

# INSTRUCTIONS TO DOWNLOAD, SAVE AND FILL OUT FORMS ON IPHONE & IPAD

Steps on how to download, save and fill out the forms on an iPhone or iPad:

1. Click on the download button next to the form that you want to download.



2. The form will open in the mobile browser and needs to be saved to your iCloud. Click the button beneath the form, as shown in the screenshot below, to save the form. On an iPad, that button will be in the right-hand top of the screen.

1:37 📶 🔋

portal.homeforward.org

**homeforward**  
Rent Assistance Department  
150 0th Ash Street  
Portland, OR 97204-2841  
TEL: 503.802.8333 FX: 503.802.8589 TTY: 503.802.8554

### Request to Add a Child

**Program Requirements:**

- Notify Home Forward within 10 working days of the birth, legal adoption, court-awarded custody or legal guardianship of a child.
- Request Home Forward approval to add foster children to the household.

**Instructions:**

- Please return this form with the documents listed below.
- All adults in the household are required to sign and date all forms.

Head of Household Name:	Last 4 digits of SSN:
Current Address:	
Current Phone:	Email Address:
Name of Child:	Date of Birth:
Child by: <input type="checkbox"/> Birth <input checked="" type="checkbox"/> Adoption <input checked="" type="checkbox"/> Custody/Guardianship <input type="checkbox"/> Foster Placement	
Do you have: <input checked="" type="checkbox"/> Full custody <input type="checkbox"/> Shared custody	
If shared custody, is the child in your home more than 50% of the time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander	
Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Non-Latino	Gender: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
Child's Income: <input type="checkbox"/> TANF <input type="checkbox"/> Child Support <input type="checkbox"/> SSI/SSB <input type="checkbox"/> Foster Care/Adoption Payments	Does the child have a disability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other (please specify):	
<input type="checkbox"/> No income	

**Please attach the following items when returning this form to Home Forward:**

- Copy of birth record/birth certificate
- Copy of social security card or verification of name and SSN by Social Security Administration, or document issued by a federal, state, or local government agency with name and full SSN.
- Verification of income associated with child (verification of TANF is not required)
- Documentation of adoption/foster care, if applicable
- Documentation of custody/guardianship, if applicable
- Certification of Citizenship Status form

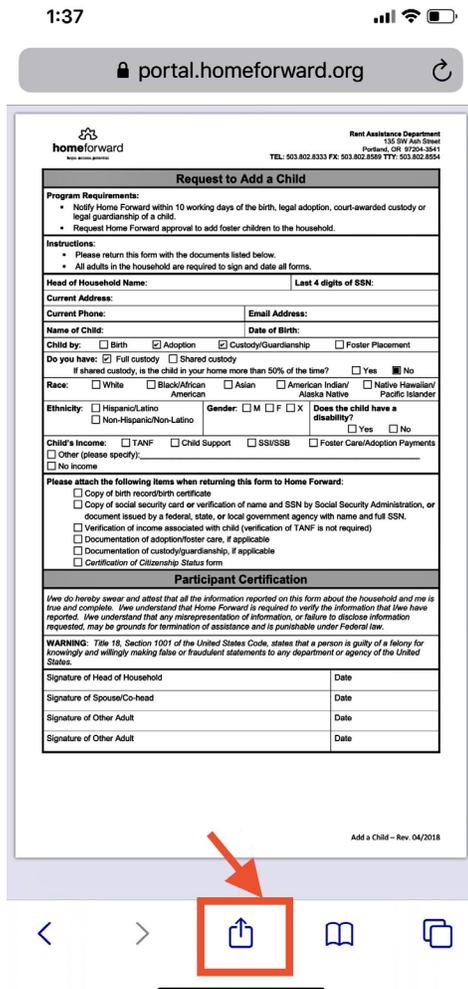
### Participant Certification

I/we do hereby swear and attest that all the information reported on this form about the household and me is true and complete. I/we understand that Home Forward is required to verify the information that I/we have reported. I/we understand that any misrepresentation of information, or failure to disclose information requested, may be grounds for termination of assistance and is punishable under Federal law.

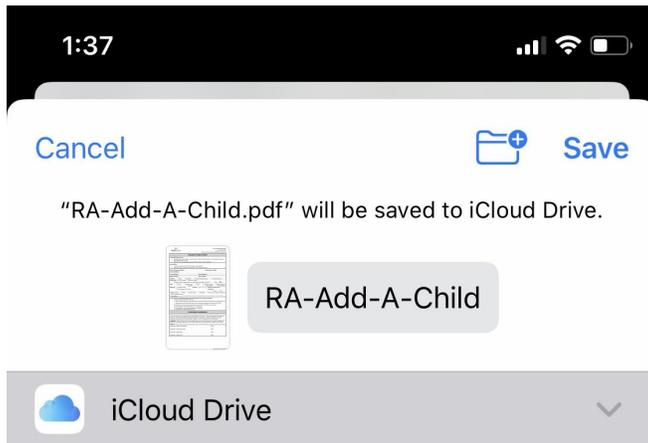
**WARNING:** Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statements to any department or agency of the United States.

Signature of Head of Household	Date
Signature of Spouse/Co-head	Date
Signature of Other Adult	Date
Signature of Other Adult	Date

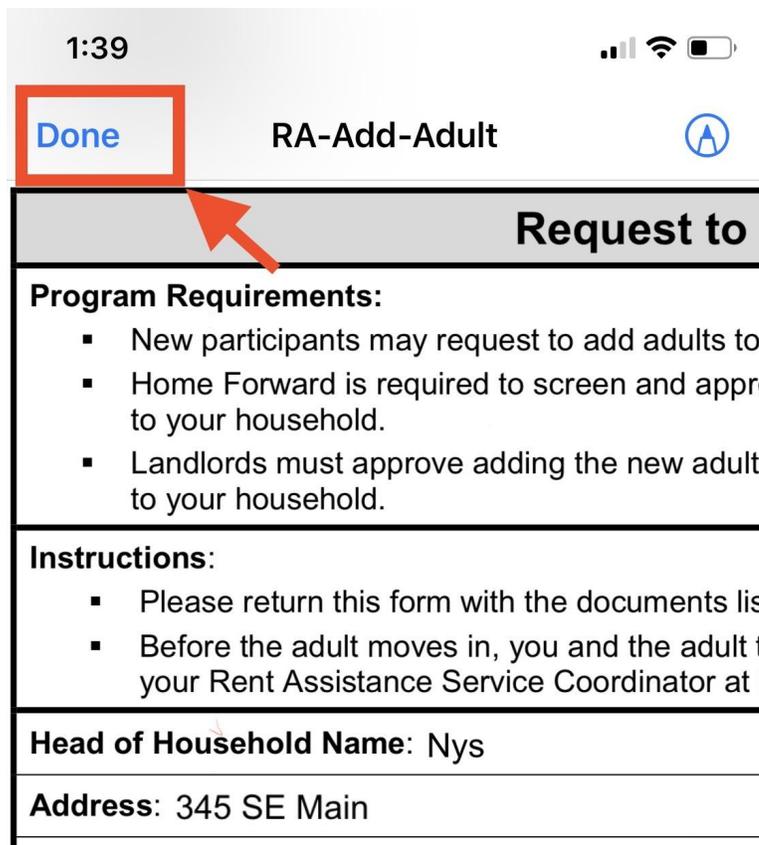
Add a Child - Rev. 04/2018



3. Save the form to your iCloud drive.



4. Once saved to the iCloud, you may open the form there and fill it out. When you are done filling out the form, click on "Done" and the information you entered will be saved. Your form is now ready for upload.



## INSTRUCTIONS TO DOWNLOAD, SAVE AND FILL OUT FORMS ON ANDROID

Steps on how to download, save and fill out the forms on an Android device:

1. Click on the download button next to the form that you want to download.



Form Name

Adding a Child to Your Household [Download Form](#)

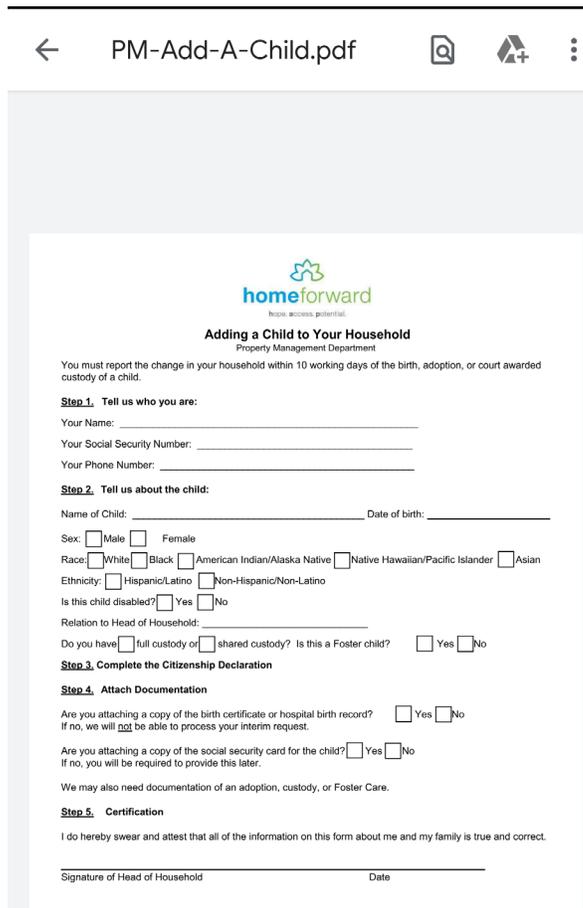
Adding an Adult to Your Household [Download Form](#)

Showing 1 to 2 of 2 entries

Previous 1 Next

© 2020 - Home Forward's Portal

2. The form will open in the mobile browser and needs to be saved to your “My Drive”. Click the button Google Drive icon with plus-sign in the right-hand top of the screen.



← PM-Add-A-Child.pdf

homeforward  
help access potential

**Adding a Child to Your Household**  
Property Management Department

You must report the change in your household within 10 working days of the birth, adoption, or court awarded custody of a child.

**Step 1. Tell us who you are:**

Your Name: \_\_\_\_\_

Your Social Security Number: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

**Step 2. Tell us about the child:**

Name of Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Sex:  Male  Female

Race:  White  Black  American Indian/Alaska Native  Native Hawaiian/Pacific Islander  Asian

Ethnicity:  Hispanic/Latino  Non-Hispanic/Non-Latino

Is this child disabled?  Yes  No

Relation to Head of Household: \_\_\_\_\_

Do you have  full custody or  shared custody? Is this a Foster child?  Yes  No

**Step 3. Complete the Citizenship Declaration**

**Step 4. Attach Documentation**

Are you attaching a copy of the birth certificate or hospital birth record?  Yes  No  
If no, we will not be able to process your interim request.

Are you attaching a copy of the social security card for the child?  Yes  No  
If no, you will be required to provide this later.

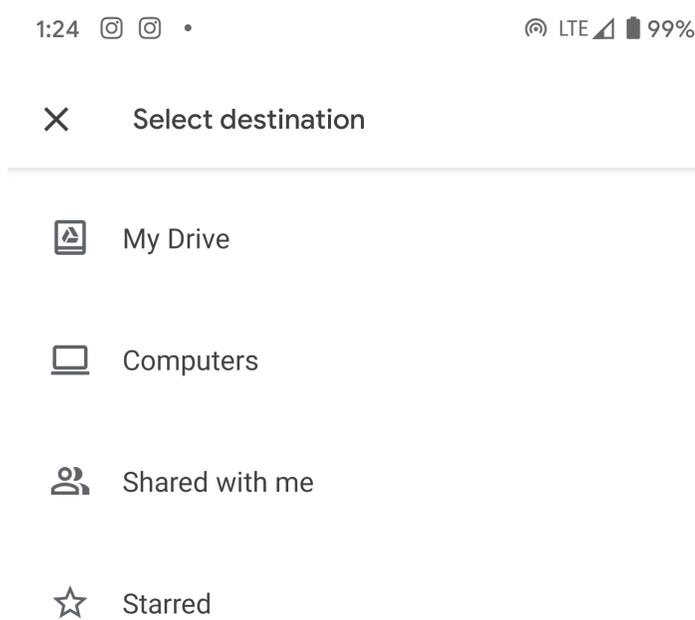
We may also need documentation of an adoption, custody, or Foster Care.

**Step 5. Certification**

I do hereby swear and attest that all of the information on this form about me and my family is true and correct.

Signature of Head of Household \_\_\_\_\_ Date \_\_\_\_\_

3. Save the form to your “My Drive”.



4. Once saved to “My Drive”, you may open the form there and fill it out. When you are done filling out the form, click on “Save” and the information you entered will be saved. Your form is now ready for upload.