

Project-based/Mod Rehab Special Review Requirements

The HAP contract between the buildings and SHA states that the owner/building is responsible for gathering all tenant documentation within SHA designated timeframes that will enable SHA to process a review. Households are required to complete special reviews when they have an increase in income or additions/subtractions to the household composition.

Timelines

- Participants are required to report to the building owner/manager all income or household composition changes and they must be submitted to SHA within 10 business days of the change.
- All paperwork/documentation must be received at the SHA PorchLight by 4:30pm on the 10th of the month for a rent decrease to take effect the 1st of the following month.
- If required documentation/forms for a decrease are received after the 10th of the month, the SR may be delayed until the 1st of the second month out or more depending on when all paperwork is received. For example, all SR paperwork is complete and to SHA by 2/20/07, the SR will be effective 4/1/07.
- If an increase in the tenant rent portion results from a change of zero-income to income, SHA will give a minimum of 30 days notice of the rent increase if the change is reported to SHA on time.
- If an increase in the tenant rent portion results from higher income than at the previous review, SHA will give a minimum of 60 days notice of the rent increase if the change is reported on to SHA on time and the income increase meets SHA's threshold for an increase. However, if the income increase is not reported on time, SHA will only give 30 days notice of the rent increase and may create a repayment plan for the previous months the higher rent would have been in place if the participant had reported on time.
- SHA will provide notice of the participant rent increases using the SHA-581.

Other Guidelines

- If the change reported in the SR coincides with the AR, SHA will incorporate the change into the AR.
- If an SR is incomplete, SHA will send an Incomplete SR letter to the participant and the landlord requiring missing items be submitted within 10 business days. The landlord should coordinate with the participant to ensure the missing items are submitted on time. If SHA does not receive the missing item a No Response letter will be sent giving another 10 business days to submit the missing items before cancelling the SR or pursuing termination.

Change in Income – Zero-income to Income

- SHA-PL-385 Change of Income or Household Conditions
- Verification of income/assets that changed, i.e. 3rd party written verification from the employer that states the start date of employment, wage rate, and average hours
- The participant will receive a minimum of 30 days notice of increase in their rent portion if the change is reported on time

Change in Income – Income to Higher Income

- SHA-PL-385 Change of Income or Household Conditions
- Verification of income/assets that changed, i.e. 3rd party written verification from the new employer that states the start date of employment, wage rate, and average hours

- If the participant is changing income, not just adding an income source, SHA must receive verification of the termination date of the income source that has stopped
- The participant will receive a minimum of 60 days notice of increase in their rent portion if the change is reported on time

Change in Income – Income to Zero-Income

- SHA-PL-385 Change of Income or Household Conditions
- 3rd party written verification of the end date of the previous source of income
- Zero-Income Affidavit

Removing a Household Member

- SHA-PL-385 Change of Income or Household Conditions
- Proof of removed person's new address, i.e. a copy of a new lease, a utility bill, restraining order, driver's license, court documents, statements from other agencies, or a current pay stub
- Written documentation from the landlord that the person has been removed from the lease
- If completion of the SR will result in a decrease of voucher payment standard (VPS) (the allowable bedroom size), the VPS will be reduced at the next AR

Adding an Adult

- SHA-PL-385 Change of Income or Household Conditions
- HUD-9886 Release of Information
- Request for Addition of Adult to Family and Verification of Suitability form (the landlord **must** sign off on the addition here)
- Income and asset verification for proposed adult or, if applicable, Zero-Income Affidavit
- If proposed adult is a student, submit verification of enrollment status and financial aid information
- If applicable, medical expense verification for HOH, co-head, spouse, or disable/elderly persons
- Criminal background check
- SS card and picture ID

Adding a Minor

- SHA-PL-385 Change of Income or Household Conditions
- Verification of custody/guardianship, i.e. official agency letter or court documents
- Birth certificate/hospital announcement
- SS card required for children over age 6
- If applicable, income/asset/deduction verification for child

Adding a Live-in Aide (LIA)

- SHA-PL-385 Change of Income or Household Conditions
- SS card and picture ID
- Criminal background check
- Request for Live-in Aide and Verification of Suitability form
- SHA-PL-967 Verification of ADA Request (if not already approved for a LIA)
- SHA-PL-1003 Request for Accommodation (if not already approved for a LIA)