

Resident Instructions to Prepare for Re-certification

In an effort to streamline the re-certification process, we ask that you read these instructions carefully and complete the enclosed forms accordingly. These instructions will outline the supporting verification documents that will be required for you to bring with you to your interview appointment.

1. Household Information Sheet

This form provides all the basic information about your household, income, income deductions, and emergency contacts. Please answer ALL questions. If a question does not apply to your household, enter "NA" as a response. DO NOT LEAVE ANY BLANKS.

2. Authorization for the Release of Information

This form is used to allow RHA to verify income and expense information, as required by Federal regulations. Each adult household member must sign the form. The form can be photocopied or additional copies may be obtained from the management office if additional signature spaces are needed.

3. Required Supporting Documentation to Bring to the Interview

- Documented verification of income, including all benefit statements (Social Security, SSI, food stamps, unemployment, pension, etc.).
- Most recent Income Tax Return.
- Bank/investment statements.
- Receipts/statements for out-of-pocket medical expenses (including health insurance premium payments) not covered by insurance *if you are disabled or over 62 years of age*.
- Documented verification of childcare expenses *if you are working or attending school*.
- All enclosed forms completed. If any form does not apply to your household, note "NA" on it and bring it also.

4. Rent Calculation

Rent is calculated on the basis of income, less allowable deductions (see below), or is the Fair Market Rate if that rate is lower than the calculated amount.

5. Income Verification

All income information will be verified utilizing the HUD's Upfront Income Verification (UIV) system. If the income reported matches the amount reported by the UIV, no other verification will be required. If there is unreported income revealed by the UIV, RHA retains the right to terminate the lease and collect retroactive rent. Not reporting all income is considered fraud and will be submitted to the Inspection General for possible legal action.

6. Allowable Deductions

- \$400 for each elderly family.
- Medical expenses not covered by insurance, in excess of 3% of gross income.
- \$480 for each family member UNDER the age of 18 other than head-of-household or spouse.
- \$480 for each family member OVER the age of 18 who is disabled, handicapped or is a full-time student, other than the head-of-household or spouse.
- Child care expenses for children UNDER the age of 13, when childcare is necessary to allow the head-of-household to work. (Allowed deduction not to exceed amount of earned wages of head-of-household).

All deductions claimed are subject to verification. To claim a deduction, please bring verification of expense(s) to the interview.

Please come to the interview prepared so that you do not have to schedule a second appointment. If you have any questions, please do not hesitate to call the management office for assistance.