

Proposed Revisions to  
HOC's Administrative Plan for the Housing Choice Voucher Program

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Please note: Existing language is in **BLACK**, proposed changes are in **RED**, and proposed deletions are shown with strikethrough.

**Streamlining Change Regarding  
Streamlined Annual Reexamination for Fixed Sources of Income**

Chapter 12: Recertifications

**INTRODUCTION**

In accordance with HUD requirements, the **PHA-HOC** will reexamine the income and household composition of all families at least annually, except for those with a fixed source of income who may be eligible for reexamination only once every three years. Families will be provided accurate annual and interim rent adjustments. Recertifications and interim examinations will be processed in a manner that ensures families are given reasonable notice of rent increases. All annual activities will be coordinated in accordance with HUD regulation. It is a HUD requirement that families report all changes in household composition. This Chapter defines ~~the~~ **PHAHOC**'s policy for conducting ~~annual~~-recertifications and coordinating annual activities. It also explains the interim reporting requirements for families, and the standards for timely reporting.

**A. ANNUAL ACTIVITIES** [24 CFR 982.516, 982.405]

There are three activities ~~the PHAHOC~~ must conduct on an annual basis. These activities will be coordinated whenever possible:

Recertification of Income and Family Composition (except for those with a fixed-income)

HQS Inspection

Rent to Owner Adjustment (following HUD requirements [Regular Tenancy Certificate only])

~~The PHAHOC~~ produces a monthly listing of units under contract to ensure that timely reviews of rent to owner, housing quality, and factors related to Total Tenant Payment/Family Share can be made. Requests for rent adjustments and other monetary changes will be transmitted to the ~~Rental Assistance~~Housing Resources Division.

Reexamination of the family's income and composition must be conducted at least annually.

Annual inspections: See "Housing Quality Standards and Inspections" chapter.

Rent Adjustments: See "Owner Rents, Rent Reasonableness and Payment Standards" chapter.

**B. ANNUAL RECERTIFICATION/REEXAMINATION** [24 CFR 982.516]

Families are required to be recertified at least annually, except for those with a fixed source of income who may be eligible for reexamination only once every three years. At the first interim or annual certification on or after June 19, 1995, family members must report and verify their U.S. citizenship/eligible immigrant status.

**Fixed-Income Families**

At HOC's discretion income determinations for any family member with a fixed source of income may result in reexamination only once every three years, instead of annually. Note that the family member may also have non-fixed sources of income, which remain subject to third-party verification. Upon request of the family, HOC must perform third-party verification of all income sources. Note that this provision pertains only to the verification of sources of income; HOC must continue to conduct third-party verification of deductions. For purposes of this Notice, the term "fixed-income" includes income from:

- Social Security payments, to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI);
- Federal, state, local, and private pension plans; and
- Other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic payments.

This determination will be made by applying a verified cost of living adjustment (COLA) or current rate of interest to the previously verified or adjusted income amount. The COLA or current interest rate applicable to each source of fixed income must be obtained either from a public source or from tenant provided, third-party generated documentation. In the absence of such verification for any source of fixed income, third-party verification of income amounts must be obtained.

For any family member whose income is determined pursuant to this streamlined fixed-income determination, third-party verification of all income amounts for all family members must be performed at least every three years. This means that, for the third income determination involving a family member whose income had been adjusted twice using a streamlined income determination, HOC would need to obtain third-party verification of all income amounts. This also means that if a family member with a fixed income source is added to the family during year two, for example, then HOC must obtain third-party verification of all income amounts for that family member at the next reexamination if HOC wishes to have all family members with fixed incomes on the same schedule with respect to streamlined annual reexaminations.

### **Pre-Merger Reexamination Issues**

For all pre-merger tenancies the rent calculation methods will not change until the effective date of the second regular reexamination of family income and composition, following the merger date, unless the family moves or accepts a new lease from the owner.

If there has been an increase in the payment standard prior to the effective date of the first regular reexamination of a pre-merger Voucher or Over Fair Market Rent Tenancy Certificate following the merger date, the family will receive the benefit of the higher payment standard, provided there has not been a change in family size or composition that would require the PHA to adjust the family unit size.