

## MODEL MEMO

### Tell Staff When to Perform Interim Recertifications

Here's a Model Memo you can use to tell your site staff when they must perform an interim recertification and when they don't have to. Before using our Model Memo, adapt it for your site. For example, the site in our Model Memo has a policy of delaying all interim recertifications for household income decreases expected to last for less than a month. If your site doesn't have this policy, your site will still need to do an interim recertification as soon as it learns such as decrease has occurred.

#### INTERIM RECERTIFICATION POLICY

To: **ABC Apartments Staff**

FROM: **Jane Roe, Regional Property Manager**

RE: **WHEN TO PERFORM INTERIM RECERTIFICATIONS**

**Perform an interim recertification for a household if any of the following situations have occurred:**

- 1. Household composition changes.** For example, you allow a new household member to move into a unit or a household member moves out of a unit.
- 2. Household income increases by more than \$200 per month.**
- 3. Household member's citizenship changes.** For example, a household member who was an ineligible noncitizen becomes an eligible noncitizen.
- 4. Household's allowance increases.** For example, a household's medical expenses increase and the household becomes eligible for the medical expense allowance.
- 5. Household's income decreases.** For example, a household member starts working fewer hours at her job.

❖ **Delaying interim recertification.** You may delay performing an interim recertification even though the household's income decreases if you have "confirmation" that the household's income will be fully or partially restored in two months. Consult your supervisor to determine if you have adequate proof that a household's income will be fully or partially restored.

For rules you must follow for such a delay, see paragraph 7-11(F) of HUD Handbook 4350.3.

❖ **Refusing to perform interim recertification.** You may refuse to perform an interim recertification even though the household's income decreases if:

- The household deliberately caused its income to decrease to avoid paying rent. Consult your supervisor to determine if you have adequate proof of this.
- The decrease will last less than a month and you have confirmation of this. Consult your supervisor to determine if you have adequate proof that a reduction will last less than a month.

#### **Note: Interim Recertification & Market Renters**

If a household living in a market-rate unit covered by a Section 8, RAP, or PAC housing assistance contract asks you to perform an interim recertification to check if it's eligible for assistance, you must do so [HUD Handbook 4350.3, par. 7-4(B)(1)].