



## **Public Notice – Change to Zero Income Required Reporting:**

The Housing Choice Voucher Program (HCVP) is correcting verbiage to its Administrative Plan to address how zero income family income reporting is conducted. Currently, zero income families are only required to re-certify their zero income status every 90 days, and also, along with the policy for families not having to report income increases until their next annual re-certification, a policy clarification had to be made.

The updated policy will require zero-income families to re-certify their income status every 60 days and any new income will counted toward their subsidy. The current and future policy is listed below:

### **1. REQUIRED REPORTING – Additional verbiage Chapter 11 II.C**

#### **Current Verbiage: Chapter 11 II.C**

CCHA- Initiated interim re-examinations are those that are scheduled based on circumstances or criteria defined by the CCHA. They are not scheduled because of changes reported by the family.

The CCHA will conduct interim re-examinations in each of the following instances:  
For families receiving the Earned Income Disallowance (EID), the CCHA will conduct an interim re-examination at the start and conclusion of the 24 - month eligibility period.

**If the family has reported zero income, the CCHA will conduct an interim re-examination every 3 months as long as the family continues to report that they have no income. If at the time of the annual re-examination it is not feasible to anticipate a level of income for the next 12 months, (e.g. seasonal or cyclic income) the CCHA will schedule an interim re-examination to coincide with the end of the period for which it is feasible to project income. If at the time of the annual re-examination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, the CCHA will conduct an interim re-examination.**

#### **New Verbiage:**

CCHA- Initiated interim re-examinations are those that are scheduled based on circumstances or criteria defined by the CCHA. They are not scheduled because of changes reported by the family.

The CCHA will conduct interim re-examinations in each of the following instances:  
For families receiving the Earned Income Disallowance (EID), the CCHA will conduct and interim re-examination at the start and conclusion of the 24 - month eligibility period.

**For families that report zero income at time of application or re-certification, the reporting policy for reporting income increase does not apply. All zero income families must be reassessed every 60 days and any new income must be reported by the family. The CCHA will also review the family's income status through HUD or other income reporting sources, and the income will be processed as an interim change.**

**If the family has reported zero income at time of application or re-examination, the family must provide a self-declaration statement every 60 days to verify their zero income status. The CCHA will verify through HUD systems, or a third-party vendor, each zero income family's employment and income status. If at any time during the certification year the family's income status changes from a zero income family to an income earning family, the CCHA will process the income as an interim change to the family's income status. Failure of a zero income family to report new income can result in termination from the housing choice voucher program for fraudulent activity by the family.**

The CCHAA Board of Commissioners will vote on the adoption of this revision to the Administrative Plan on December 6, 2023, at open regular session Board meeting starting at 12:30pm. Any public comments on this change to the Administration Plan will be addressed at the meeting.