

**Seattle Housing Authority
Notes on the Project-Based and Mod Rehab Programs
Brown Bag Meetings**

Meeting of July 6, 2007, noon – 1 p.m.

Agenda item:

Special Reviews

General Reminders:

- All Special Reviews should go through the building staff
- There is an updated Special Review form (SHA-PL-385 Change of Income or Household Composition) available on our website
- If tenant does have a change you can always use 50058 to reference historical circumstances

Handouts

- SHA Checklist
- Project-based/Mod Rehab Special Review Requirements

Best Practices

Suggestions from building managers:

- Have special review information in the lease, informing tenant of requirement to update building staff about changes to household circumstances.
- Better communication between case managers and building staff. Case manager can update the building and then the building can help tenant complete Special Review.

Clarification of Special Review Guidelines:

- Third-party verification: a party other than the tenant and other than SHA verifying tenant information (for Project-based units the landlord is considered a third party)
- Temporary/Seasonal jobs: if a history can be established, SHA will average and annualize the wages.

Example 1: Teachers and school bus drivers will have the previous year's wages for the 9 months averaged out to cover 12 months.

Example 2: Day laborers will have the previous 60 days' (or more, if available) wages averaged to project their anticipated earnings for the next 12 months.

- Social Security: When reduced due to overpayment, we will still use gross amount

Question: Are you familiar with Step Works? Do you count the wages?

Answer: Step Works needs to clarify their source of funding; if federal then they need to submit a training plan with the verification for it to be considered exempt.

Question: What is the reporting requirement regarding temporary employment?

Answer: Regardless of the type of change, it must be reported in writing to SHA within 10 business days of when the change occurred.

For example:

1. Tenant reports to the building staff; 2. Building staff reports to SHA—total time is 10 days.

Changes resulting in a rent decrease for the tenant:

Must be received by SHA by the 10th of month for an effective date the 1st of the following month.

Question: What type of notice is given for rent increases to the tenant?

Answer:

- If tenant's current certification reflects income and they are reporting an increase in income, 60 days' notice is given.
- If tenant's current certification reflects zero income and they are reporting an increase in income, 30 days' notice is given.

RE M I N D E R If income is not reported in a timely manner, SHA will send a page 2 along with the Lease Amendment explaining why we are not providing sufficient advanced notice. If a person reports very late (or not at all), we may set up a repayment plan with them, or their participation may be terminated.

Question: Can you explain temporary employment?

Answer: If a work history is established, SHA will project the income using an average and annualized calculation.

Question: Do you still include postage-paid envelopes?

Answer: We stopped including self-addressed stamped envelopes with the Annual Review letters in an attempt to encourage communication between the tenants and the building staff.

Question: Is the annual review letter going to have in bold letters "Please go to Building...?"

Answer: The Annual Review letters already clearly state that the paperwork should be submitted to the building manager; however, we can look into possibly bolding that statement.

Question: If a tenant's income changes two months prior to Annual Review, is it okay to wait and report that at the Annual Review?

Answer: No, always report within 10 business days. SHA will determine if and when the new income will be used.

RE M I N D E R S

- When a Special Review is incomplete, SHA will send a letter detailing the missing information to both the tenant and the landlord.
- All changes to household income or composition must be reported; if the result would be an increase in the tenant's portion of the rent, SHA will determine whether or not a Special Review must be done.
- If change to household income or composition would result in a decrease in the tenant's portion of the rent, SHA must process a Special Review.