

**NEW POLICIES INTRODUCED IN HANDBOOK 4350.3 REV-1,
OCCUPANCY REQUIREMENTS OF SUBSIDIZED MULTIFAMILY
HOUSING PROGRAMS**

1. Estimating medical expenses

- **New Handbook:** 1) Owner may use expenses the family anticipates to be paid during the 12 months after recertification. 2) Owner may use unreimbursed medical expenses paid during the past 12 months to estimate medical expenses. 3) Past “one-time” nonrecurring medical expenses that have been paid in full may be used in the calculation of the medical expense deduction if the one-time expense was not used for an interim recertification in the prior year.
- **Old Handbook:** Expenses anticipated to be paid by the family in the 12 months after recertification.

2. Increases the threshold that triggers an interim recertification.

- **New Handbook:** \$200
- **Old Handbook:** \$40

3. Revises recertification timeline for starting the process of notifying tenants.

- **New Handbook:** 120 days prior to tenant’s recertification anniversary date
- **Old Handbook:** 90 days prior to tenant’s recertification anniversary date

4. Tenant Selection Plans

- **New Handbook:** Requires owners to develop, and make public, a tenant selection plan that includes certain required contents.

- **Old Handbook:** Stated that owners should develop a written tenant selection plan

5. **Affirmative Fair Housing Marketing Plan**

- **New Handbook:** Requires owners to update AFHMP every 5 years as needed to ensure compliance.
- **Old Handbook:** No requirement for frequency of update

6. **FAMILY SIZE FOR INCOME LIMITS**

- **New Handbook:** Owners must include unborn children and children who are in the process of being adopted for determining family size for income limits.
- **Old Handbook:** Owners must count all children anticipated to reside in a unit for determining how many bedrooms a family may occupy. A note at the bottom of Figure 3-6 indicated that unborn children and children who are in the process of being adopted are considered household members for determining income limits, however guidance was given to disregard this note.

7. **House Rules**

- **New Handbook:** House rules are established at the discretion of the owner. Provides extensive discussion for establishing house rules and suggested “reasonable” and “unreasonable” house rules.
- **Old Handbook:** House rules are established at the discretion of the owner. Provided limited examples of house rules.

8. **Remaining Family Member**

- **New Handbook:** Provides extensive guidance for defining remaining family member and defines under what circumstances assistance may, or may not, be provided that person.

- **Old Handbook:** Defines “surviving family member.” Offers no guidance on when assistance may, or may not, be provided that person.

9. 59 Data Requirements (a form with a description of certain tenant data that the owner is required to collect from tenants that’s used to calculate tenant’s eligibility and tenant’s rent).

- **New Handbook:** Form must be signed by all adult members of the household.
- **Old Handbook:** Form must be signed only by head of household.

10. Special Claims for Unpaid Rent and Tenant Damages and Vacancy Losses During Rent-Up

- **New Handbook:** Owner must submit claim within 180 days after the unit becomes available for occupancy.
- **Old Handbook:** Owner must submit claim within one year after the unit becomes available for occupancy for special claims for unpaid rent and tenant damages. There was no stated time limit for vacancy losses during rent-up.

11. Calculating Partial Month Occupancy

- **New Handbook:** Calculate subsidy by dividing the actual number of days in a month.
- **Old Handbook:** Calculate subsidy by dividing by 30 days.