



HOUSING CHOICE VOUCHER

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CHAPTER 11

CHAPTER 11 REEXAMINATIONS

INTRODUCTION

The PHA is required to reexamine each family's income and composition at least annually, and to adjust the family's level of assistance accordingly. Interim reexaminations are also needed in certain situations. This chapter discusses both annual and interim reexaminations, and the recalculation of family share and subsidy that occurs as a result. HUD regulations and PHA policies concerning reexaminations are presented in three parts:

Part I: Annual Reexaminations. This part discusses the process for conducting annual reexaminations.

Part II: Interim Reexaminations. This part details the requirements for families to report changes in family income and composition between annual reexaminations.

Part III: Recalculating Family Share and Subsidy Amount. This part discusses the recalculation of family share, and subsidy amounts based on the results of annual and interim reexaminations.

Policies governing reasonable accommodation, family privacy, required family cooperation, and program abuse, as described elsewhere in this plan, apply to both annual and interim reexaminations.

PART I: ANNUAL REEXAMINATIONS [24 CFR 982.516]

11-I.A. OVERVIEW

The PHA must conduct a reexamination of family income and composition at least annually. This includes gathering and verifying current information about family composition, income, and expenses. Based on this updated information, the family's income and rent must be recalculated. This part discusses the schedule for annual reexaminations, the information to be collected and verified, and annual reexamination effective dates.

11-I.B. STREAMLINED ANNUAL REEXAMINATIONS [24 CFR 982.516(b)]

HUD permits PHAs to streamline the income determination process for family members with fixed sources of income. While third-party verification of all income sources must be obtained during the intake process and every three years thereafter, in the intervening years the PHA may determine income from fixed sources by applying a verified cost of living adjustment (COLA) or rate of interest.

The PHA may, however, obtain third-party verification of all income, regardless of the source. Further, upon request of the family, the PHA must perform third-party verification of all income sources.

Fixed sources of income include Social Security and SSI benefits, pensions, annuities, disability or death benefits, and other sources of income subject to a COLA or a rate of interest.

The determination of fixed income may be streamlined even if the family also receives income from other non-fixed sources.

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Two streamlining options are available, depending upon the percentage of the family's income that is received from fixed sources. If at least 90 percent of the family's income is from fixed sources, the PHA may streamline the verification of fixed income and but is not required to verify non-fixed income amounts. If the family receives less than 90 percent of its income from fixed sources, the PHA may streamline the verification of fixed income and must verify non-fixed income annually.

MSHDA Policy

MSHDA chooses not to streamline the annual reexamination process for fixed-income sources. MSHDA will obtain third-party verification of all sources of income annually.

11-I.C. SCHEDULING ANNUAL REEXAMINATIONS

The PHA must establish a policy to ensure that the annual reexamination for each family is completed *within* a 12-month period and may require reexaminations more frequently [HCV GB p. 12-1].

MSHDA Policy

MSHDA will begin the annual reexamination process 120 days in advance of its scheduled effective date. Generally, MSHDA will schedule annual reexamination effective dates to coincide with the family's anniversary date.

Anniversary date is defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).

Notification of and Participation in the Annual Reexamination Process

The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA.

However, PHAs should give tenants who were not provided the opportunity the option to complete Form HUD-92006 at this time [Notice PIH 2009-36].

MSHDA Policy

Generally, MSHDA conducts re-exams via mail. If MSHDA requires an in-person reexamination interview, and participation in an in-person interview poses a hardship because of a family member's disability, the family should contact MSHDA to request a reasonable accommodation (see Chapter 2).

Notification of annual reexamination will be sent by first-class mail and will contain the deadline for submission of required documents.

In addition, it will inform the family of the information and documentation that must be provided to MSHDA for annual recertification.

If the family is unable to provide required documents by the deadline, the family should contact MSHDA in advance of the deadline to request an extension. If a family fails to submit the required documents by the deadline, MSHDA will send a second request for submission of recertification documents, and a new deadline.

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If a family fails to submit the required documents after two MSHDA requests, without MSHDA approval or extension, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.

An adult advocate, interpreter, or other assistant may assist the family complete documents for the recertification process. The family must execute a certification attesting to the role and the assistance provided by any such third party.

11-I.D. CONDUCTING ANNUAL REEXAMINATIONS

As part of the annual reexamination process, families are required to provide updated information to the PHA regarding the family's income, expenses, and composition [24 CFR 982.551(b)].

MSHDA Policy

Families will be asked to send all required information (as described in the reexamination notice) to MSHDA no later than the deadline. The required information will include a PHA-designated reexamination form, as well as supporting documents or forms related to the family's income, expenses, and family composition.

Any required documents or information that the family is unable or fails to provide must be provided within 10 business days of MSHDA's review of documents and written request to the family for missing or additional documents. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension.

If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (See Chapter 12).

The information provided by the family generally must be verified in accordance with the policies in Chapter 7.

Unless the family reports a change, or MSHDA has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:

- Legal identity
- Age
- Social security numbers
- A person's disability status
- Citizenship or immigration status

If adding a new family member to the unit causes overcrowding according to space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].

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11-I.E. DETERMINING ONGOING ELIGIBILITY OF CERTAIN STUDENTS [24 CFR 982.552(b)(5)]

Section 327 of Public Law 109-115 established restrictions on the ongoing eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education.

If a student enrolled in an institution of higher education is under the age of 24, is not a veteran, is not married, does not have a dependent child, and is not a person with disabilities receiving HCV assistance as of November 30, 2005, the student's eligibility must be reexamined along with the income eligibility of the student's parents on an annual basis. In these cases, both the student and the student's parents must be income eligible for the student to continue to receive HCV assistance. If, however, a student in these circumstances is determined independent from their parents or is considered a vulnerable youth in accordance with PHA policy, the income of the student's parents will not be considered in determining the student's ongoing eligibility.

Students who reside with parents in an HCV assisted unit are not subject to this provision. It is limited to students who are receiving assistance on their own, separately from their parents.

MSHDA Policy

During the annual reexamination process, MSHDA will determine the ongoing eligibility of each student who is subject to the eligibility restrictions in 24 CFR 5.612 by reviewing the student's individual income as well as the income of the student's parents. If the student has been determined "independent" from their parents or is considered a vulnerable youth based on the policies in Sections 3-II. E and 7-II. E, the parents' income will not be reviewed.

If the student is no longer income eligible based on their own income or the income of their parents, the student's assistance will be terminated in accordance with the policies in Section 12-I.D.

If the student continues to be income eligible based on their own income and the income of their parents (if applicable), MSHDA will process a reexamination in accordance with the policies in this chapter.

11-I.F. EFFECTIVE DATES

The PHA must establish policies concerning the effective date of changes that result from an annual reexamination [24 CFR 982.516].

MSHDA Policy

In general, an *increase* in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date, and the family will be notified at least 30 days in advance.

If less than 30 days remain before the scheduled effective date, the increase will take effect on the first of the month following the end of the 30-day notice period.

If a family moves to a new unit, the increase will take effect on the effective date of the new lease and HAP contract, and no 30-day notice is required.

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If the family causes a delay in processing the annual reexamination, *increases* in the family share of the rent will be applied retroactively to the scheduled effective date of the annual reexamination. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.

In general, a *decrease* in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date.

If a family moves to a new unit, the decrease will take effect on the effective date of the new lease and HAP contract.

If the family causes a delay in processing the annual reexamination, *decreases* in the family share of the rent will be applied prospectively, from the first day of the month following completion of the reexamination processing.

Delays in reexamination processing are considered to be caused by the family if the family fails to provide information requested by MSHDA by the date specified, and this delay prevents MSHDA from completing the reexamination as scheduled.

PART II: INTERIM REEXAMINATIONS [24 CFR 982.516]

11-II.A. OVERVIEW

Family circumstances may change between annual reexaminations. HUD and PHA policies dictate what kinds of information about changes in family circumstances must be reported, and under what circumstances the PHA must process interim reexaminations to reflect those changes. HUD regulations also permit the PHA to conduct interim reexaminations of income or family composition at any time. When an interim reexamination is conducted, only those factors that have changed are verified and adjusted [HCV GB, p. 12-10].

In addition to specifying what information the family must report, HUD regulations permit the family to request an interim determination if other aspects of the family's income or composition changes. The PHA must complete the interim reexamination within a reasonable time after the family's request.

This part includes HUD and PHA policies describing what changes families are required to report, what changes families may choose to report, and how the PHA will process both PHA- and family-initiated interim reexaminations.

MSHDA Policy

If MSHDA chooses to annualize income based on historical patterns of employment, paid benefits, or receipt of other sources of income, the annualization determination shall govern over any other conflicting section.

11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

The family is required to report all changes in family composition. The PHA must adopt policies prescribing when and under what conditions the family must report changes in family income and household composition. However, due to family obligations under the program, the PHA has limited discretion in this area.

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MSHDA Policy

MSHDA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations.

New Family Members Not Requiring PHA Approval

The addition of a family member as a result of birth, adoption, or court-awarded custody does not require PHA approval. However, the family is required to promptly notify the PHA of the addition [24 CFR 982.551(h)(2)].

MSHDA Policy

The family must inform MSHDA of the birth, adoption, or court-awarded custody of a child within 10 business days of the event.

New Family and Household Members Requiring Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].

Although the PHA must verify aspects of program eligibility when any new family member is added, Streamlining Final Rule removed the requirement that PHAs conduct a reexamination of income whenever a new family member is added. The PHA may state in policy that an income reexamination will be conducted.

If a change in family size causes a violation of the space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the family's HAP contract in accordance with its terms [24 CFR 982.403].

MSHDA Policy

Families must request MSHDA and landlord approval to add a new family member (other than due to birth, adoption, or court-awarded custody), live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 14 consecutive days or 30 cumulative days within a 12-month period and therefore no longer qualifies as a "guest."

Requests must be made in writing and approved by MSHDA prior to the individual moving into the unit. If the request to add a new family or household member occurs outside of the family's annual reexamination period, an interim reexamination will be completed as described in 11-II.C. below.

MSHDA will not approve the addition of a new family or household member unless the individual meets MSHDA's eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).

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MSHDA will not approve the addition of a foster child or foster adult if it will cause a violation of space standards.

If MSHDA determines an individual meets MSHDA's eligibility criteria and documentation requirements, MSHDA will provide written approval to the family. If the approval of a new family member or live-in aide will cause overcrowding according to inspection standards, the approval letter will explain that the family will be issued a voucher and will be required to move.

If MSHDA determines that an individual does not meet MSHDA's eligibility criteria or documentation requirements, MSHDA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.

MSHDA will make its determination within 15 business days of receiving all information required to verify the individual's eligibility.

Departure of a Family or Household Member

Families must promptly notify the PHA if any family member no longer lives in the unit

[24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], the PHA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit.

MSHDA Policy

If a household member (including a live-in aide, foster children or foster adult) ceases to reside in the unit, the family must inform MSHDA within 10 business days. This requirement also applies at the point that the family concludes a family member who has been considered temporarily absent is now permanently absent.

The Head of Household must provide verification of the new residence for any adult household member departing the assisted unit (except live in aide, foster children, and foster adults). Acceptable hierarchy for verifications is described in Chapter 7.

Changes in Family Unit Size (Voucher Size) [24 CFR 982.505(c)(6)]

Changes effective 12/2/24 and earlier: Irrespective of any increase or decrease in the payment standard, if the family unit size increases or decreases during the HAP contract term, the new family unit size must be used to determine the payment standard for the family beginning at the family's first regular reexamination following the change in family unit size.

Changes effective 12/3/24 and later: Irrespective of any increase or decrease in the payment standard, if the family unit size increases or decreases during the HAP contract term, the new family unit size may be used to determine the payment standard immediately or at the family's first regular reexamination following the change in family unit size.

MSHDA Policy

If the family unit size (voucher size) changes during the term of a HAP contract, the new family unit size and payment standard will be effective at the earlier of the next annual reexamination or move.

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11-II.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because the PHA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change. When a family reports a change, the PHA may take different actions depending on whether the family reported the change voluntarily, or because it was required to do so.

The PHA must estimate the income of the family for the upcoming 12-month period to determine family income for an interim reexamination [24 CFR 5.609(c)(1)]. Policies for projecting income are found in Chapter 6.

PHA-Initiated Interim Reexaminations

PHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by the PHA. They are not scheduled because of changes reported by the family.

MSHDA Policy

MSHDA will conduct interim reexaminations to account for the following that occur between annual reexaminations:

- Any decreases in income;
- Any new sources of income;
- An increase in a current source of income equal to or greater than \$2,400 annually;
- All changes in household composition;
- For families receiving the Earned Income Disallowance (EID), MSHDA will conduct an interim reexamination at the start and conclusion of the 24-month eligibility period; and
- If at the time of the annual reexamination it is not feasible to anticipate a level of income for the next 12 months (e.g., seasonal, or cyclic income), MSHDA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income;
- If at the time of the annual reexamination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, MSHDA will conduct an interim reexamination.; and
- MSHDA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

Additionally, if MSHDA determines it cannot readily anticipate income based on current circumstances (seasonal employment, unstable working hours, other reasons determined by MSHDA) and elects to review and analyze historical data for patterns of employment, paid benefits, or receipt of other sources of income in order to establish annual income, MSHDA may elect, in its sole discretion, to only process changes when a participant reports a new source of income or a permanent loss of previously reported income.

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MSHDA's justification for this decision is that fluctuations in income sources have already been taken into consideration when establishing the annual income based on historical data. The participant is still required to report all changes in income in order for MSHDA to determine what action, if any, is necessary to properly calculate the tenant rent.

Family-Initiated Interim Reexaminations

The PHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(c)(2)].

Required Reporting

HUD regulations give the PHA the freedom to determine the circumstances under which families will be required to report changes affecting income.

MSHDA Policy

Families are required to report all changes in family composition and increases in income, including new employment, SS, SSI, FIP, etc., within 10 business days of the date the change takes effect.

In the event of annualized income, MSHDA may make an interim decision of no change.

Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(c)(2)].

The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

MSHDA Policy

In general, when a family reports a change that would result in a decrease in the family share of rent, MSHDA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

However, when MSHDA elects to annualize income based on historical patterns of employment, paid benefits, or receipt of other sources of income, MSHDA may elect, at its sole discretion, to only process changes when a participant reports a new source of income or a permanent loss of previously reported income. The participant is still required to report all changes in income in order for MSHDA to determine what action, if any, is necessary to properly calculate the tenant rent.

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11-II.D. PROCESSING THE INTERIM REEXAMINATION

Method of Reporting MSHDA Policy

The family may notify MSHDA of changes in writing. If the family provides oral notice, MSHDA will also require the family to submit the changes in writing.

Generally, the family will not be required to attend an interview for an interim reexamination. However, if MSHDA determines that an interview is warranted, the family may be required to attend.

Based on the type of change reported, MSHDA will determine the documentation the family will be required to submit. The family must submit any required information or documents within 10 business days from the date of a request from MSHDA. This time frame may be extended for good cause with MSHDA approval. MSHDA will accept required documentation by mail, by fax, by email, or in person.

Effective Dates

The PHA must establish the time frames in which any changes that result from an interim reexamination will take effect [24 CFR 982.516(d)].

The changes may be applied either retroactively or prospectively, depending on whether there is to be an increase or a decrease in the family share of the rent, and whether the family reported any required information within the required time frames [HCV GB, p. 12-10].

MSHDA Policy

If the family share of the rent is to *increase*:

The increase generally will be effective on the first of the month following 30 days' notice to the family.

If a family fails to report a change within the required time frames or fails to provide all required information within the required time frames, the increase will be applied retroactively to the date it would have been effective had the information been provided on a timely basis. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.

If the family share of the rent is to *decrease*:

The decrease will be effective on the first day of the month following the month in which the change was reported, and all required documentation was submitted, but no earlier than the first of the month following the actual decrease in income.

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PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT

11-III.A. OVERVIEW

After gathering and verifying required information for an annual or interim reexamination, the PHA must recalculate the family share of the rent and the subsidy amount and notify the family and owner of the changes [24 CFR 982.516(d)(2)], HCV GB 12-6 and 12-10]. While the basic policies that govern these calculations are provided in Chapter 6, this part lays out policies that affect these calculations during a reexamination.

11-III.B. CHANGES IN PAYMENT STANDARDS AND UTILITY ALLOWANCES

In order to calculate the family share of the rent and HAP amount correctly, changes in payment standards, subsidy standards, or utility allowances may need to be updated and included in the PHA's calculations.

Specific policies governing how subsidy standards, payment standards, and utility allowances are applied are discussed below.

Payment Standards [24 CFR 982.505 and FR Notice 5/7/24] The family share of the rent and HAP calculations must use the correct payment standard for the family, taking into consideration the family unit size, the size of unit, and the area in which the unit is located [HCV GB, p. 12-5]. See Chapter 6 for information on how to select the appropriate payment standard when the PHA changes its payment standard or when there is a change in family composition.

When the PHA changes its payment standards or the family's situation changes, new payment standards are applied at the following times:

- If the PHA's payment standard amount changes during the term of the HAP contract, the date on which the new standard is applied depends on whether the standard has increased or decreased:
 - If the payment standard amount has *increased*, the increased payment standard will be applied no later than the earliest of (1) the effective date of an increase in the gross rent will result in an increase in the family's share, (2) the family's first regular or interim reexamination, or (3) one year following the effective date of the increase in the payment standard amount.
 - If the payment standard amount has *decreased* during the term of the HAP contract, the PHA is not required to reduce the payment standard as the HAP contract remains in effect. At the family's second annual reexamination, the PHA may, but is not required to apply the decreased payment standard or may gradually implement the reduced payment standard (See Chapter 6 for the PHA's policy on decreases in the payment standard).
- If the family moves to a new unit, or a new HAP contract is executed due to changes in the lease (even if the family remains in place) the current payment standard applicable to the family will be used when the new HAP contract is processed.

MSHDA Policy

For new admissions, MSHDA will use the currently effective payment standard for the lower of the payment standard for the family unit size, or the size of the dwelling unit rented by the family.

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MSHDA will apply increases in the payment standard at the first interim or annual reexamination following the effective date of the increase in the payment standard.

MSHDA will only apply decreases in the payment standard in the following instances:

1. When there is a change (increase or decrease) in the family unit size, the currently effective payment standard will be applied at the first annual reexamination at or following the change in family unit size, and
2. If the family moves to a new unit, the currently effective payment standard will be applied at the time of the move.

Subsidy Standards [24 CFR 982.505(c)(4)]

If there is a change in the family unit size that would apply to a family during the HAP contract term, either due to a change in family composition, or a change in the PHA's subsidy standards (see Chapter 5), the new family unit size must be used to determine the payment standard amount for the family immediately or at the family's *first annual* reexamination following the change in family unit size.

MSHDA Policy

MSHDA will apply subsidy standard changes at the earliest of the first annual reexamination following the change in family unit size or move.

Utility Allowances [24 CFR 982.517(d)]

The family share of the rent and HAP calculations must reflect any changes in the family's utility arrangement with the owner, or in the PHA's utility allowance schedule [HCV GB, p. 12-5]. Chapter 16 discusses how utility allowance schedules are established.

When there are changes in the utility arrangement with the owner, the PHA must use the utility allowances in effect at the time the new lease and HAP contract are executed.

At reexamination, the PHA must use the PHA current utility allowance schedule [HCV GB 18-8].

MSHDA Policy

Revised utility allowances will be applied to a family's rent and subsidy calculations at the first annual reexamination after the allowance is adopted.

11-III.C. NOTIFICATION OF NEW FAMILY SHARE AND HAP AMOUNT

The PHA must notify the owner and family of any changes in the amount of the HAP payment [HUD-52641, HAP Contract]. The notice must include the following information [HCV GB, p. 12-6]:

- The amount and effective date of the new HAP payment
- The amount and effective date of the new family share of the rent
- The amount and effective date of the new tenant rent to owner

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The family must be given an opportunity for an informal hearing regarding the PHA's determination of their annual or adjusted income, and the use of such income to compute the housing assistance payment [24 CFR 982.555(a)(1)(i)] (see Chapter 16).

MSHDA Policy

The notice to the family will include the annual and adjusted income amounts that were used to calculate the family share of the rent and the housing assistance payment.

The notice will state the family has the right to request an explanation of how the assistance was calculated and if the family disagrees, they have the right to informal hearing. The notice will include the procedures for requesting an informal hearing.

11-III.D. DISCREPANCIES

During an annual or interim reexamination, the PHA may discover that information previously reported by the family was in error, or that the family intentionally misrepresented information. In addition, the PHA may discover errors made by the PHA. When errors resulting in the overpayment or underpayment of subsidy are discovered, corrections will be made in accordance with the policies in Chapters 13 and 16.