

## Chapter 9

### VERIFICATION PROCEDURES

[24 CFR Part 5, Subparts B, D, E and F; 24 CFR 982.158]

HUD regulations require that SHA verify applicants' and participants' eligibility and Total Tenant Payment/Family Share. SHA staff will obtain upfront verification from independent third-party sources whenever possible and may obtain third party verification.

Applicants and program participants must provide true and complete information to SHA whenever information is requested. SHA's verification requirements are designed to maintain program integrity. SHA will pursue verification through all sources at its disposal if information is received that indicates the family has income or circumstances other than what the family has reported. SHA may also require a credit check to evaluate the family's description of its income compared to its credit relationships and recurring financial obligations.

This Chapter explains SHA's procedures and standards for verification of preferences, income, assets, allowable deductions, family status, and changes in family composition. SHA will obtain proper authorization from the family before requesting information from independent sources.

#### **A. Methods of Verification and Time Allowed** [24 CFR 982.516]

SHA will verify information through the methods of verification acceptable to HUD in the following order:

1. Upfront income verification via HUD's Enterprise Income Verification (EIV) system;
2. Upfront income verification (non-EIV)
3. Third-party written original or authentic document;
4. Third-party written verification form;
5. Third-party oral;
6. Certification/self-declaration.

SHA will allow two weeks for return of third-party verification forms, and two weeks to obtain other types of verifications before going to the next method. SHA will document the file as to why the previous verification level was not used.

Verifications may not be more than 60 days old at the time of voucher issuance or a recertification processing date.

#### **Upfront Income Verification**

"Upfront" income verification is used to verify wage information through EIV, state or national employment information data banks. SHA will employ the upfront method of income verification as the preferred way to obtain third-party wage information. For example, reports obtained from the State of Washington Department of Employment Security, The Work Number

Web site ([www.theworknumber.com](http://www.theworknumber.com)), or any other similar data collection Web sites can be used to calculate annual income in conjunction with written or oral verification that the participant remains with the same employer.

### Third-party Written Original or Authentic Documents

In the event that non-EIV upfront verification is unavailable, SHA will annotate the file accordingly and utilize documents provided by the family as the primary source of verification, if the documents provide complete information.

All such documents, excluding any documents that prohibit the viewer from copying them, will be photocopied and retained in the applicant file.

SHA will accept the following documents from the family provided that the document is such that tampering would be easily noticed:

1. Printed wage stubs;
2. Computer print-outs from the employer;
3. Signed letters (provided that the information is confirmed by phone); and
4. Other documents noted in this Chapter as acceptable verification.

SHA will accept legible faxed documents with phone confirmation by SHA staff.

SHA will accept legible photocopies with phone confirmation by SHA staff or comparison to historical documents in the family's file.

If upfront verification is received after documents have been accepted as provisional verification, and there is a discrepancy, SHA will utilize a third-party verification form.

### Third-Party Written Verification Form

SHA staff may also verify wage information directly with the employer when the upfront income verification method is not applicable and the applicant/participant is unable to produce original/authentic third-party documentation or the documentation provided appears to be insufficient and/or altered. Third-party written verification forms will be sent and returned via first class mail. The family will be required to sign an authorization for the information source to release the specified information.

SHA will not give third-party verification forms directly to family members, but will mail or fax forms directly to the source. Verification forms returned to SHA by the family will be orally third-party confirmed by SHA staff.

SHA will accept verifications in the form of computerized printouts delivered by the family from the following agencies:

1. Social Security Administration;
2. Veterans Administration; and
3. City or county courts.

SHA will not delay the processing of an application or review beyond 10 business days because a third-party information provider does not return the verification in a timely manner.

### Third-Party Oral Verification

Oral third-party verification will be used when written third-party verification:

1. Is delayed or not possible;
2. Is submitted in fax or photocopy format; or

When third-party oral verification is used, staff will be required to document with whom they spoke, the date of the conversation, and the facts provided. SHA will compare the information to any documents provided by the family. If provided by telephone, SHA must originate the call.

### Self-Certification/Self-Declaration

As a last resort, when verification of income from tips/gratuities or self-employment income cannot be made by third-party verification or review of documents, families will be required to submit a self-certification.

Self-certification means a certification/statement made under penalty of perjury.

### **B. Release of Information** [24 CFR 5.230]

Adult family members will be required to sign HUD Form 9886, Release of Information/Privacy Act form.

In addition, family members will be required to sign specific authorization on the Personal Declaration and General Release of Information forms when information is needed that is not covered by the HUD Form 9886, Release of Information/Privacy Act form.

Each member requested to consent to the release of specific information will be provided with a copy of the appropriate forms for their review and signature.

Family refusal to cooperate with the HUD-prescribed verification system will result in denial of admission or termination of assistance because it is a family obligation to supply any information and to sign consent forms requested by SHA or HUD.

### **C. Computer Matching**

When SHA receives notification from HUD that a family has an “income discrepancy”, SHA will request the appropriate verifications to confirm the discrepancy. If the verification confirms the discrepancy, SHA may conduct an interim review, require repayment of overpaid subsidy, and/or may terminate the family from the program.

**D. Items to be Verified** [24 CFR 982.516]

The following items shall be verified:

1. All income including regular contributions and gifts;
2. Student status including high school students who are 18 or over;
3. Current assets, regardless of amount required for all new applicants and new adult additions to existing participant households and, for recertification, when total value is equal to or greater than \$50,000 (\$5,000 for tax credit units)\*, including assets disposed of for less than fair market value in preceding two years. If the family claims on SHA forms that they have no bank accounts/assets at all, SHA will not require the family to submit a bank/financial statement unless there is a previous history in the file of a particular asset. In such an instance the family will be required to provide verification that the account is closed or the asset has been disposed of;
4. Child care expense where it allows an adult family member to be employed, seek employment, or to further his or her education;
5. When requested by SHA, total medical expenses of all family members in households whose head, spouse or co-head is elderly or disabled;
6. Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an adult family member, including the disabled family member, to be employed;
7. Disability for determination of preferences, allowances or deductions;
8. Persons who declare eligible immigration status;
9. Social Security Numbers for all family members who have been assigned a Social Security Number;
10. “Local preference” status;
11. Familial/marital status when needed for head or spouse definition; and
12. Verification of reduction in benefits for non-compliance. SHA will obtain written verification from the welfare agency stating that the family’s benefits have been reduced for fraud or non-compliance before denying the family’s request for rent reduction.

**E. Verification of Income** [24 CFR 982.516]

SHA may also require a credit check to evaluate the family’s description of its income compared to its credit relationships and recurring financial obligations.

This section defines the methods SHA will use to verify various types of income.

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\* The asset threshold was raised to \$50,000 (\$5,000 for tax credit units) using Seattle Housing’s Move to Work authority effective with new applications received on or after September 1, 2010 and, for existing participants, with Annual Reviews effective January 1, 2011 and after.

## Employment Income

Verification forms request the employer to specify:

1. Dates of employment;
2. Amount and frequency of pay;
3. Date of the last pay increase;
4. Likelihood of change of employment status, and effective date of any known salary increase during the next 12 months;
5. Year-to-date earnings; and
6. Estimated income from overtime, tips, and bonus pay expected during next 12 months.

Acceptable methods of verification include the following, in order of preference:

1. Wage reports from Enterprise Income Verification (EIV), state or national data banks;
2. Consecutive check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year-to-date earnings, and employee's name;
3. Employment verification form completed by the employer;
4. Oral confirmation of above information by SHA staff via phone with employer;
5. Income tax return forms for the most current year; and
6. Self-certifications (accompanied by income tax returns where possible) signed by the family may be used for verifying self-employment income, or income from tips and other gratuities. Applicants and program participants may be requested to sign an authorization for release of information from the Internal Revenue Service.

If the participant does not provide documented proof, SHA will obtain proof to verify the federal tax data using third-party verification.

In cases where there are questions about the validity of information provided by the family, SHA will require the most recent federal income tax statements.

Where doubt regarding income exists, a referral to IRS for confirmation will be made on a case-by-case basis.

## Social Security, Pensions, Supplementary Security Income (SSI), Disability Income

Acceptable methods of verification include the following, in order of preference:

1. EIV
2. Benefit verification form completed by agency providing the benefits;
3. Award or benefit notification letters prepared and signed by the providing agency; and
4. Computer report electronically obtained or in hard copy.

## Unemployment Compensation

The acceptable method of verification is a computer report electronically obtained or in hard copy from unemployment office stating payment dates and amounts.

### Welfare Payments or General Assistance

Acceptable method of verification includes the following:

1. DSHS Benefit Verification system only (Page A-7);
2. This can be clarified with a call to the local CSO.

### Alimony or Child Support Payments

Acceptable methods of verification include the following, in order of preference:

1. Computerized print-out of support payment history from Office of Support Enforcement;
2. Copy of a separation or settlement agreement or, if not filed with the courts, a Divorce Decree stating amount and type of support and payment schedules; or
3. A letter from the person paying the support, if support agreement has not been filed with the courts.

If payments are irregular, the family must provide one of the following forms of verification depending on circumstances (for cases not filed with the courts):

1. A welfare notice of action showing amounts received by the welfare agency for child support; and
2. A written statement from an attorney certifying that a collection or enforcement action has been filed (only if support agreement was not filed through the courts).

### Net Income from a Business

In order to calculate the income from a business, SHA will require the family to complete the Section 8 Self Employment Certification form. In addition, the family must submit a copy of their most recent tax return, if one has previously been filed. SHA will project annual income based on the net amount the family declares unless there is a pattern of under-reporting income established through a review of 2 previous years' IRS and financial documents.

Acceptable IRS and financial documents include the following, in order of preference:

1. IRS Form 1040, including:
  - a) Schedule C (Small Business);
  - b) Schedule E (Rental Property Income);
  - c) Schedule F (Farm Income); and
  - d) If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense computed using straight-line depreciation rules.
2. Audited or unaudited financial statement(s) of the business;

3. Credit report or loan application; and
4. Documents such as manifests, appointment books, cash books, bank statements, and receipts will be used as a guide for the prior six months (or lesser period if not in business for six months) to project income for the next 12 months. The family will be advised to maintain these documents in the future if they are not available.

### Child Care Business

If an applicant/participant is operating a licensed day care business, income will be verified as with any other business. The family will be required to complete the Section 8 Self-Employment Certification form.

If the family has filed a tax return, the family will be required to provide it.

If child care services were terminated, third-party verification will be sent to the parent whose child was cared for, or SHA will accept a letter from the parent.

### Recurring Gifts

The family must furnish a letter from the person(s) who provide the gift(s) which contains the following information:

1. Contact information for the person who provides the gifts;
2. The value of the gifts;
3. The regularity (dates) of the gifts; and
4. The purpose of the gifts.

### Zero Income Status

Families claiming to have no income may be required to complete an income interview.

SHA will verify the absence of benefits from Employment Security and the Department of Social and Health Services for all adult household members claiming to have no income. In addition, if there are minors residing in the household SHA will verify the absence of child support income through the Office of Support Enforcement. If there is a previous history of Social Security or Social Security Insurance income, SHA will require verification of the date the benefit was terminated. SHA will pursue verification through all sources at its disposal if information is received that indicates the family has income or circumstances other than what the family has reported. SHA may also conduct a credit check to evaluate the family's description of its income compared to its credit relationships and recurring financial obligations.

### Student Eligibility and Income Calculation

SHA will verify student eligibility using HUD requirements at admission and on an annual ongoing basis. Where applicable, SHA will also verify student assistance and cost of tuition.

## Student Status

Only the first \$480 of the earned income of full-time students, other than head, co-head, or spouse, will be counted towards family income.

Financial aid, scholarships and grants received by students are not counted towards family income but verification of the frequency and amount of funds received is required, unless the result of the student eligibility says to include over cost of tuition. Verification of student status includes written verification from the registrar's office or other school official that the student is enrolled during the semester/quarter the family's eligibility review is taking place. School verification must include confirmation of how many credits will be taken and/or full-time status according to the standards of the institution.

If the above listed verification is not available due to the time of the regularly scheduled review, SHA will accept any documentation from the institution that shows the student will be enrolled full-time and/or how many credits to be taken in the regular school year.

## **F. Income from Assets [24 CFR 982.516]**

### Savings Account Interest Income and Dividends

Acceptable methods of verification include the following, in order of preference:

1. Account statements, passbooks, certificates of deposit, or PHA verification forms completed by the financial institution;
2. Broker's statements showing value of stocks or bonds and the earnings credited the family (earnings can be obtained from current newspaper quotations or broker's oral verification); and
3. IRS Form 1099 from the financial institution, provided that SHA adjusts the information to project earnings expected for the next 12 months.

### Interest Income from Mortgages or Similar Arrangements

Acceptable methods of verification include the following, in order of preference:

1. A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown); and
2. Amortization schedule showing interest for the 12 months following the effective date of the certification or recertification.

### Net Rental Income from Property Owned by Family

Acceptable methods of verification include, in this order:

1. IRS Form 1040, with Schedule E (Rental Income);
2. Copies of latest rent receipts, leases, or other documentation of rent amounts;
3. Documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense; and
4. Lessee's written statement verifying rent payments to the family and family's self-certification as to net income realized.

## **G. Verification of Assets**

### Family Assets

SHA will require the information necessary to determine the current cash value of the family's assets (the net amount the family would receive if the asset were converted to cash).

Acceptable verification may include any of the following:

1. Verification forms, letters, or documents from a financial institution or broker;
2. Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker;
3. Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate;
4. Real estate tax statements if the approximate current market value can be deduced from assessment;
5. Financial statements for business assets;
6. Copies of closing documents showing the selling price and the distribution of the sales proceeds;
7. Appraisals of personal property held as an investment; and
8. Family's self-certification describing assets or cash held at the family's home or in safe deposit boxes.

### Assets Disposed of for Less than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Recertification

For all certifications and recertifications, SHA will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or recertification.

If the family certifies that they have disposed of assets for less than fair market value, verification or certification is required that shows:

1. All assets disposed of for less than FMV;
2. The date they were disposed of ;
3. The amount the family received; and
4. The market value of the assets at the time of disposition.

Third-party verification will be obtained wherever possible.

## **H. Verification of Allowable Deductions from Income** [24 CFR 982.516]

### Child Care Expenses

Written verification from the person who receives the payments is required. If the child care provider is an individual, he or she must provide a statement of the amount he or she is charging the family for their services.

Verifications must specify the child care provider's name, address, telephone number, Social Security Number or business tax ID number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods.

The family's certification must address whether any of those payments have been, or will be, paid or reimbursed by outside sources.

If the family's child care expenses are subsidized, SHA will accept verification of the co-payment the family is responsible for as verification of child care expenses.

### Medical Expenses

Families requesting an income deduction for medical expenses will be required to submit a certification of expenses documenting the type and amount of the family's out-of-pocket portion of the expense.

SHA will consider eligible medical expenses paid by the household during the twelve month period prior to the Notice of Annual Review of Eligibility or application date. If the household experiences an increase or decrease in medical expenses between eligibility reviews, SHA will not conduct an interim review. Items or services that have not yet been paid for, that are covered by insurance, or that someone else paid for, are not eligible.

Expenses may be verified by one or more of the methods listed below:

1. Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of amounts paid by the household over the previous 12 months.
2. Receipts, canceled checks, and print-outs for office and prescription co-pays that document the out-of-pocket medical cost incurred by the family for the 12 months previous to the annual notification or application date may be accepted to project annual medical expenses. SHA may require that the family submit documentation from the healthcare provider that states it is reasonable to assume the health issue is ongoing and will require a similar course of treatment;
3. Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family; and
4. Written confirmation from the Social Security Administration of Medicare premiums

to be paid by the family over the next 12 months. A computer print-out will be accepted. SHA may also use verification from HUD's Enterprise Income Verification system.

5. Copies of payment agreements or most recent invoice to verify payments made on outstanding medical bills that will continue over all or part of the next 12 months; and
6. For any transportation-related expense claimed for a medical reason, SHA will use mileage at the IRS rate for the distance between the subsidized residence and the facility for medical treatment based on provider statements of appointments/visits.

For attendant care:

1. A reliable, knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes;
2. Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency (or copies of canceled checks the family used to make those payments) or stubs from the agency providing the services;

Assistance to Persons with Disabilities [24 CFR 5.611 (a) (ii)]

In all cases:

1. Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function independently enough to enable another family member to be employed; and
2. Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

Attendant care:

1. Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided; and
2. Certification of family and attendant and/or copies of canceled checks family used to make payments.

Auxiliary apparatus:

1. Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus; and
2. In the case where the person with disabilities is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.

In all cases where SHA is counting medical expenses as deductions for a family, SHA will adhere to IRS guidelines regarding permissible and non-permissible medical expenses. Where the IRS guidelines are not sufficiently detailed, as in the case of some expenses allowable for persons with a disability, SHA staff may request a ruling from SHA's Legal Department as to

whether the expenses are required to be considered under applicable law, and may also request verification from a medical professional that the medical expenses are necessary and reasonable.

## **I. Verifying Non-Financial Factors** [24 CFR 982.551]

### Verification of Legal Identity

In order to prevent program abuse, SHA will require applicants to furnish verification of legal identity for all family members.

The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required:

1. A valid or recently expired (60 days) United States drivers license or Washington state ID card;
2. U.S. passport;
3. Certificate of U.S. Citizenship (INS Form N-560 or N-561);
4. Certificate of Naturalization (INS Form N-550 or N-570);
5. Valid foreign passport, with I551 stamp or attached INS Form I-94 indicating unexpired employment authorization;
6. Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551);
7. Valid Reentry Permit (INS Form I-571); and

Documents considered acceptable for the verification of legal identity for minors may be one or more of the following:

1. Hospital certificate
2. Birth certificate;
3. State Birth Registration Card with the child's full name and birth date;
4. Valid or recently expired (60 days) Washington state ID card;
5. DSHS medical coupon that documents the child's birth date and full name or last name and initials;† and
6. Any valid INS document from the list above that documents the child's name and birth date.

### Familial Relationships

Self-certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification. In those instances when the family is requesting to add a new member to the household additional verification will be required.

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† DSHS has ceased issuing medical coupons with sufficient information for HCV use. Coupons received prior to May 2010 remain acceptable verification to have on file, but the HCV program cannot accept the new medical card that DSHS phased in over April and May 2010, as it does not contain sufficient information for HCV use.

The following verifications will be required if applicable:

Verification of relationship:

1. Birth Certificates or hospital verification of birth;
2. Baptismal Certificates where the names of the parent(s) and the birth date are noted;
3. Official court paperwork of custody assignment or adoption decree; and

Verification of guardianship:

1. Court-ordered assignment.

#### Verification of Permanent Absence of Family Member

If an adult member who was formerly a member of the household is reported permanently absent by the family, SHA will consider any of the following as verification:

1. Order of protection/restraining order is obtained by one family member against another;
2. Proof of another home address is provided, such as utility bills, canceled checks for rent, driver's license, or lease or rental agreement, if available;
3. Family provides statements from other agencies such as social services or a written statement from the landlord or manager that the adult family member is no longer living at that location;
4. If the adult family member is incarcerated, a document from the court or correctional facility should be obtained stating how long they will be incarcerated; or
5. As a last resort, if no other proof can be provided, SHA will accept a self-certification from the head of household, or the spouse or co-head if the head is the absent member.

#### Verification of Change in Family Composition

SHA may verify changes in family composition (either reported or unreported) through letters, telephone calls, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources.

#### Verification of Disability

Verification of disability for the purpose of qualifying for a deduction from income must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) or verification by an appropriate diagnostician such as a physician, psychiatrist, psychologist, therapist, rehabilitation specialist, or licensed social worker, using the HUD language as the verification format. If SHA is in receipt of either of these verifications, the individual will be noted as disabled in their applicant/participant record and the household may be eligible for an income deduction.

## Verification of Citizenship/Eligible Immigrant Status [24 CFR 5.508, 5.510, 5.512, 5.514]

To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by US Department of Homeland Security, US Citizenship and Immigration Services. Each family member must declare his or her status once. A household cannot be admitted to the program until all members who declare to have eligible immigration status provide verification of their status. However, assistance cannot be delayed, denied, or terminated while confirmation from the Department of Homeland Security (DHS) of eligible status is pending.

Citizens or Nationals of the United States are required to sign a declaration of citizenship under penalty of perjury.

SHA will not require citizens to provide documentation of citizenship other than their certification on SHA's Declaration of Citizenship form.

Eligible Immigrants who were Participants and 62 or Over on June 19, 1995, are required to sign a declaration of eligible immigration status and provide proof of age.

Non-Citizens with Eligible Immigration Status must sign a declaration of status and verification consent form and provide their original immigration documents which SHA will copy front and back and return to the family. SHA verifies the status through the DHS SAVE system. If this primary verification fails to verify status, SHA must request within 10 days that the DHS conduct a manual search.

Ineligible Family Members who do not claim to be citizens or eligible immigrants must be listed on a statement of ineligible family members signed by the head of household or spouse.

Non-Citizen Students on Student Visas are ineligible members even though they are in the country lawfully. They must provide their student visa but their status will not be verified and they do not sign a declaration but are listed on the statement of ineligible members.

### Failure to Provide

If a participant family member fails to sign required declarations and consent forms or provide documents, as required, they must be listed as an ineligible member. If the entire family fails to provide and sign as required, the family will be denied or terminated for failure to provide required information.

### Time of Verification

For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the time of admission.

For family members added after other members have been verified, the verification must occur

before the new member moves in.

Once verification has been completed for any covered program, it need not be repeated except that, in the case of port-in families, if the initial PHA does not supply the documents, SHA must conduct the determination.

#### Extensions of Time to Provide Documents

SHA will grant an extension of 10 business days for families to submit evidence of eligible immigrant status.

#### Acceptable Documents of Eligible Immigration

The regulations stipulate that only the following documents are acceptable unless changes are published in the Federal Register:

1. Resident Alien Card (I-551);
2. Alien Registration Receipt Card (I-151);
3. Arrival-Departure Record (I-94); and
4. Receipt issued by the INS for issuance of replacement of any of the above documents that shows individual's entitlement has been verified.

A birth certificate is not acceptable verification of status.

All documents in connection with U.S. citizenship/eligible immigrant status must be kept five years.

If SHA determines that a family member has knowingly permitted another individual who is not eligible for assistance to reside permanently in the family's unit, the family's assistance will be terminated for 36 months, unless the ineligible individual has already been considered in prorating the family's assistance.

#### Verification of Social Security Numbers [24 CFR 5.216]

Social Security Numbers must be provided as a condition of eligibility for all family members who have been assigned a number. Verification of Social Security Numbers will be done through an original Social Security card issued by the Social Security Administration. If a family member cannot produce an original Social Security card, the only other acceptable documentation is an original document assigned by a federal, state, or local government agency, which contains the name and SSN of the individual, along with other identifying information.

New family members with an assigned SSN will be required to produce their original Social Security card or provide the substitute documentation described above. This information is to be provided at the time the change in family composition is reported to SHA. A new family member who is under the age of 6 and does not have an assigned SSN must provide verification of an assigned SSN within 90 days of being added to the household.

If an applicant or addition to a participant household is able to disclose the Social Security Number but cannot meet the documentation requirements, the applicant or addition cannot be admitted to the program.‡

If the family member states they have not been issued a number and is a member of a household who's other member(s) can provide verification of their SSN, the family member will be required to sign a certification to this effect. SHA will obtain a HUD issued alternate ID to use until the Social Security number is obtained.

## **J. Verification of Waiting List Preferences**

### **Extremely Low Income Families**

The family's gross annual income (i.e. all forms of income received by the family prior to any deductions and annualized over a 12-month period) will be obtained by using the income verification methods described earlier in this chapter.

The gross annual income will then be compared to HUD's Extremely Low-Income Limits for the Seattle/Everett metropolitan statistical area and adjusted for household size. If the family does not qualify based on the current annualized income, the gross annual income for the 12-month period prior to the determination of eligibility shall be compared to HUD's current Extremely Low-Income Limits for the Seattle/Everett metropolitan statistical area and adjusted for household size.

### **Verification of Homelessness**

SHA requires written certification by a public or private facility providing shelter, the police, or a case management/transitional housing/housing search or counseling-providing social services agency, certifying that the family either is currently homeless as of the date of the determination of eligibility, or was homeless for a period during the 12-month period prior to the date of the eligibility determination.

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‡ Existing program participants as of January 31, 2010 who have previously disclosed a valid SSN or who are 62 years of age or older and have not previously disclosed a valid SSN are exempt from these disclosure requirements. [HUD Notice PIH 2010-3]