

Annual and Interim Recertification Process Description

To ensure that LIPH residents and Housing Choice Voucher (HCV) participants pay rents commensurate with their ability to pay, HUD requires the following:

1. HANH must conduct a recertification of family income and composition at least annually. HANH must then recompute the tenants' rents and assistance payments, if applicable, based on the information gathered.
2. Tenants must supply information requested by HANH or HUD for use in a regularly scheduled recertification of family income and composition in accordance with HUD requirements.
3. Tenants must sign consent forms, and HANH must obtain third-party verification of income information and all other required items and document them in the tenant file (or document why third-party verification was unavailable).

HANH must perform annual recertifications on any resident and/or participant receiving rental assistance. Residents receiving assistance must be reported in HUD's Multiple Tenant Characteristics System (MTCS) with the submission of the required HUD Form 50058 for each family.

If a tenant is receiving rental assistance through the HANH LIPH or Section 8 Housing Choice Voucher Program, HANH will complete the annual and interim recertification. Landlords in the HCV Program are not responsible for completing recertification activities but must cooperate with HANH staff in providing needed information.

Annual recertifications must be completed by the tenant's recertification anniversary date. HANH has approximately 3000 HCV annual recertifications for which it must submit 50058 each year. In addition, HANH must submit 50058's for approximately 2,000 Public Housing families each year.

In addition to recertifying each existing family, HANH must also submit 50058s for about 400 new LIPH and HCV families each year.

HANH will prepare annual recertification packets to be sent LIPH residents and HCV participants along with an appointment letter. The first appointment notice must be sent out no less than 120 days before the anniversary date.

All residents and participants coming to HANH for an interview must sign the Interview Register. The log will be reviewed and if it has been determined that the tenant did not show for the interview, HANH will send a second appointment notice no less than 90 days before the anniversary date. If the tenant does not respond to the second notice, a third notice stating HANH's intent to terminate assistance will be mailed out no less than 60 days before the anniversary date.

Overview of Annual Recertification Procedures

It is HANH's responsibility to process all recertifications in a timely manner. The following table outlines necessary steps and the timeframes in which they must be performed.

ANNUAL RECERTIFICATION STEPS & TIMEFRAME

Action	Timeframe *
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<input type="checkbox"/> Provide First Notice of recert interview to tenant.	90-120 days
<input type="checkbox"/> If tenant fails to respond, provide Second Notice to tenant.	90 days
<input type="checkbox"/> If tenant fails to respond, provide Third Notice/Notice of intent to terminate assistance	60 days
<input type="checkbox"/> Conduct recertification interview, collect information, as necessary, to verify income and family composition, and obtain signatures on consent forms to allow verification of income and other relevant characteristics from outside sources.	30-90 days
<input type="checkbox"/> Verify family income, assets, and allowances. Ensure hat the tenant file includes citizenship documentation, if applicable, for all family members and documented social security numbers for all family members 6 years of age or older.	30-90 days
<input type="checkbox"/> Enter all required data into the Elite for calculation of the new TTP/tenant rent and assistance payment and conversion to an electronic file ready for submission.	30-90 days
<input type="checkbox"/> Notify the tenant of any change in the TTP or tenant rent resulting from the recertification. For rent increases, a 30-day notice must be provided.	30 days

In general, recertification processing should be complete by the recertification anniversary date. However, there may be circumstances when delays are encountered while processing a recertification that prevent its completion in time to provide a resident with a notice 30 days prior to the anniversary date. HUD has established specific procedures regarding the timing of changes in the TTP, tenant rent, and assistance payment when the recertification is delayed. Timely completion of the recertification process occurs when all steps listed above are completed prior to the tenant's recertification anniversary date. Timely completion includes issuing the required 30-day notice of a rent change and timely delivery of the three reminder notices as shown above.

In order to complete the verification processing and provide the notice in time to have the new rent take effect by the recertification anniversary date, HANH may pursue alternative forms of verification, including review of documents provided by the tenant. Third-party verification must continue to be pursued, but the processing of the recertification can be completed using other sources of verification.

If the tenant's rent is decreasing, no 30-day advance notice is required. Both the resident/participants' rent and/or the HAP will change on the recertification anniversary date.
Example - Timely Tenant Response, But Delayed Verification

If HANH provides all three recertification notices per HUD requirements and the tenant does not respond to notices the termination of assistance process is initiated.