



Family Self-Sufficiency Program Request to Update ITSP Goal

If the family identifies in the course of their FSS Contract, areas to amend, modify and or remove a goal, it may be changed in accordance with Action Plan Section 8.1. Mandatory items may not be removed or modified. Requests for goal changes must be initiated by the family, be made in writing, include the reason for the sought amendment and be received at least 12 month prior to the completion or termination of the contract, unless the amendment is the result of an approved contract extension, or the deletion described in Action Plan section 11.4

REASON FOR GOAL CHANGE:

(TENANT: please check all boxes to ensure your request is complete. Attach related documents.)

- Included the reason for the goal change.
- Submitted request at least 12 month prior to the completion or termination of the contract.
- Attached completed SMART Goals worksheet

Signature of FSS Participant

Print name of FSS Participant

Date

(TO BE COMPLETED BY STAFF)

- Approved** New FSS ITSP Sent: _____
- Denied** Reason for denial: _____

T Number

Housing Services Counselor

Date