



INTERIM REPORTING

Income & Household Changes

Family circumstances may change between annual reexaminations. This is called an interim change. Those changes must be reported to HACD. When the household income changes or when household members change you must report it to HACD, in writing within 10 business days. **For Interim changes HACD must recalculate the family share of the rent and the subsidy amount and notify the family and owner of the changes [24 CFR 982.516(d)(2)].**

- Changes must be made in writing
- Changes must include the proper verifiable documentation
 - **Income:** Change of Income Form
 - **Household Composition:** Family Summary Sheet or Addition/Removal of Household
- Changes must be reported within 10 business days of the change taking effect.

Income Changes

- 1) For families receiving the Earned Income Disallowance (EID), the PHA will conduct an interim reexamination at the start and conclusion of the 24-month eligibility period.
- 2) If the family has reported **zero income**, an interim reexamination will be conducted every 6 months. Such families will be required to *maintain all receipts for any expenses* (e.g., food and clothing, utility bills) for *the most recent three months*. This amount, excluding any food stamps or HACD Utility Allowance payments, will be annualized to determine annual income.
 - a) If a family reports that it does not have an income, all adult members will be required to sign a no income affidavit and answer all questions on a zero-income questionnaire.
 - b) Zero income families may be subject to a credit check.
- 3) If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), the PHA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.
- 4) If at the time of the annual reexamination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, HACD will conduct an interim reexamination.
- 5) HACD may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.
- 6) HACD shall conduct interim reexaminations to increase rent when families report an increase in gross income greater than \$100 per month.
- 7) HACD will conduct interim reexaminations **when families have a decrease in income, which is expected to last at least a minimum of 30 days.**
- 8) Generally, the family will not be required to attend a meeting for an interim reexamination.

Household Member/Family Composition Changes

- 9) If a household member ceases to reside in the unit (moves out), the family must inform HACD.
- 10) This requirement applies to a family member who has been considered *temporarily* absent at the point that the family concludes the individual is *permanently* absent.
- 11) If a live-in aide, foster child, or foster adult ceases to reside in the unit.
- 12) No additional people can be added to a household without express permission from HACD.



INTERIM REPORTING

Income & Household Changes

If the family share of the rent is to *increase*:

- 13) The increase generally will be effective on the first of the month following 30 days' notice to the family.

If the family share of the rent is to *decrease*:

- 14) The decrease will be effective on the first day of the month following the month in which the change was reported, provided the change was reported in writing by the family by the 20th day of the month, **and** all required documentation was submitted. In cases where the change cannot be verified until after the date the change would have become effective, the change will not be made retroactive.

EXAMPLE: A decrease of income is reported in writing by the family and is verified by the HACD prior to December 20. The family's share of rent will be adjusted with a January 1 effective date.

Changes reported in writing after the 20th of the month will not be effective until the first day of the second month after the change is reported.

EXAMPLE: A decrease of income is reported in writing by the family on December 25 and verified by the HACD. The family's share of rent will be adjusted with a February 1 effective date.

Failure to Report

- 15) If a family fails to report an increase in income within the required time frames or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective. **The family will be responsible for any overpaid subsidy.**
- 16) Families may be offered a repayment agreement.
- 17) Families will not be offered a repayment agreement in lieu of termination if they are currently making payments on a repayment agreement already in effect at the time a new instance of unreported income is documented.
- 18) Once a repayment agreement is executed, participants are not eligible to move until the debt is paid in full.
- 19) Families are limited to a total of two repayment agreements during the duration of their participation in the HCV Program.

It is imperative to ***your*** program success that you understand and abide by these policies. Key factors of the Housing Choice Voucher Program are household income and family size. Program participants are held solely responsible for communicating this information in writing, and all requested documentation, within 10 business days to HACD.

All family members over the age of 18 are required to certify that they have received and understand their responsibilities of reporting.