD FORM 92006, Optional and Supplemental Contact Form?

If you are an applicant who requires assistance from someone who is not in your household to read, fill out, translate, or organize verification; this form gives them permission to be notified or inquire on your behalf. This person can be a Relative, Friend, Agency, Social Worker or other such trusted individual. **If you do not want to designate an optional contact**, simply complete the top of the form, check off the proper box and sign.

Applicants on the waitlist for these Federal Programs must complete this form:

- Quarry Knoll II
- Housing Choice Voucher Program
- Senior Disabled List - Agnes Morley only
- Family Waiting List – Wilbur Peck only