

## VIII. RECERTIFICATIONS/INTERIM CHANGES

### A. TENANT RECERTIFICATION

The Housing Authority is required to recertify the family at least annually. Annual recertification may be held in one or more group sessions. If the family misses two (2) scheduled recertification appointments, the housing assistance may be terminated. The family is required to furnish information to the Housing Authority pertaining to total family income, allowable deductions from income, and family composition. Families are informed in advance, in writing, of the information required for the recertification appointment.

Failure to submit copies of the required information for the recertification briefing may result in a rescheduled appointment. If the family's income has increased or decreased, it will change the amount of the family's payment to the owner. This will affect the portion of the contract rent that is paid by the family, but it does not affect the total amount received by the owner from both the Housing Authority and the family.

RHA may ~~opt to~~ mail recertification packets for elderly and/or disabled families on a fixed income. RHA must determine if a source of income is fixed. This may determined by comparing the amount of income from the source to the amount generated during the prior year. If the amount is the same or if it has changed only as a result of a COLA or due to interest generated on a principal amount that remained otherwise constant, then the source is fixed. RHA may also make such a determination by requiring a family to identify which applicable sources of income are fixed. The tenant's electronic file will be documented with the determination of the verification source used.

The term "fixed-income" includes income from:

- Social Security payments that include Supplemental Security Income (SSI) and/or 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.

Families will be informed in advance, in writing, of the information needed along with the expected due date. The Housing Authority will provide advance written notice to the family and to the owner if the family's portion of the rent changes. If the family fails to cooperate in the recertification process and the assistance is terminated, the Housing Authority notifies the owner in writing. The payments to the owner will cease thirty (30) days following the written notice of termination provided to the owner.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Justified, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Justified