



# HOUSING CHOICE VOUCHER

**CHAPTER 14 PROGRAM INTEGRITY ..... 3**

**PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE ..... 3**

14-I.A. PREVENTING ERRORS AND PROGRAM ABUSE..... 3

14-I.B. DETECTING ERRORS AND PROGRAM ABUSE..... 4

*Quality Control and Analysis of Data ..... 4*

*Independent Audits and HUD Monitoring..... 5*

*Individual Reporting of Possible Errors and Program Abuse ..... 5*

14-I.C. INVESTIGATING ERRORS AND PROGRAM ABUSE ..... 5

*When MSHDA Will Investigate..... 5*

*Consent to Release of Information..... 5*

*Analysis and Findings..... 5*

*Consideration of Remedies ..... 6*

*Notice and Appeals ..... 6*

**PART II: CORRECTIVE MEASURES AND PENALTIES..... 6**

14-II.A. SUBSIDY UNDER- OR OVERPAYMENTS ..... 6

*Corrections ..... 6*

*Reimbursement..... 7*

14-II.B. FAMILY-CAUSED ERRORS AND PROGRAM ABUSE ..... 7

*Family Reimbursement to MSHDA..... 7*

*PHA Reimbursement to Family ..... 7*

*Prohibited Actions ..... 7*

*Penalties for Program Abuse..... 8*

14-II.C. OWNER-CAUSED ERROR OR PROGRAM ABUSE ..... 8

*Owner Reimbursement to MSHDA ..... 9*

*Prohibited Owner Actions..... 9*

*Remedies and Penalties ..... 10*

14-II.D. MSHDA-CAUSED ERRORS OR PROGRAM ABUSE ..... 10

*De Minimis Errors ..... 10*

**CHAPTER 14**

*Prohibited Activities*..... 11

14-II.E. CRIMINAL PROSECUTION ..... 11

14-II. F. FRAUD AND PROGRAM ABUSE RECOVERIES..... 11

## CHAPTER 14

### Chapter 14 Program Integrity

#### INTRODUCTION

MSHDA is committed to ensuring that subsidy funds made available to MSHDA are spent in accordance with HUD requirements.

This chapter covers HUD and MSHDA policies designed to prevent, detect, investigate, and resolve instances of program abuse or fraud. It also describes the actions that will be taken in the case of unintentional errors and omissions.

Part I: Preventing, Detecting, and Investigating Errors and Program Abuse. This part presents MSHDA policies related to preventing, detecting, and investigating errors and program abuse.

Part II: Corrective Measures and Penalties. This part describes the corrective measures MSHDA must and may take when errors or program abuses are found.

#### **PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE**

##### **14-I.A. PREVENTING ERRORS AND PROGRAM ABUSE**

HUD created the Enterprise Income Verification (EIV) system to provide MSHDA with a powerful tool for preventing errors and detecting program abuse. MSHDA is required to use the EIV system in its entirety at annual reexamination in accordance with HUD administrative guidance [24 CFR 5.233]. MSHDA is further required to:

- Provide applicants and participants with form HUD-52675, “Debts Owed to PHAs and Terminations”
- Require all adult members of an applicant or participant family to acknowledge receipt of form HUD-52675 by signing a copy of the form for retention in the family file

##### MSHDA Policy

To ensure that MSHDA’s HCV program is administered according to the highest ethical and legal standards, MSHDA will employ a variety of techniques to ensure that both errors and intentional program abuse are rare.

MSHDA will discuss program compliance and integrity issues during the voucher briefing sessions described in Chapter 5.

MSHDA will provide each applicant and participant with a copy of “Is Fraud Worth It?” (Form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse.

MSHDA will provide each applicant and participant with a copy of “What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-192017-12.

In addition, MSHDA will require the head of each household to acknowledge receipt of the guide by signing a copy for retention in the family file.

## CHAPTER 14

MSHDA will place a warning statement about the penalties for fraud (as described in 18 U.S.C. 1001, 1010, and 641) on key MSHDA forms and form letters that request information from a family or owner.

MSHDA staff will be required to review and explain the contents of all HUD- and MSHDA-required forms prior to requesting family member signatures.

MSHDA will at every regular reexamination, PHA staff will explain any changes in HUD regulations or PHA policy that affect program participants.

MSHDA will require first-time owners (or their agents) to participate in a briefing session on HAP contract requirements.

MSHDA will provide owners with ongoing information about the program, with an emphasis on actions and situations to avoid.

MSHDA will provide each MSHDA employee with the necessary training on program rules and the organization's standards of conduct and ethics.

For purposes of this chapter the term *error* refers to an unintentional error or omission. *Program abuse or fraud* refers to a single act or pattern of actions that constitute a false statement, omission, or concealment of a substantial fact, made with the intent to deceive, or mislead.

### 14-I.B. DETECTING ERRORS AND PROGRAM ABUSE

In addition to taking steps to prevent errors and program abuse, MSHDA will use a variety of activities to detect errors and program abuse.

#### Quality Control and Analysis of Data

Under the Section 8 Management Assessment Program (SEMAP), HUD requires MSHDA to review a random sample of participant records annually to determine if the records conform to program requirements and to conduct quality control inspections of a sample of units to ensure inspection compliance with applicable housing quality standards [24 CFR, Part 985]. (See Chapter 16 for additional information about SEMAP requirements).

#### MSHDA Policy

In addition to the SEMAP quality control requirements, MSHDA will employ a variety of methods to detect errors and program abuse.

MSHDA routinely will use HUD and other Non-HUD sources of up-front income verification; this. This includes The Work Number and any other private or public databases available to MSHDA.

At each annual or interim reexamination, current information provided by the family will be compared to information provided at the last annual or most recent reexamination to identify inconsistencies and incomplete information.

MSHDA will compare family-reported income and expenditures to detect possible unreported income.

## CHAPTER 14

### **Independent Audits and HUD Monitoring**

2 CFR part 200, subpart F requires all PHAs that expend \$750750,000 or more in federal awards annually to have an independent audit. In addition, HUD conducts periodic on-site and automated monitoring of PHA activities and notifies MSHDA of errors and potential cases of program abuse.

#### MSHDA Policy

MSHDA will use the results reported in any IPA or HUD monitoring reports to identify potential program abuses as well as to assess the effectiveness of MSHDA's error detection and abuse prevention efforts.

### **Individual Reporting of Possible Errors and Program Abuse**

#### MSHDA Policy

MSHDA will encourage staff, program participants, and the public to report possible program abuse.

## **14-I.C. INVESTIGATING ERRORS AND PROGRAM ABUSE**

### **When MSHDA Will Investigate**

#### MSHDA Policy

MSHDA will review all referrals, specific allegations, complaints, and tips from any source including other agencies, companies, and individuals, to determine if they warrant investigation. In order for MSHDA to investigate, the allegation must contain at least one independently verifiable item of information, such as the name of an employer or the name of an unauthorized household member.

MSHDA will investigate when inconsistent or contradictory information is detected through file reviews and the verification process.

### **Consent to Release of Information [24 CFR 982.516]**

MSHDA may investigate possible instances of error or abuse using all available PHA and public records. If necessary, MSHDA will require HCV families to sign consent forms for the release of additional information.

### **Analysis and Findings**

#### MSHDA Policy

MSHDA will base its evaluation on a preponderance of the evidence collected during its investigation.

*Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence that as a whole show that the fact sought to be proved is more probable than not. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

## CHAPTER 14

For each investigation MSHDA will determine (1) whether an error or program abuse has occurred, (2) whether any amount of money is owed to MSHDA, and (3) what corrective measures or penalties will be assessed.

### **Consideration of Remedies**

All errors and instances of program abuse must be corrected prospectively. Whether MSHDA will enforce other corrective actions and penalties depends upon the nature of the error or program abuse.

#### MSHDA Policy

In the case of family-caused errors or program abuse, MSHDA will take into consideration (1) the seriousness of the offense and the extent of participation or culpability of individual family members, (2) any special circumstances surrounding the case, (3) any mitigating circumstances related to the disability of a family member, (4) the effects of a particular remedy on family members who were not involved in the offense.

In the case of owner-caused errors or program abuse, MSHDA will take into consideration (1) the seriousness of the offense, (2) the length of time since the violation has occurred, and (3) the effects of a particular remedy on family members who were not involved in the offense.

### **Notice and Appeals**

#### MSHDA Policy

MSHDA will inform the relevant party in writing of its findings and remedies within 10 business days of the conclusion of the investigation. The notice will include (1) a description of the error or program abuse, (2) the basis on which MSHDA determined the error or program abuses, (3) the remedies to be employed, and (4) the family's right to appeal the results through the informal review or hearing process, if applicable (see Chapter 16).

## **PART II: CORRECTIVE MEASURES AND PENALTIES**

### **14-II.A. SUBSIDY UNDER- OR OVERPAYMENTS**

A subsidy under- or overpayment includes (1) an incorrect housing assistance payment to the owner, (2) an incorrect family share established for the family, and (3) an incorrect utility reimbursement to a family.

#### **Corrections**

Whether the incorrect subsidy determination is an overpayment or underpayment of subsidy, MSHDA must promptly correct the HAP, family share, and any utility reimbursement prospectively.

## CHAPTER 14

### MSHDA Policy

Increases in the family share will be implemented on the first of the month following a written 30-day notice.

Any decreases in family share will become effective the first of the month following the discovery of the error.

### **Reimbursement**

Whether the family or owner is required to reimburse MSHDA or MSHDA is required to make retroactive subsidy payments to the owner or family depends upon which party is responsible for the incorrect subsidy payment and whether the action taken was an error or program abuse. Policies regarding reimbursement are discussed in the three sections that follow.

### **14-II.B. FAMILY-CAUSED ERRORS AND PROGRAM ABUSE**

Family obligations and general administrative requirements for participating in the program are discussed throughout this plan. This section deals specifically with errors and program abuse by family members.

An incorrect subsidy determination caused by a family generally would be the result of incorrect reporting of family composition, income, assets, or expenses, but also would include instances in which the family knowingly allows MSHDA to use incorrect information provided by a third party.

### **Family Reimbursement to MSHDA [HCV GB pp. 22-12 to 22-13]**

#### MSHDA Policy

In the case of family-caused errors or program abuse, the family will be required to repay any excess subsidy received. MSHDA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, MSHDA will terminate the family's assistance in accordance with the policies in Chapter 12.

### **PHA Reimbursement to Family [HCV GB p. 22-12]**

#### MSHDA Policy

MSHDA will not reimburse the family for any underpayment of assistance when the underpayment clearly is caused by the family.

### **Prohibited Actions**

An applicant or participant in the HCV program must not knowingly:

- Make a false statement to MSHDA [Title 18 U.S.C. Section 1001].
- Commit fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program [24 CFR 982.552(c)(iv)].

#### MSHDA Policy

Any of the following will be considered evidence of family program abuse:

## CHAPTER 14

Payment to the owner in excess of amounts authorized by MSHDA for rent, security deposit, and additional services

Offering bribes or illegal gratuities to the MSHDA Board, employees, contractors, or other MSHDA representatives

Offering payments or other incentives to the owner or a third party as an inducement for the third party to make false or misleading statements to MSHDA on the family's behalf

Use of a false name or the use of falsified, forged, or altered documents

Intentional misreporting of family information or circumstances (e.g. income, family composition)

Omitted facts that were obviously known by a family member (e.g., not reporting employment income)

Admission of program abuse by an adult family member

MSHDA may consider a family to have committed program abuse and a breach of Housing Quality Standards when the family receives a rent reduction in the rent calculation to account for tenant-paid utilities or receives a Utility Assistance Payment for the purpose of paying tenant-paid utilities and the utilities are not in service, were never in service, or illegally obtained.

MSHDA may determine other actions to be program abuse based upon a preponderance of the evidence, as defined earlier in this chapter.

### **Penalties for Program Abuse**

In the case of program abuse caused by a family MSHDA may, at its discretion, impose any of the following remedies.

- MSHDA may require the family to repay excess subsidy amounts paid by MSHDA, as described earlier in this section.
- MSHDA may require, as a condition of receiving or continuing assistance, that a culpable family member not reside in the unit. See policies in Chapter 3 (for applicants) and Chapter 12 (for participants).
- MSHDA may deny or terminate the family's assistance following the policies set forth in Chapter 3 and Chapter 12 respectively.
- MSHDA may refer the family for state or federal criminal prosecution as described in section 14-II.E.

### **14-II.C. OWNER-CAUSED ERROR OR PROGRAM ABUSE**

Owner requirements that are part of the regular process of offering, leasing, and maintaining a unit (e.g., inspection compliance, fair housing) are addressed in the appropriate chapters of this plan. This section focuses on errors and program abuse by owners.

## CHAPTER 14

An incorrect subsidy determination caused by an owner generally would be the result of an incorrect owner statement about the characteristics of the assisted unit (e.g., the number of bedrooms, which utilities are paid by the family). It also includes accepting duplicate housing assistance payments for the same unit in the same month, or after a family no longer resides in the unit.

### **Owner Reimbursement to MSHDA**

In all cases of overpayment of subsidy caused by the owner, the owner must repay to MSHDA any excess subsidy received. MSHDA may recover overpaid amounts by withholding housing assistance payments due for subsequent months, or if the debt is large, MSHDA may allow the owner to pay in installments over a period of time [HCV GB p. 22-13].

#### MSHDA Policy

In cases where the owner has received excess subsidy, MSHDA will require the owner to repay the amount owed in accordance with the policies in Section 16-IV.B.

### **Prohibited Owner Actions**

An owner participating in the HCV program must not:

- Make any false statement to MSHDA [Title 18 U.S.C. Section 1001].
- Commit fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program [(a)(3)] including:

#### MSHDA Policy

Any of the following will be considered evidence of owner program abuse:

Charging the family rent above or below the amount specified by MSHDA

Charging a security deposit other than that specified in the family's lease

Charging the family for services that are provided to unassisted participants at no extra charge

Knowingly accepting housing assistance payments for any month(s) after the family has vacated the unit

Knowingly accepting incorrect or excess housing assistance payments

Offering bribes or illegal gratuities to the MSHDA Board, employees, contractors, or other MSHDA representatives

Offering payments or other incentives to an HCV family as an inducement for the family to make false or misleading statements to MSHDA

Residing in the unit with an assisted family

Any violation of the HAP Contract

Committing sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2.

## CHAPTER 14

Retaliating against any applicant or participant reporting/alleging sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2.

### **Remedies and Penalties**

When MSHDA determines that the owner has committed program abuse, MSHDA may take any of the following actions:

- Require the owner to repay excess housing assistance payments, as discussed earlier in this section and in accordance with the policies in Chapter 16.
- Terminate the HAP contract (See Chapter 13).
- Bar the owner from future participation in any PHA programs.
- Refer the case to state or federal officials for criminal prosecution as described in section 14-II.E.

### **14-II.D. MSHDA-CAUSED ERRORS OR PROGRAM ABUSE**

The responsibilities and expectations of MSHDA staff (including MSHDA contractors) with respect to normal program administration are discussed throughout this plan. This section specifically addresses actions of a MSHDA staff member that are considered errors or program abuse related to the HCV program. Additional standards of conduct may be provided in MSHDA personnel policy.

MSHDA-caused incorrect subsidy determinations include (1) failing to correctly apply HCV rules regarding family composition, income, assets, and expenses, (2) assigning the incorrect voucher size to a family, and (3) errors in calculation.

#### **De Minimis Errors [24 CFR 5.609(c)(4)]**

The PHA will not be considered out of compliance when making annual income determinations solely due to de minimis errors in calculating family income. A de minimis error is an error where the PHA determination of family income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (\$360 in annual adjusted income) per family.

PHAs must take corrective action to credit or repay a family if the family was overcharged rent, including when PHAs make de minimis errors in the income determination.

Families will not be required to repay the PHA in instances where the PHA miscalculated income resulting in a family being overcharged for rent. PHAs state in their policies how they will repay or credit a family the amount they were overcharged as a result of the PHA's de minimis error in income determination.

#### MSHDA Policy

MSHDA will reimburse a family for any family overpayment of rent resulting from staff errors in calculating family income. Similarly, a family will not be required to repay any overpayment of Housing Assistance Payment where such overpayment was the result of a staff error in calculating family income, and the family had otherwise fully complied with all income reporting requirements.

## CHAPTER 14

### Prohibited Activities

#### MSHDA Policy

Any of the following will be considered evidence of program abuse by MSHDA staff including contracted agents.

Failing to comply with any HCV program requirements for personal gain

Failing to comply with any HCV program requirements as a result of a conflict of interest relationship with any applicant, participant, or owner

Seeking or accepting anything of material value from applicants, participating families, vendors, owners, contractors, or other persons who provide services or materials to MSHDA

Disclosing confidential or proprietary information to outside parties

Gaining profit as a result of insider knowledge of MSHDA activities, policies, or practices

Misappropriating or misusing HCV funds

Destroying, concealing, removing, or inappropriately using any records related to the HCV program

Committing any other corrupt or criminal act in connection with any federal housing program

### 14-II.E. CRIMINAL PROSECUTION

#### MSHDA Policy

When MSHDA determines that program abuse by an owner, or family member has occurred and the amount of overpaid subsidy meets or exceeds the threshold for prosecution under local or state law, MSHDA will refer the matter to the appropriate entity for prosecution. When the amount of overpaid assistance meets or exceeds the federal threshold, the case will also be referred to the HUD Office of Inspector General (OIG).

Other criminal violations related to the HCV program will be referred to the appropriate local, state, or federal entity.

### 14-II. F. FRAUD AND PROGRAM ABUSE RECOVERIES

MSHDA may retain a portion of program fraud losses that MSHDA recovers from a family or owner through litigation, court order, or a repayment agreement [24 CFR 982.163].

MSHDA must be the principal party initiating or sustaining the action to recover amounts due from participants that are due as a result of fraud and abuse. 24 CFR 792.202 permits MSHDA to retain the greater of:

- 50 percent of the amount it actually collects from a judgment, litigation (including settlement of a lawsuit) or an administrative repayment agreement, or
- Reasonable and necessary costs that MSHDA incurs related to the collection including costs of investigation, legal fees, and agency collection fees.

## **CHAPTER 14**

The family must be afforded the opportunity for an informal hearing in accordance with requirements in

If HUD incurs costs on behalf of MSHDA related to the collection, these costs must be deducted from the amount retained by MSHDA.