

RECERTIFICATION MEETING CHECKLIST

INSTRUCTIONS: This checklist is for site staff to use in conducting recertification meetings with households. First, fill in the date and the household's name and address. Then, cover each topic in turn, reading the model language to households where provided. When you complete each topic, place a check mark in the box beside the heading. Place a copy of the completed checklist in the household's file.

HOUSEHOLD NAME _____ DATE _____

ADDRESS _____

1. EXPLAIN RECERTIFICATION PROCESS

Explain the recertification process by reading the following to households:

You are meeting with us today because we must update information about the members of your household and your household's income and assets to see if any information has changed. We need this information to determine whether your rent will change and to maintain this site's tax credit status.

Later I will ask you to sign some verification forms. You may recall that these forms are used to ask employers or other third parties the same questions I will be asking you, so we can compare their answers with yours. Government regulations require us to double-check the information you give us in this way before we let you move in.

I remind you that it is very important that you give full and complete answers to my questions. If you give false or misleading answers, you can be evicted, made to pay fines, and even sent to prison.

2. UPDATE HOUSEHOLD COMPOSITION

Find out if any household members moved in or out since the last certification or recertification. Get the following information or documentation:

- ◆ Name(s) of departed household members

- ◆ Name(s) & date(s) of birth of new household members

3. REVIEW RECERTIFICATION QUESTIONNAIRE

Do not rely on the information in the recertification questionnaire that the household filled out and brought to the meeting. Ask households directly about all income and asset information they provided in the recertification

questionnaire. If the household did not complete the questionnaire, or requested information is missing, ask the household to fill out the entire questionnaire. Then confirm the following information by reading the category and the answer listed on the form aloud to the household members and asking them whether the information is correct:

- ◆ The amounts of each source of income, including rates of pay and any overtime
- ◆ The value and description of each asset
- ◆ Addresses of all employers, bank accounts, government agencies, and all other sources of income and assets
- ◆ Whether the household disposed of any asset for less than fair market value during the past two years. If so, get a written certification from household that includes a description of each asset, the market value of each at the time of disposition, and the amount received.

Finish by asking two questions:

- ◆ Does your household have any other sources of income? If yes, specify

- ◆ Does your household have any other assets? If yes, specify

4. GET SIGNATURES ON VERIFICATION FORMS

Have households sign all forms needed to verify specific income and/or assets with third parties.

5. OTHER AREAS TO COVER

Conclude meeting by doing the following:

- ◆ Notify household in writing of any increase in their share of the rent resulting from recertification information
- ◆ Give written notice of next year's recertification deadline
- ◆ Review changes to house rules and inspection procedures and go over any new regulations or legally required notices