

Information Release Forms

The Authorization for the Release of Information form must be signed by the person with the change if 18 or older and the head of household.

Verification Required

You are required to submit verification of your change

New Employment

Examples of verification are a letter from the employer, acceptance letter, or all paystubs received to date, or payroll history print out.

Self Employed

Request self-employment worksheets and additional instructions on how to complete them.

Loss of Employment

Copy of termination letter, a letter on stationery stating your last day of employment.

Family or Organizational Support

Request the "Statement of Financial Assistance" form.

Student Status

Provide a copy of the enrollment verification certificate from the National Student Clearinghouse:
www.studentclearinghouse.org

All other changes

A copy of the letter that you received to notify you of the change.

If you are unclear on anything stated above, please ask for further clarification. Failure to complete the forms correctly or supply verification will result in the delay of your change being processed.