



FAMILY BUDGET FORM

Cambridge Housing Authority (CHA) requires that all applicants and participants claiming zero income complete the Family Budget Form. Interim and Hardship rents based on zero income will not be considered without a completed Family Budget Form. Families are required to submit documentation of amounts claimed. CHA may conduct a home visit to verify tenant information.

Applicant/Participant Name: _____

Date: _____

Address: _____

Manager or Leasing Officer: _____

☐ Public Housing

☐ Leased Housing

Applicant/Participant Income Information

Does anyone in your household receive food stamps? ☐ YES ☐ NO

If yes, what is the monthly value? \$ _____

Does anyone (other than applicant/tenant family) make contributions to your household in the form of cash (money for food, clothing, cars, internet, etc.) and/or products (purchases of food, grooming products, cigarettes, etc.)

☐ YES

☐ NO

If yes, complete the table below:

Item Contributed	Name of Contributor	Cash Amount or Value of Contribution

Monthly contributions: \$ _____

Weekly Expenses

How much do you spend per week on the following?

Item	Weekly Expense
Food	\$
Paper Products	\$
Personal Grooming Products	\$
Cleaning Products	\$
Car Payments	\$
Car use and maintenance costs	\$
Transportation costs (if no car is owned)	\$
Cable TV	\$
Internet	\$
Entertainment (movies, lottery, sporting events, video rental, vacation, etc.)	\$
Clothing	\$
Tobacco Products	\$
Cell Phone	\$
Utilities	\$
Mortgage or Rent	\$
Unreimbursed medical expenses	\$
Unreimbursed Child Care expenses	\$
Charitable contributions (church, charity, etc.)	\$
TOTAL	\$

Verification of Expenses:

- **Food:** The family should bring in at least one month's worth of grocery receipts to verify this expenditure
- **Cleaning supplies, grooming products & paper products:** The family should bring in at least one month's worth of receipts to verify the expenditure on such supplies and products
- **Auto expenses** (for families with cars): The family should bring in one month's gas receipts, proof of insurance and proof of car payment (if applicable)
- **Transportation:** A family without a car should provide a statement describing the way they pay for transportation to shop, attend school, visit friends, take care of medical needs, attend church, etc.
- **Entertainment:** The family should bring in two monthly bills for cable TV, plus receipts for other entertainment costs
- **Clothing:** The family should provide information that show when clothing and shoes are purchased and the amounts spent (receipts should be provided where possible)
- **Smoking:** The family should document the brand of cigarettes/cigars smoked and the staff will impute the cost
- **Communications:** The family should bring in at least two month's worth of bills for telephone, beeper/pager and internet services, as applicable. Review the bills carefully to determine the average monthly cost for communications services
- **Shelter:** Families should bring in documentation of their actual cost for housing and utilities
- **Medical:** Families should bring copies of receipts for unreimbursed medical expenses
- **Misc:** Families should bring in copies of bills, paid receipts, etc. to verify miscellaneous expenses

Administrator: If the adjusted monthly contributions are not adequate to cover the monthly expenses, the applicant/tenant should be asked to explain discrepancies.