

Change of Family Size Form

Use this form to update changes in your family

FAMILY INFORMATION

Family ID#: _____ Date: _____

Adult's First Name: _____ Last Name: _____

Date of Birth: _____ Phone Number: _____

What kind of change? (Check all that apply)

Birth/Adoption of New Child
(complete this side of form)

New Spouse/Domestic Partner
(complete back side of form)

NEW CHILD

First Name: _____ Last Name: _____

Date of Birth: _____ Gender: _____

Current Grade: _____ School ID#: _____ School: _____

Parent's Signature: _____ Date: _____

In order to have a new child added to the program you MUST prove custodial or legal guardianship of your child

How do I prove that I am the custodial parent or legal guardian of a child?

Provide **ONE** of these documents for the child you are adding:

For BIRTH:

- Birth Certificate
- Official Hospital/Documented Birth records

For CUSTODY:

- Certified Copy of the U.S. Court Document Granting Guardianship
- Legal Custody Order

For ADOPTION:

- Certified copy of Adoption Decree
- Adoption records

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NEW SPOUSE/DOMESTIC PARTNER

First Name: _____

Last Name: _____

Date of Birth: _____

Gender: _____

Social Security#: ____ - ____ - _____

Home Phone: _____

Citizenship Status: (check one)

Work Phone: _____

U.S. Citizen OR Legal Permanent Resident

Cell Phone: _____

Email: _____

In order to add your spouse or domestic partner you MUST:

**Prove identity and citizenship AND
Prove that you are married or are domestic partners.**

1. How do I prove identity and citizenship?

Provide **ONE** of these documents **AND** any valid photo identification card for the adult that is being added:

Birth certificate showing U.S. citizenship

Adoption Records

U.S. passport

Military Service Records

Naturalization Certificate

Permanent Resident Card, Form I-551(Green Card)

2. How do I prove that I'm married or have a domestic partner?

Recently married couples and registered legal partners must provide **ONE** of these documents:

Official Marriage records (dated after 9-1-07)

Official Certificate of Domestic Partner Registration

Please mail this completed form and copies of all documents to:

**Opportunity NYC
P.O. Box 757
New York, NY 10159-0757**

It is VERY important for you to keep your information up-to-date with us so we can make sure you receive the rewards that your family has earned!

****All changes in family size will take effect for the next payment cycle****