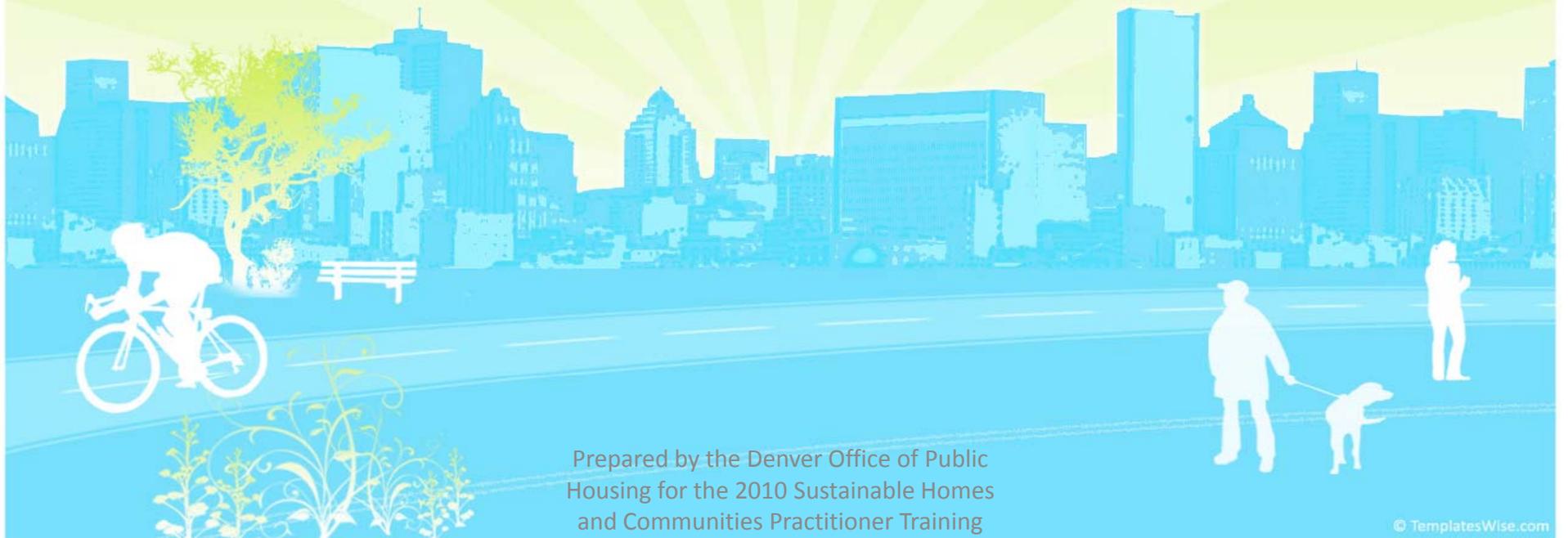




The Occupancy Cycle

Annual Activities



Prepared by the Denver Office of Public
Housing for the 2010 Sustainable Homes
and Communities Practitioner Training



Re-Certification Process:

PHAs should:

- Notify tenants of their annual re-certification.
- Request all necessary information/documentation including income, medical expenses, doctor's notes.
- Tenant must sign a new form HUD-9886 – Release of information form.



Re-Certification Process, continued:

PHAs should:

- Schedule a meeting.
- Facilitate 3rd Party verifications.
 - Tenant must submit 3rd party verifications.
 - If not available, then PHA must send out all necessary third party verification requests.
- Review EIV income information.
- Conduct an annual HQS inspection.



Re-Certification Process, continued:

PHAs should:

- Perform a sexual offender background check annually**
- See PIH Notice 2009-35 for additional guidance

**Please note: Criminal Background checks are not required at annual recertification.



Re-Certification Process, continued:

PHAs should:

- Offer tenants a choice between income based rent or flat rent (for PH units).
- Send family notification letter of rent change.
 - If the family's rent has changed, PHAs must give participant families the opportunity for a written explanation and an informal hearing CFR §982.555.





Tenant Obligation To Supply PHA/HUD With Information, cont.

24 CFR §960.259 & §982.551

- The family must supply any information that the PHA or HUD determines is necessary in the administration of the program.





Tenant Obligation To Supply PHA/HUD With Information, cont.

The family must supply any information requested by the PHA to HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.



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The family must supply any information requested by the PHA to HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.



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Tenant Obligation To Supply PHA/HUD With Information, cont.

- 24 CFR §960.259 & §982.551
 - The family must supply any information that the PHA or HUD determines is necessary in the administration of the program.





Rejection of Tenant-Provided Documents

- Acceptable reasons for rejection of tenant-provided documents:
 - Documents not an original; or
 - Original document has been altered, not legible; or
 - Document appears to be a forged document

