

**Appendix C**                      ***RIM Guide Excerpts—Public Housing***

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**Excerpts from Part VI**

B. Admissions and Occupancy (A&O) Policies Review—Public Housing only

**Rental Integrity Monitoring (RIM) Guide  
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

PHA:  HUD Reviewer:  Date:

**B. Admissions and Occupancy (A&O) Policies Review – Public Housing only**

Key Measures of Success

— PHA has clear public housing policies and procedures on verification and documentation which, if followed consistently, will lead to accurate, thorough and consistent determinations of income and rent.

Monitoring Actions & Questions

— 1. Obtain current working copy of A&O Policies from PHA management.

PHA has adopted and is using public housing A&O Policies governing the occupancy management function of the public housing program?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

— 2. Review A&O policies to determine if policies address key aspects of **INCOME** determinations, and are compliant with current statutory, regulatory and program requirements.

a. A&O policies include definitions of **Annual** Income, including discussion of earned income exclusions, coordination with TANF agencies, use of imputed welfare income, etc.?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b.1. A&O policies include definitions of **Adjusted** Income and income deductions?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b.2. Has PHA adopted **permissive** income deductions, beyond federally required deductions (see also PHA Plan, section 4)? If so, list permissive deductions:

- 
- 
- 
- 

— 3. Review A&O policies to determine if policies address key aspects of **RENT** determinations, and are compliant with current statutory, regulatory and program requirements.

a.1. A&O policies offer clear description of income-based tenant rent policies (see also PHA Plan, section 4)?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a.2. PHA computes Tenant Rent using traditional method?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Total Tenant Payment (TTP) minus Utility Allowance equals Tenant Rent

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- |  | Yes                      | No                       | Unclear                  |
|--|--------------------------|--------------------------|--------------------------|
| <p>a.3. PHA computes Tenant Rent using non-traditional, <u>alternative</u> method?</p> <ul style="list-style-type: none"> <li>• PHA uses different income percentage(s) to compute tenant rent?</li> <li>• PHA uses a “fixed” rent amount that varies by income range?</li> <li>• PHA deposits portion of tenant’s payment in escrow or savings account?</li> <li>• PHA uses some other method? Describe:</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>b. PHA has established a <b>Minimum Rent</b> amount or schedule for income-based rents? Minimum rent policies are consistent with current HUD requirements and guidance?</p> <ul style="list-style-type: none"> <li>• Do minimum rents vary by project? By location? By unit size?</li> <li>• Has the PHA adopted policies on exemption from minimum rent due to financial hardship?</li> </ul>                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>c. Has PHA adopted <b>Ceiling Rents</b> as a cap on traditional Income-based Tenant Rents? If so, ceiling rents policies are consistent with current HUD requirements and guidance?</p> <ul style="list-style-type: none"> <li>○ To what extent are the ceiling rents used – at particular developments? Types of developments? Portions of developments? Specific units or units of a certain size?</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>d. PHA has adopted market-based <b>Flat Rents</b>? Flat rents and policies on use of flat rents are consistent with HUD requirements and guidance?</p> <ul style="list-style-type: none"> <li>○ Do PHA policies offer families the option to “switch” annually from flat rents to income-based rents?</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_ 4. Review A&O policies to determine if policies address key aspects of **VERIFICATION** of information related to income and rent determinations.

- |   | Yes                      | No                       | Unclear                  |
|---|--------------------------|--------------------------|--------------------------|
| <p>a. A&amp;O policies clearly outline acceptable forms of verification and documentation for <b>Annual Income</b>, including sources of income included and excluded from Annual Income?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>b. A&amp;O policies clearly outline acceptable forms of verification and documentation for <b>Adjusted Income</b>, including all deductions to Annual Income?</p>                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>c. A&amp;O policies clearly outline acceptable forms of verification and documentation for <b>Social Security Numbers</b> for all family members age 6 and older?</p>                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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	Yes	No	Unclear
d. A&O policies clearly outline acceptable forms of verification and documentation for <b>Citizenship</b> and <b>Eligible Immigration Status</b> for all family members, necessary to establish family qualification for prorated assistance? Do PHA policies authorize PHA use of the INS Systematic Alien Verification for Entitlements (SAVE) system, both primary and secondary verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. A&O policies outline written agreements with other agencies to facilitate computer-matching and up-front verification? Does PHA have clear policies and procedures on verification through computer-matching? How information is used? Following up on computer-matched information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A&O policies include policies and procedures on the use of <b>up-front</b> verification techniques? What <b>up-front</b> techniques are authorized by PHA policy:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tenant Assessment Sub-System (TASS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• State Wage Information Collection Agencies (SWICA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Credit Bureau Association Credit Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Work Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internal Revenue Service Letter 1722?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other? (Describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.1. A&O verification policies are sound, thorough, complete, and designed to secure documentation of the highest level of reliability and accuracy? A&O policies identify <b>3<sup>rd</sup> party, written verification</b> , received directly from the information source via mail, fax, electronic means, computer-matching, or some other reliable means, as the highest level of acceptable verification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.2. A&O policies clearly identify and limit circumstances where verification sources <u>other than</u> 3 <sup>rd</sup> party, written verification might be acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>3<sup>rd</sup>-party oral verification</b> when written verification impossible or not timely;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Document verification</b> involving PHA review of documents provided directly by the applicant or tenant, preferably original copies (not photocopies);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Family Declaration or Certification</b> , notarized statement or signed affidavit from the family attesting to accuracy of information, used very rarely and only when all other forms of verification are impossible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. A&O policies and procedures on verification and documentation include safeguards to ensure that all documentation is maintained confidentially and not misused or improperly disseminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**B. Admissions and Occupancy (A&O) Policies Review – Public Housing only (continued)**

- |   | Yes                      | No                       | Unclear                  |
|---|--------------------------|--------------------------|--------------------------|
| i. A&O policies and procedures address situations where verification sources refuse to respond?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j. A&O policies and procedures address situations where documentation is falsified?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| k. A&O policies and procedures address situations where documentation reveals information withheld by the family? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_ 5. Review A&O policies to determine if policies address **REEXAMINATION** of information related to income and rent determinations.

- |  | Yes                      | No                       | Unclear                  |
|--|--------------------------|--------------------------|--------------------------|
| a.1. Do policies provide for reexaminations of income conducted at least annually for all families paying an income-based rent?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a.2. Do policies provide for reexaminations of income conducted at least once every three years for all families paying a flat rent?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a.3. Do policies provide for reexamination of family composition at least annually for all families?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do A&O policies address scheduling and conducting interim reexaminations? Are interim reexamination policies designed to assure that rents are kept current with family income changes? Has the PHA established a "range" within which income changes need not be reported, to avoid frequent interim re-determinations? Do the PHA's policies permit a rapid response to changes in family circumstances that would <u>reduce</u> the family's rent? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Has the PHA developed policies for detection of unreported changes in income or family circumstances? How does the PHA respond to these cases?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_ 6. Interview Executive Director and other management staff. Identify internal controls implemented by management for periodic review of A&O policy provisions and to ensure A&O policies are kept current with changing requirements.

- Confirm that management staff receive regular training on PHA public housing A&O policies, including public housing rent determination policies and procedures

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**B. Admissions and Occupancy (A&O) Policies Review – Public Housing only (continued)**

- \_\_\_ 7. Interview PHA staff involved in all aspects of public housing income and rent determinations.
- Discuss A&O policies strengths and weaknesses with public housing occupancy staff, particularly provisions related to income, rent, verification and documentation, etc. Identify any A&O policy revisions that staff believes could improve the policies.
  - Identify the A&O policies which staff use day-to-day. Confirm that these working copies of the A&O policies are current.
  - Confirm that staff receive regular training on PHA public housing A&O policies, including public housing rent determination policies and procedures
- \_\_\_ 8. Confirm that A&O policies are on display at the PHA and available for review by public, tenants, applicants, etc., as required by the PHA Plan.

**Notes and Observations on A&O Policies**

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E. Accepting and Processing Applications

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PHA:  HUD Reviewer:  Date:

**E. Accepting and Processing Applications**

**Key Measures of Success**

- PHA application materials and processes, including the use of application interviews, are clear, thorough and effective at identifying all family information relative to income and rent.
- PHA staff is trained in application policies and procedures, including interview techniques.
- PHA has adequate internal quality controls for the application process.

**Monitoring Actions & Questions**

— 1. Obtain copies of all materials used by the PHA during the application process, which could include:

- Materials completed by applicant – pre-application, application, certifications, etc.
- Materials provided to the applicant, guidance on requirements, etc.
- Sample verification forms, verification letters, etc.
- Worksheets used by PHA to compute income and rent
- Interview scripts, interview formats and checklists, etc.
- Other:

— 2. Review application and application materials to determine effectiveness at soliciting and identifying all relevant aspects of the family's eligibility, income and rent situation, including:

- |   | Yes   | No  | Unclear   |
|---|---|---|---|
| a.1. All income sources including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.?  | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> |
| a.2. Circumstances that would justify <u>exclusion</u> of income sources from consideration as Annual Income, including the family's qualification for earned income exclusion?                                     | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> |
| a.3. All factors contributing to income <u>deductions</u> for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.? | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> |
| a.4. <b>Public Housing Applicants only:</b> All PHA-adopted permissive adjustments and deductions when computing Adjusted Income, as established by PHA policy?   | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> | <input style="width: 30px; height: 20px;" type="checkbox"/> |

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**E. Accepting and Processing Applications (continued)**

	Yes	No	Unclear
a.5. Citizenship and/or eligible immigration status of all family members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.6. Social Security Numbers for all family members age 6 and over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.7. Family qualification under the PHA's definition of "family," including family composition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.8. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Application materials are clear and easy to understand for applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Application materials are made available in different languages for non-English speaking applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Chart the entire Application process, from the point a family shows up at PHA in need of housing, through placement on waiting list, verification of relevant information and, ultimately, selection for housing.
- Interview PHA staff responsible for accepting and processing applications. Have staff "walk" you through the process of accepting and processing applications. Outline the steps.
  - Determine if the PHA uses some form of computer software application or program to capture and record information on applicants and tenants. If so, have staff "walk" you through the process of entering information and data into the system. Examine data input screens carefully to ensure a thorough understanding of the PHA's system, as well as any reports generated by the system.

	Yes	No	Unclear
a. Is the PHA process for accepting applications reasonable, fair and accessible to all interested applicants groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are all locations where applications are accepted (central location; area offices; temporary location; etc.) accessible to the elderly and disabled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are the times for accepting applications ("regular" office hours; specially designated times, etc.) accommodating for applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Has the PHA made provisions for accepting applications from those with special needs (e.g., language translation, vision-impaired, hearing-impaired, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are the times for accepting applications ("regular" office hours; specially designated times, etc.) accommodating for applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**E. Accepting and Processing Applications (continued)**

	Yes	No	Unclear
f. Where the PHA has other methods for accepting applications – mail-in, fax, email, website, telephone, home visits, etc. – are these methods accessible to all applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is the PHA operating under a court order, voluntary compliance agreement, or other mandatory directive that restricts, limits or directs the PHA to accept applications in a certain manner? If so, have these directive(s) affected the ability of the PHA to process applications effectively and gather the necessary information for income and rent determinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.1. Does the PHA accept and process applications from all interested families and maintain a clear record of all applications received and processed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.2. Are files maintained in a place that assures confidentiality and access only by authorized staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Does the PHA devote sufficient time and resources to the application process overall, in order to ensure that eligible families are identified, briefed and ready to be housed when assistance becomes available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Does the PHA have adequate internal quality controls on the application process (e.g., sample of applicant files reviewed by a person other than person who did them, supervisory review, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Have staff received adequate training on the PHA's application processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Determine if there is an established protocol for applicant interviews. Sit in on an application interview at the PHA (if possible).

- Observe the type of questions asked.
- Review any interview script or checklist used by the PHA interviewer to assess the level of detail of information gathered at the application and interview stage.

	Yes	No	Unclear
a. Does the interview effectively support the application process, identifying and clarifying <u>all</u> relevant aspects of the family's eligibility, income and rent situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the PHA interviewer follow an interview script or checklist to ensure that all relevant information is solicited? Is the script accurate and thorough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the PHA interviewer ask appropriate follow-up questions when the family offers relevant information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**E. Accepting and Processing Applications (continued)**

- |   | Yes                      | No                       | Unclear                  |
|---|--------------------------|--------------------------|--------------------------|
| d. Does the interview solicit and identify all potential sources of income including earned income, benefit income, assets and asset income, regular contributions and gifts, etc?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Does the interview solicit and identify citizenship and/or eligible immigration status of all family members?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Does the interview solicit and identify Social Security Numbers for all family members age 6 and over?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Does the PHA devote sufficient time to the interview process? Does it appear that the PHA views the interview as an effective information-gathering process (or merely a formality)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Have staff received adequate training on applicant interviews, effective interview techniques, etc.?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Refer to the results of the tenant file sample review, particularly tenant files for **recent admission** families, as the basis for responding to the following questions. You may also wish to pull targeted samples of current applicant files and rejected applicant files to assess the record of the application process for these families.

- |   | Yes                      | No                       | Unclear                  |
|---|--------------------------|--------------------------|--------------------------|
| a. Are applicant materials organized to provide an accurate and chronological history of events? Does the PHA maintain documentation of any changes in an applicant family's circumstances –family size and composition, eligibility of family members, income, citizenship/eligible immigration status, Social Security Numbers, etc.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do files consistently contain a privacy act notice and release and consent forms for verification of information?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the PHA consistently establishing and verifying citizenship and/or eligible immigration status for all family members?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Is the PHA consistently identifying and verifying Social Security Numbers for all family members age 6 and older?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Is the PHA consistently identifying and verifying all potential sources of income including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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**E. Accepting and Processing Applications (continued)**

	Yes	No	Unclear
f. Is the PHA consistently identifying and verifying all circumstances that would justify <u>exclusion</u> of income sources from consideration as Annual Income, including qualification for earned income exclusion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is the PHA consistently identifying and verifying all factors contributing to income <u>deductions</u> for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. <b>Public Housing Applicants/Tenants only:</b> Is the PHA consistently identifying and verifying all PHA-adopted permissive adjustments and deductions when computing Adjusted Income, as established by PHA policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Do files show evidence of a consistent and clear connection between the information gathered at the application stage and the documented information used to establish family eligibility, income and rent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes and Observations on Accepting and Processing Applications**

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F. Income

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**F. Income**

**Key Measures of Success**

- PHA internal systems for determining Annual and Adjusted Income, including PHA computer software environment, worksheets and other aids, produces consistently accurate results.
- PHA staff are trained in current income determination requirements, as well as the PHA's own internal systems for income determination.
- PHA has adequate internal quality controls over the income determination process.

**Monitoring Actions & Questions**

- 1. Obtain copies of any materials used by the PHA during the process of verification and calculation of Annual and Adjusted Income and review for accuracy and compliance with federal requirements.  
Materials could include:

- Standard verification letters and formats used for all income sources
- Standard verification letters and formats used for all sources of deductions, medical expenses, child care expenses, disability status, etc.
- Standard release and authorization statements used for all income and deduction sources
- Worksheets, tables, guides or other aids used by the PHA in income and deduction calculation
- Other:

- 2. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Annual Income**.

**Yes No Unclear**

- a.1. Do files show evidence that the PHA is identifying and verifying all items to be included in Annual Income, including but not limited to the following major categories:

- Wages, salaries, earned income, business income, etc.?
- Net family assets and asset income?
- Welfare income (general assistance, TANF, etc.)?
- Social Security, SSI, pensions, etc.
- Other (child support, unemployment compensation, other non-wage, etc.)


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**F. Income (continued)**

	Yes	No	Unclear
<p>a.2. Do files show evidence that the PHA is properly considering and verifying imputed welfare income in cases of welfare benefits reduction due to welfare fraud or welfare sanction?</p>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
<p>b. Do files show evidence that the PHA is accurately identifying and verifying all items to be <u>excluded</u> from consideration as Annual Income?</p> <p style="margin-left: 20px;">Examples include wages of family members under age 18, Payments for student financial assistance, lump-sum additions to family assets, lump-sum payments of deferred benefits, Payments received for care of foster children or adults, etc.</p>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
<p>c. Do files show evidence that the PHA is accurately identifying and verifying all <u>Federally-mandated exclusions</u> from Annual Income, per the most recent notice of such exclusions published in the Federal Register (NOTE: Current Federal Register publication dated August 3, 1993. Updated by Federal Register publication of April 20, 2001)?</p>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
<p>d.1. <b>Section 8 HCV only:</b> Based on the results of the tenant file sample review of <b>reexamination</b> families only, do files show evidence that the PHA is properly disregarding increases in earned income for persons with disabilities, in accordance with the <u>earned income exclusion</u> requirements</p>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
<p>d.2. <b>Public Housing only:</b> Based on the results of the tenant file sample review of <b>reexamination</b> families paying an <b>income-based rent</b> only, do files show evidence that the PHA is properly disregarding increases in earned income for any family member, in accordance with the <u>earned income exclusion</u> requirements?</p> <ul style="list-style-type: none"> <li>• Where PHA provides for individual savings accounts as an alternative to disallowance of increases in earned income (at the family's option), have any families taken advantage of this option? For any such family, has the PHA established an individual savings account, accurately calculated the amount of the earned income exclusion, and deposited this amount in the account?</li> </ul>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
<p>e.1. Do files show evidence that the PHA is accurately calculating Annual Income for the 12-month period following effective date of admission or reexamination?</p>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
<p>e.2. Where the PHA determines Annual Income for a lesser period of time, do files show evidence that the PHA is properly <i>annualizing</i> income for the entire 12-month period following effective date of admission/reexamination?</p>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

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**F. Income (continued)**

- |  | Yes   | No  | Unclear   |
|--|---|---|---|
| <p>f. Where a family reports “zero” (\$0) Annual Income, do files show evidence that the PHA takes steps to follow-up with common income sources (public assistance, unemployment compensation, etc.)? Does the PHA require periodic reporting by the family? Does the PHA require the family to prepare and submit a budget or expense statement?</p> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>g. Do files show evidence that the PHA-developed worksheets, guides, computer software systems, and other aids are accurate and effective in determining Annual Income?</p>   | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>h. Do files show evidence of any patterns of errors in PHA Annual Income calculations? Are there patterns of errors by staff person, by area, etc?</p>  | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>i. Do files show evidence that PHA staff clearly understand definitions and terms used in Annual Income? All staff use a consistent approach to calculating income?</p>   | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |

\_\_\_ 3. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Adjusted Income**.

- |  | Yes   | No  | Unclear   |
|--|---|---|---|
| <p>a.1. Do files show evidence that the PHA is accurately identifying the family’s qualification for mandatory adjustments and deductions, verifying this status, and accurately calculating the deduction(s), including:</p>                                  |   |   |   |
| <ul style="list-style-type: none"> <li>• \$480 per <u>dependent</u>, based on the number of dependents in the family, including full-time students or persons with disability?</li> </ul>  | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <ul style="list-style-type: none"> <li>• \$400 per <u>family</u> for an elderly or disabled family, based on whether family head, spouse or sole member is an elderly person or disabled person?</li> </ul>  | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <ul style="list-style-type: none"> <li>• The sum of unreimbursed medical expenses and reasonable attendant care and auxiliary apparatus expenses, to the extent the sum exceeds three percent of Annual Income:</li> </ul>                                     | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <ul style="list-style-type: none"> <li>• Unreimbursed, “reasonable” child-care expenses for care of a child under 13 years of age, necessary to enable any member of the family to seek employment, to be employed or to further his/her education.</li> </ul> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |

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**F. Income (continued)**

- |   | Yes   | No  | Unclear   |
|---|---|---|---|
| <p>a.2. <b>Public Housing only:</b> Do files show evidence that the PHA is accurately identifying and verifying all PHA-adopted <u>permissive</u> adjustments and deductions, as established by PHA policy?</p> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>b. Do files show evidence that the PHA-developed worksheets, guides, computer software systems, and other aids are accurate and effective in determining Adjusted Income?</p>                                | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>c. Do files show evidence of any patterns of errors in PHA Adjusted Income calculations? Are there patterns of errors by staff person, by area, etc?</p>   | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>d. Do files show evidence that PHA staff clearly understand definitions and terms used in Adjusted Income? All staff use a consistent approach to calculating income?</p>                                    | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |

4. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Verification and Documentation**.

- |   | Yes   | No  | Unclear   |
|---|---|---|---|
| <p>a.1. Do files demonstrate consistent <b>3<sup>rd</sup> party, written verification</b>, received directly from the information source via mail, fax, electronic means, computer-matching, or some other reliable means, as the highest level of acceptable verification?</p>   | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>a.2. Where tenant files include verification sources <u>other than</u> 3<sup>rd</sup> party, written verification, does the verification follow the basic hierarchy for acceptability and reliability of verification sources, consistent with PHA policy:</p> <ul style="list-style-type: none"> <li>• <b>3<sup>rd</sup>-party oral verification</b> when written verification impossible or not timely;</li> <li>• <b>Document verification</b> involving PHA review of documents provided directly by the applicant or tenant, preferably original copies (not photocopies);</li> <li>• <b>Family Declaration or Certification</b>, notarized statement or signed affidavit from the family attesting to accuracy of information, used very rarely and only when all other forms of verification are impossible.</li> </ul> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>a.3. Where tenant files include verification sources <u>other than</u> 3<sup>rd</sup> party, written verification, does file offer explanation or evidence of reason why 3<sup>rd</sup> party, written verification was not used?</p>  | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |
| <p>b. Do files show evidence that the PHA uses standard procedures, form letters, etc., to contact income verification sources, as outlined in PHA policy?</p>  | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> | <input style="width: 30px; height: 20px;" type="text"/> |

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**F. Income (continued)**

- |  | Yes                      | No                       | Unclear                  |
|--|--------------------------|--------------------------|--------------------------|
| c. Do files show evidence that the PHA uses adequate procedures to handle delays in obtaining verifications needed to determine Annual and Adjusted Income, or situations where income verification sources are not responsive, consistent with PHA policy?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Do files show evidence that the PHA uses a process for addressing documentation that is falsified or documentation that reveals information withheld by the family, consistent with PHA policy?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. In general, is there clear consistency between Annual and Adjusted Income calculations and the source verification for Annual and Adjusted Income? Are there circumstances where the PHA is consistently misinterpreting income documentation, resulting in incorrect calculations of Annual and Adjusted Income? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Chart the entire process of Annual and Adjusted Income verification and calculation.

- Interview PHA staff responsible for verification and calculation of income and income deductions. Have staff “walk” you through the process of verification and calculation. Outline the steps.
- Determine if the PHA uses some form of computer software application or program to record and calculate Annual and Adjusted Income. If so, have staff “walk” you through the process of entering income information and data into the system.
- Examine data input screens carefully to ensure a thorough understanding of the PHA’s system, as well as any reports generated by the system.
- Ensure that you understand how Annual and Adjusted Income calculations are made in the system, based on data input by PHA staff.

- |   | Yes                      | No                       | Unclear                  |
|---|--------------------------|--------------------------|--------------------------|
| a. Does the PHA have adequate internal quality controls on the accuracy of Annual and Adjusted Income calculations, including verification of income and deduction information (e.g., sample of verifications and calculations reviewed by a person other than the person who did them; supervisory review of a sample of income verifications and calculations)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the PHA begin the verification and calculation process far enough in advance to ensure that an applicant family was qualified for assistance at the time the PHA was ready to offer housing assistance to the family? To ensure that tenant reexaminations were completed on time?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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**F. Income (continued)**

	Yes	No	Unclear
c. Based on analysis of the PHA's system, does it appear that consistently following the process would lead PHA staff to accurately verify and calculate income? Are there fundamental flaws in the process that might lead to errors, inaccurate calculations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the PHA have good, cooperative relationships with verification sources (e.g., local welfare agencies, Social Security Administration, major employers, local landlords, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. PHA process includes use of computer-matching when verifying relevant income and rent information, consistent with PHA policy? Has the PHA developed written agreements with other agencies to facilitate computer-matching?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Have staff received training on current requirements for determining Annual and Adjusted Income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes and Observations on Income**

G. Rent – Public Housing only

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**G. Rent – Public Housing only**

**Key Measures of Success**

- PHA internal systems for calculating public housing rent, including PHA computer software environment, worksheets and other aids, produces consistently accurate results.
- PHA staff are trained in current public housing rent requirements, as well as the PHA's own internal systems for calculating public housing rent.
- PHA has adequate internal quality controls over the public housing rent calculation process.

**Monitoring Actions & Questions**

- 1. Obtain copies of any materials used by the PHA during the process of calculation of Total Tenant Payment and Tenant Rent, and review for accuracy and compliance with federal requirements. Materials could include worksheets, tables, guides or other aids used by the PHA in rent calculation.
- 2. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Total Tenant Payment (TTP)** and **Tenant Rent**.

	Yes	No	Unclear
a.1. Where the PHA uses <u>traditional</u> Income-based Tenant Rent calculation method, do files show evidence that the PHA correctly computes <b>TTP</b> based on the higher of: 30% of Adjusted Income; 10% of Annual Income; Welfare Rent; Minimum Rent?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
a.2. Where the PHA uses <u>traditional</u> Income-based Tenant Rent calculation method and the family is paying a <b>Minimum Rent</b> , do files show evidence that any families requested a financial hardship exemption? If so, did the PHA correctly suspend the minimum rent effective on the first of the month following the change in the family's circumstances? Did the PHA request documentation of the hardship situation?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
a.3. Where the PHA uses <u>traditional</u> Income-based Tenant Rent calculation method, do files show evidence that the PHA correctly computes <b>Tenant Rent</b> by subtracting the appropriate <b>utility allowance</b> from the correct TTP? Is the PHA correctly computing utility allowance, based on schedule of allowances?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
a.4. Where the PHA uses <u>traditional</u> Income-based Tenant Rent calculation method, do files show evidence that <b>Utility Reimbursements</b> are given where appropriate? If utilities are included in rent, does PHA charge for excess usage? Does the PHA offer individual relief on utility charges?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

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**G. Rent – Public Housing only (continued)**

	Yes	No	Unclear
a.5. Where the PHA uses <u>traditional</u> Income-based Tenant Rent calculation method and has adopted <b>Ceiling Rents</b> , do files show evidence that the PHA applies ceiling rents as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.1. Where the PHA uses a non-traditional <u>alternative</u> method to calculate income-based rents, do files show evidence that PHA rent calculations are correct based on established PHA policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.2. Where the PHA uses a non-traditional <u>alternative</u> method to calculate income-based rents, do files show evidence that alternative Income-based Tenant Rent calculations do <u>not</u> result in tenant rents that exceed the Tenant Rent computed by the traditional method? Does PHA compute Tenant Rent by traditional method to serve as a check on the Tenant Rents computed by the non-traditional alternative method?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Where the family is a “mixed” family (includes both members who are citizens or have eligible immigration status, and members who do not have eligible immigration status), does the PHA correctly <b>prorate</b> the amount of Income-based Tenant Rent, based on the percentage of household members who are citizens or have eligible immigration status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.1. Do files show evidence that the PHA is properly applying the correct <b>Flat Rent</b> amounts for tenant families choosing a flat rent, based on PHA-established flat rent policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.2. Where families have chosen flat rents, do files show evidence that the PHA is properly allowing tenants to “switch” from flat rents to income-based rents because of hardship? Are determinations of “hardship” properly verified and consistently applied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.3. Where families have chosen flat rents, do files show evidence that the PHA is properly allowing tenants to “switch” from flat rents to income-based rents because of hardship? Are determinations of “hardship” properly verified and consistently applied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.4. Where the family is a “mixed” family (includes both members who are citizens or have eligible immigration status, and members who do not have eligible immigration status), does the PHA correctly <b>prorate</b> the amount of Flat Rent, based on the percentage of household members who are citizens or have eligible immigration status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Do files show evidence that the PHA-developed worksheets, guides, computer software systems, and other aids are accurate and effective in calculating TTP and Tenant Rent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

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**G. Rent – Public Housing only (continued)**

- |  | Yes                      | No                       | Unclear                  |
|--|--------------------------|--------------------------|--------------------------|
| f. Do files show evidence of any patterns of errors in PHA Tenant Rent calculations? Are there patterns of errors by staff person, by area, etc?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Do files show evidence that PHA staff clearly understand definitions and terms used in TTP and Tenant Rent calculations? All staff use a consistent approach to calculating rent? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**3. Chart the entire process of Tenant Rent calculation in the public housing program.**

- Interview PHA staff responsible for rent calculation. Have staff “walk” you through the process of rent calculation. Outline the steps.
- Determine if the PHA uses some form of computer software application or program to record and calculate rent in the public housing program. If so, have staff “walk” you through the process of entering income information and data into the system.
- Examine data input screens carefully to ensure a thorough understanding of the PHA’s system, as well as any reports generated by the system.
- Ensure that you understand how public housing rent calculations are made in the system, based on data input by PHA staff.

- |  | Yes                      | No                       | Unclear                  |
|--|--------------------------|--------------------------|--------------------------|
| a. Does the PHA have adequate internal quality controls on the accuracy of Tenant Rent calculations (e.g., sample of calculations reviewed by a person other than the person who did them; supervisory review of a sample of Tenant Rent calculations)?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Based on analysis of the PHA’s system, does it appear that consistently following the process would lead PHA staff to accurately determine Tenant Rent? Are there fundamental flaws in the process that might lead to errors, inaccurate calculations, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have staff received adequate training on current requirements for calculating public housing rent?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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**G. Rent – Public Housing only (continued)**

Notes and Observations on Public Housing Rent

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I. Reexaminations

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**I. Reexaminations**

**Key Measures of Success**

- PHA reexamination materials and processes, including the use of reexamination interviews, are clear, thorough and effective at identifying all family information relative to income and rent.
- PHA staff is trained in reexamination policies and procedures, including interview techniques.
- PHA has adequate internal quality controls over the reexamination process.

**Monitoring Actions & Questions**

— 1. Obtain copies of all materials used by the PHA during the reexamination process, which could include:

- Materials completed by tenant family – continued occupancy, release statements, certifications, etc.
- Materials provided to the tenant family, guidance on requirements, etc.
- Sample verification forms, verification letters, etc.
- Worksheets, tables, guides, other aids used by PHA to compute income and rent
- Interview scripts, interview formats and checklists, etc.
- Other:

— 2. Review reexamination materials to determine effectiveness at soliciting and identifying all relevant aspects of the family's income and rent situation, including:

a.1. All income sources including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a.2. Circumstances that would justify exclusion of income sources from consideration as Annual Income, including the family's qualification for earned income exclusion?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

a.3. All factors contributing to income deductions for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

a.4. **Public Housing Applicants only:** All PHA-adopted permissive adjustments and deductions when computing Adjusted Income, as established by PHA policy?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**I. Reexaminations (continued)**

	Yes	No	Unclear
a.5. Citizenship and/or eligible immigration status of all family members, including new members joining the household since the last reexamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.6. Social Security Numbers for all family members age 6 and over, including new members joining the household and current members who have reached the age of 6 since the last reexamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.7. Changes to family composition, members added, members leaving, addition of non-family residents (live-in aids, foster children, etc.), since last reexamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.8. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Reexamination materials are clear and easy to understand for tenants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Reexamination materials are made available in different languages for non-English speaking families?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Chart the entire Reexamination process, from PHA notices of upcoming reexaminations, through the reexamination interview, verification of relevant information and effective date of new rent amounts.
- Interview PHA staff responsible for processing reexaminations. Have staff “walk” you through the reexamination process. Outline the steps.
  - Determine if the PHA uses some form of computer software application or program to capture and record information on tenants. If so, have staff “walk” you through the process of entering information and data into the system. Examine data input screens carefully to ensure a thorough understanding of the PHA’s system, as well as any reports generated by the system.

	Yes	No	Unclear
a. Does the PHA track the scheduling of reexaminations to ensure that reexams take place at the appropriate times? Key pieces tracking information include: <ul style="list-style-type: none"> <li>• Lease and HAP contract effective date (Section 8 HCV only)?</li> <li>• Reexamination effective date?</li> <li>• Key reexamination scheduling notices – 1<sup>st</sup> notice, 2<sup>nd</sup> notice, etc.?</li> <li>• Notice of effective date of rent adjustment?</li> <li>• Date that next reexamination will commence?</li> <li>• Other:</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**I. Reexaminations (continued)**

	Yes	No	Unclear
b. Is the PHA reexamination process reasonable, fair and accessible to all tenant families?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
c. Are all locations where reexaminations are processed (central location; area offices; temporary location; etc.) accessible to the elderly and disabled?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
d. Has the PHA made provisions to accommodate those tenants with special needs (e.g., language translation, vision-impaired, hearing-impaired, etc.) during the reexamination process?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
e. Does the PHA use essentially the same processes and procedures for verification and documentation of relevant income and rent information at reexamination as those used for new admissions?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
f. Does the PHA have a process to handle tenants who refuse to cooperate in reexaminations?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
g. Does the PHA have adequate internal controls on the accuracy and integrity of the reexamination process (e.g., sample of reexamination results reviewed by a person other than the person who did them; supervisory review of a sample of reexaminations)?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
h. Does it appear that PHA staff clearly understands the reexamination process and are all using a consistent approach to conducting reexaminations? Have staff received training on the reexamination process?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
i. Does the PHA devote sufficient time and resources to the reexamination process overall?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
j. Does the PHA maintain a clear record of all reexaminations in process the various stages of processing?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
k. Are files maintained in a place that assures confidentiality and access only by authorized staff?	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>

4. Determine if there is an established protocol for reexamination interviews. Sit in on a reexamination interview at the PHA (if possible).
- Observe the type of questions asked.
  - Review any interview script or checklist used by the PHA interviewer to assess the level of detail of information gathered at the interview stage.

**Rental Integrity Monitoring (RIM) Guide  
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

PHA:  HUD Reviewer:  Date:

**I. Reexaminations (continued)**

	Yes	No	Unclear
a. Does the reexamination interview effectively support the reexamination process, identifying and clarifying <u>all</u> relevant aspects of the family's eligibility, income and rent situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the PHA interviewer follow an interview script or checklist to ensure that all relevant information is solicited? Is the script accurate and thorough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the PHA interviewer ask appropriate follow-up questions when the family offers relevant information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the interview solicit and identify all potential sources of income including earned income, benefit income, assets and asset income, regular contributions and gifts, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does the interview solicit and identify citizenship and/or eligible immigration status of all family members, including any new members added to the family since admission or since the last reexamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the interview solicit and identify Social Security Numbers for all family members age 6 and over, including new members added to the family and current members who have reached the age of 6 since the last reexamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Does the PHA devote sufficient time to the interview process? Does it appear that the PHA views the interview as an effective information-gathering process (or merely a formality)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Have staff received training on tenant interviews, effective interview techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Refer to the results of all **reexamination families** from the tenant file sample review as the basis for responding to the following questions.

	Yes	No	Unclear
a. Are reexamination materials organized to provide an accurate and chronological history of events? Does the PHA maintain documentation of any changes in family's circumstances –family size and composition, eligibility of family members, income, citizenship/eligible immigration status, Social Security Numbers, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. <b>Public Housing only:</b> Does the PHA conduct reexaminations of family composition at least annually for all families, reexaminations of income at least annually for families paying an income-based rent, and reexaminations of income at least once every three years for families paying a flat rent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA:  HUD Reviewer:  Date:

**I. Reexaminations (continued)**

	Yes	No	Unclear
c. <b>Section 8 HCV only:</b> Does the PHA conduct reexaminations of family composition and income at least annually for all families?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. <b>Section 8 HCV only:</b> Does the PHA appropriately handle the results of the annual reexamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Are <u>decreases</u> in Family Share generally effective the 1<sup>st</sup> day of the month following the change?</li> <li>• Are <u>increases</u> in Family Share generally effective the 1<sup>st</sup> day of the month following reasonable advance notice to the family (generally, 30 days)?</li> <li>• Does the PHA provide family and owner with notice of the amount and effective dates of the new HAP, new Family Share of rent, and new rent-to-owner?</li> <li>• If TTP has increased, does the PHA provide family with opportunity for an informal hearing?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. <b>Section 8 HCV only:</b> Does the PHA appropriately apply any changes resulting from revised Payment Standards? Where the Payment Standard <u>increased</u> , did the PHA apply the higher standard at the first regular, annual reexamination (not interim reexaminations)? Where the Payment Standard <u>decreased</u> , did the lower standard remain in effect until the family moved to another unit, or had a change in family size/composition, or until the second regular, annual reexamination after the standards were lowered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Do tenant files show evidence of scheduling of reexams, advance notification to tenants in sufficient time to complete reexams prior to effective date, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Do tenant files show evidence that the PHA is consistently identifying and verifying all potential sources of income including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Do tenant files show evidence that the PHA is consistently identifying and verifying all circumstances that would justify <u>exclusion</u> of income sources from consideration as Annual Income, including qualification for earned income exclusion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Do tenant files show evidence that the PHA is consistently identifying and verifying all factors contributing to income <u>deductions</u> for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. <b>Public Housing only:</b> Is the PHA consistently identifying and verifying all PHA-adopted <u>permissive</u> adjustments and deductions when computing Adjusted Income, as established by PHA policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA:  HUD Reviewer:  Date:

**I. Reexaminations (continued)**

	Yes	No	Unclear
k. Do tenant files show evidence that the PHA is consistently identifying and verifying citizenship and/or eligible immigration status of all family members, including any new members added to the family since admission or since the last reexamination?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
l. Do tenant files show evidence that the PHA is consistently identifying and verifying Social Security Numbers of all family members age 6 and older, including any new members added to the family, or existing family members reaching the age of 6, since admission or since the last reexamination?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
m. Do files consistently contain a privacy act notice and release and consent forms for verification of information?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
n. Do tenant files show evidence of a consistently clear connection between the information gathered at reexamination and the documented information used to establish family income and rent?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
o. Do tenant files show evidence that families are reporting changes in family income and composition, between regularly scheduled reexaminations, as required by PHA policy and within the timeframes established by PHA policy?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
p. Do tenant files show evidence that PHA is conducting interim reexaminations in accordance with PHA policy, and that any changes in Tenant Rent, Family Share of Rent and HAP resulting from interim reexams are effective on dates established by PHA policy?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
q. Do tenant files show evidence that the PHA is processing interim reexaminations for <u>reduction</u> in rent, as required, when family reports reduction in income, and that no family has been required to pay <u>more</u> than the appropriate rent for an extended period of time because the PHA has failed to, or refused to, process an interim reexamination?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
r. Do tenant files show evidence that the PHA is applying its reexamination policies uniformly to all families?	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

**Rental Integrity Monitoring (RIM) Guide  
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

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PHA:  HUD Reviewer:  Date:

**I. Reexaminations (continued)**

Notes and Observations on Reexaminations

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**Rental Integrity Monitoring (RIM) Guide  
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

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J. HUD-50058 and Multifamily Tenant Characteristics System (MTCS)

**Rental Integrity Monitoring (RIM) Guide  
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

PHA:  HUD Reviewer:  Date:

**J. HUD-50058 and Multifamily Tenant Characteristics System (MTCS)**

**Key Measures of Success**

- PHA reporting rate for submission of HUD-50058 data into PIC/MTCS, for both the public housing and Section 8 HCV programs, is at or above the minimum reporting targets.
- PHA monitors HUD-50058 data transmission for data accuracy and integrity.

**Monitoring Actions & Questions**

- 1. Determine and review the PHA's reporting rate for HUD-50058 submissions into PIC/MTCS.

		Yes	No	Unclear
<b>a.1. Public Housing:</b>	PHA reporting rate: <input style="width: 80px;" type="text"/> %			
<b>a.2. Public Housing:</b>	Reporting rate at or above the minimum reporting targets?			
<b>b.1. Section 8 HCV:</b>	PHA reporting rate: <input style="width: 80px;" type="text"/> %			
<b>b.2. Section 8 HCV:</b>	Reporting rate at or above the minimum reporting targets?			
<b>c.</b>	Where the PHA has not met minimum reporting targets, has the PHA submitted forbearance requests that adequately explain reasons for failure to meet minimum reporting targets, and steps taken to improve their reporting rate?			
<b>d.</b>	Has the PHA, in fact, made improvements in their reporting rate? Where the PHA has not shown improvement, or has not submitted a forbearance request, have appropriate sanctions been taken?			

- 2. Chart the process of PHA transmission of HUD-50058 data into PIC/MTCS.

- Interview responsible PHA staff and discuss the transmission process. Have staff “walk” you through the process of entering information into the system and transmitting data. Examine data input screens carefully to ensure a thorough understanding of the PHA's system, as well as any reports generated by the system.

		Yes	No	Unclear
<b>a.</b>	Is there a clear link between:			
	• data gathered during the application / admission / reexamination processes,			
	• data entered into the PHA's data system, and			
	• data recorded on HUD-50058 and transmitted to PIC/MTCS?			

**Rental Integrity Monitoring (RIM) Guide  
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

PHA:  HUD Reviewer:  Date:

**J. HUD-50058 and MTCS (continued)**

- |  | Yes                      | No                       | Unclear                  |
|--|--------------------------|--------------------------|--------------------------|
| b. Does the PHA have an internal quality control process for HUD-50058 data accuracy and integrity? Does the PHA use PIC/MTCS reports to conduct quality control checks, comparing specific discrepancies on the reports with the file records for the specific tenants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have staff received adequate training on current HUD-50058 reporting requirements, data transmission, data integrity, etc.?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**3** Refer to the results of the tenant file sample review as the basis for responding to the following questions.

- |   | Yes                      | No                       | Unclear                  |
|---|--------------------------|--------------------------|--------------------------|
| a. Do tenant files show evidence that the information reported on HUD-50058 for each family is consistent with the source documentation found in the tenant file? If not, is there a pattern of errors?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Where the file sample review uncovered inconsistencies between data in tenant files and data found in PIC/MTCS, does the PHA's data gathering and transmission processes contribute to these inconsistencies? Is there anything inherent in the process that impacts the reliability and accuracy of the data? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Notes and Observations on HUD-50058 and MTCS**

Appendix A/C (Custom Combination)

**Appendix A/C—Public Housing Only**

**Tenant File Review Checklist**  
 Rental Integrity Monitoring  
 Public Housing

PHA Name:   
 PHA No.:   
 HUD Reviewer:   
 Date of Review:

**A. Family Composition**

	Last Name	First Name	Relation	Date of Birth	Sex	SSN	9886?	Dis?	Citizenship?
							√	√	√
1.a.			Head						
b.									
c.									
d.									
e.									
f.									
g.									
h.									
i.									

	Yes	No	Unclear
j. SSNs disclosed, or certification if no SSN assigned? Verified & documented?			
k. Evidence of citizenship / eligible immigration status for all members? Verified & documented?			

**Recent Admission Family only:**

2.a. Date of Admission:

	Yes	No	Unclear
b. Application materials complete and capture all information for eligibility, income and rent?			
d. Family composition and characteristics identified? Verified & documented?			

**Reexamination Family only:**

3.a. Current Reexam Effective Date:  Prior Reexam/Admission Effective Date:

b. Reexam Type: Annual Income & Composition Interim / Special / Other  
 3-Year Income & Composition (PH only) Annual Composition (PH only)

	Yes	No	Unclear
d. <b>All PH only:</b> PHA conducts <u>annual</u> reexam of composition?			
e. <b>PH income-based rent only:</b> PHA conducts <u>annual</u> reexam of income?			
f. <b>PH flat rent only:</b> PHA conducts at least <u>3-year</u> reexam of income?			
g. Reexamination materials complete and capture all information for eligibility, income and rent?			
h. Family composition & characteristics identified, including new members? Verified & documented?			

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

**B. Assets Worksheet**

**Assets Table:**

	Family Member	Type of Asset	Date of Verification	Net Cash Value of Asset	Anticipated Actual Asset Income
1.a.				\$	\$
b.				\$	\$
c.				\$	\$
d.				\$	\$
e.				\$	\$
f.				\$	\$
g.				\$	\$
h.				\$	\$
2.	Totals:			\$	\$

3. Current Passbook Rate: \_\_\_\_\_ %

4. Imputed Asset Income (Total Net Cash Value > \$5000): \$ \_\_\_\_\_

5. **Final Asset Income (larger of Total Anticipated Actual Asset Income or Imputed Asset Income):** \$ \_\_\_\_\_

1.	<b>Final Asset Income</b> (ref. HUD-50058, line 6j.):	<b>PHA:</b> * \$ _____	<b>HUD:</b> * \$ _____	
		<b>Yes</b>	<b>No</b>	<b>Unclear</b>
2.	PHA identifying assets for all family members? Verified & documented?			
3.	PHA accurately calculating net cash value of assets?			
4.	PHA accurately calculating anticipated actual income from assets?			
5.	Assets > \$5000: PHA accurately calculating imputed asset income, using correct passbook rate?			
6.	PHA accurately calculating final asset income, using larger of anticipated actual vs. imputed?			

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

**Annual Income Table:**

	Family Member	Type of Income	Date of Verification	Income Rate	Annualized Income	Income Excluded	Income After Exclusions
1.a.				\$	\$	(\$ )	\$
b.				\$	\$	(\$ )	\$
c.				\$	\$	(\$ )	\$
d.				\$	\$	(\$ )	\$
e.				\$	\$	(\$ )	\$
f.				\$	\$	(\$ )	\$
g.				\$	\$	(\$ )	\$
h.				\$	\$	(\$ )	\$
i.				\$	\$	(\$ )	\$
j.				\$	\$	(\$ )	\$
k.				\$	\$	(\$ )	\$
2.	Total:						\$
3.	Final Asset Income (from Asset Table):						\$
4.	<b>TOTAL ANNUAL INCOME:</b>						\$

7. **TOTAL ANNUAL INCOME** (ref. HUD-50058, line 7i.):

<b>PHA:</b>	<b>* \$</b>	<b>HUD:</b>	<b>* \$</b>
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	Yes	No	Unclear
8. Wages and earned income accurately calculated, verified & documented?			
9. Earned income exclusion/disallowance accurately calculated?			
10. <b>PH:</b> Where PHA uses Individual Savings Account (ISA), PHA deposits appropriate amount?			
11. Welfare benefit income accurately calculated, verified & documented?			
12. Where family member subject to "Specified Welfare Benefit Reduction", PHA uses <u>imputed</u> welfare income?			
13. Family requested review of <u>imputed</u> welfare income calculation? If denied, PHA provided written notice?			
14. SS/SSI/pension income accurately calculated, verified & documented?			
15. "Other" income accurately calculated, verified & documented?			
16. Total Annual Income accurately calculated, verified & documented?			

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

**C. Dwelling Unit / Utility Allowance**

1.a.	Unit Address:		b.	No. of Bedrooms:			
2.a.	<b>PH only – Project Name:</b> _____						
3.a.	Tenant family responsible for some or all utilities in unit?				Yes	No	Unclear
b.	<b>Total Utility Allowance</b> (ref. HUD-50058, line 10e., 10r., 12m.):		PHA: ** \$	HUD: ** \$			
c.	Correct Utility Allowance used, computed accurately?						

**D. Adjusted Income**

**Dependent Deduction:**

1.a.	Total number of dependents in Family:						
b.	<b>Dependent Deduction</b> (Total number of dependents X \$480):		\$				
1.a.	<b>Dependent Deduction</b> (ref. HUD-50058, line 8r. and 8s.):		PHA: * \$	HUD: * \$	Yes	No	Unclear
b.	Dependent Deduction accurately calculated; verified & documented by PHA?						

**Elderly / Disabled Family Deduction:**

2.a.	Family qualifies as "Elderly" or "Disabled" family?		Yes	No	Unclear		
b.	If "Yes", enter \$400 <b>Elderly / Disabled Family Deduction</b> . If "No", enter \$0:		\$				
2.a.	<b>Elderly / Disabled Family Deduction</b> (ref. HUD-50058, line 8p.):		PHA: * \$	HUD: * \$			
b.	Elderly/Disabled Family Deduction accurately calculated; verified & documented by PHA?						

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

Appendix C: RIM Guide Excerpts

Medical Expenses

	Family Member	Medical Expense Description	Date of Verification	Annual Expense Amount	
3.a.				\$	
b.				\$	
c.				\$	
d.				\$	
e.				\$	
f.				\$	
4.	<b>Total Annual Medical Expense:</b>				\$

Disability Assistance Expenses

	Family Member	Disability Assistance Expense Description	Date of Verification	Annual Expense Amount	
5.a.				\$	
b.				\$	
c.				\$	
d.				\$	
e.				\$	
6.	<b>Total Annual Disability Assistance Expenses:</b>				\$

**Medical / Disability Assistance Expenses Deduction:**

		Yes	No	Unclear
7.	Three (3) percent of Annual Income (Annual Income Table <b>Line 4.</b> x <b>0.03</b> ):	\$		
8.a.	Family includes both "disabled" family member(s) and employed family member(s)?			
b.	Family incurs disability assistance expenses to enable family member(s) to be employed?			
c.	Amount of disability assistance expenses that are unreimbursed & reasonable:	\$		
9.	<b>Line 8.c. minus Line 7.:</b>	\$		
	<ul style="list-style-type: none"> <li>If result is a negative number and <b>Line 2.a.</b> is "Yes", copy amount from <b>Line 8.c.</b></li> <li>If result is a negative number and <b>Line 2.a.</b> is "No", enter \$0</li> </ul>			
10.	Amount of employment income made possible by disability assistance expenses:	\$		
11.	The <u>lower</u> amount of <b>Line 9.</b> or <b>Line 10.:</b>	\$		
	<ul style="list-style-type: none"> <li>If <b>Line 8.c.</b> is less than <b>Line 7.</b> and <b>Line 2.a.</b> is "Yes", copy amount from <b>Line 9.</b></li> </ul>			
12.	If <b>Line 2.a.</b> is "Yes", amount of <u>unreimbursed</u> medical expenses for entire family:	\$		
13.	Sum of <b>Line 11.</b> and <b>Line 12.:</b>	\$		
14.	<b>Medical / Disability Assistance Expenses Deduction:</b>	\$		
	<ul style="list-style-type: none"> <li>If <b>Line 8.c.</b> = \$0, subtract <b>Line 7.</b> from <b>Line 13.</b> If negative result, enter \$0</li> <li>If <b>Line 8.c.</b> is less than <b>Line 7.</b>, subtract <b>Line 7.</b> from <b>Line 13.</b> If negative result, enter \$0</li> <li>If <b>Line 8.c.</b> is greater than or equal to <b>Line 7.</b>, enter amount from <b>Line 13.</b></li> </ul>			

3.a.	<b>Medical/Disability Assistance Expenses Deduction:</b>	PHA: * \$	HUD: * \$
	(ref. HUD-50058, line 8n.)		
b.	Medical/Disability Assistance Exp. Deduction accurately calculated; verified & documented by PHA?		

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

Appendix C: RIM Guide Excerpts

Child Care Expenses

	Family Member	Child Care Expense Description	Date of Verification	Annual Expense Amount	
15.a.				\$	
b.				\$	
c.				\$	
d.				\$	
e.				\$	
16.	<b>Total Annual Child Care Expenses:</b>				\$

<b>Child Care Expenses Deduction:</b>		Yes	No	Unclear
17.a.	Family includes member(s) under age 13?			
b.	Amount of unreimbursed, reasonable child care costs incurred by family:	\$		
18.a.	Family has any member(s) employed?			
b.	Child care costs enable member(s) to be employed?			
c.	Amount of employment income enabled by child care costs:	\$		
d.	Amount on <b>Line 17.b.</b> , not to exceed amount on <b>Line 18.c.</b>	\$		
19.a.	Family has any member(s) furthering education?			
b.	Child care costs enable member(s) to further education?			
20.	<b>Child Care Expenses Deduction:</b>	\$		

- Where both **Line 18.a.** and **Line 18.b.** are "Yes", enter amount from **Line 18.d.**
- Where **Line 18.a.** is "No", but **Lines 19.a.** and **19.b.** are "Yes", enter amount from **Line 17.b.**

4.a.	<b>Child Care Expenses Deduction</b> (ref. HUD-50058, line 8t.):	PHA: * \$	HUD: * \$
b.	Child Care Expenses Deduction accurately calculated; verified & documented by PHA?		

P.H. Permissive Deductions

	Family Member	Type of Deduction	Date of Verification	Annual Amount	
21.a.				\$	
b.				\$	
c.				\$	
22.	<b>PH: Total Permissive Deductions:</b>				\$
23.	<b>Total Annual Income:</b>				\$
24.	<b>Total All Deductions:</b>				\$

25.	<b>TOTAL ADJUSTED INCOME = Line 23. minus Line 24.:</b>				\$
5.a.	<b>Public Housing only: Permissive Deductions:</b>		PHA: * \$	HUD: * \$	
	(ref. HUD-50058, line 8e.):				
b.	Permissive deduction accurately calculated; verified & documented by PHA?				Yes No Unclear
6.a.	<b>Total All Deductions</b> (ref. HUD-50058, line 8x.):		PHA: * \$	HUD: * \$	
b.	Total All Deductions accurately calculated; verified & documented by PHA?				Yes No Unclear
7.a.	<b>TOTAL ADJUSTED INCOME</b> (ref. HUD-50058, line 8y.):		PHA: * \$	HUD: * \$	
b.	Total Adjusted Income accurately calculated; verified & documented by PHA?				Yes No Unclear

Shaded cells represent information which may be cross-referenced with HUD-50058

**E. Rent – Public Housing only**

**Income-based Rent:**

Income-based Rent method is:  Traditional  PHA Alternative

1.a. Family offered choice of rent methods: 

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Tenant Rent is:  Income-based  Flat

<b>Income-Based TTP</b>	1.a.	Monthly Income (Annual Income ÷ 12):	\$		
	b.	10% of Monthly Income (Line 1.a. X 0.10):	\$		
	c.	Monthly Adjusted Income (Adjusted Income ÷ 12):	\$		
	d.	30% of Monthly Adjusted Income (Line 1.c. X 0.30):	\$		
	e.	Welfare Rent (if applicable):	\$		
	f.	Minimum Rent:	\$		
	g.	Ceiling Rent (if applicable):	\$		
	2.	<b>TOTAL TENANT PAYMENT (TTP) based on traditional income-based method:</b>		\$	
	• Highest of Line 1.b., 1.d., 1.e., 1.f., not to exceed Line 1.g.				

3. **TTP – traditional method** (ref. HUD-50058, line 9j. or 10d.): PHA: \* \$  HUD: \* \$

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. **Traditional income-based TTP** accurately calculated? 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

5.a. Family qualified for Minimum Rent financial hardship exemption? Verified & documented? 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

b. Minimum Rent TTP suspended for long-term hardship and reinstated for temporary hardship? 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

6. Family is a “mixed” family eligible for Prorated assistance (If “Yes”, go to Line 11.)? 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

3. **TOTAL TENANT PAYMENT (TTP) based on alternative income-based method:** \$

7. **TTP – alternative method** (ref. HUD-50058, line 9j. or 10d.): PHA: \* \$  HUD: \* \$

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. **PHA Alternative Income-based TTP** accurately calculated? 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

9. **PHA Alternative Income-based TTP** does not exceed **Traditional income-based TTP**? 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

10. Family is a “mixed” family eligible for Prorated assistance (If “Yes”, go to Line 11.)? 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<b>Income-based Prorated TTP</b>	4.	Maximum Rent established for this unit type:	\$		
	5.	Family Maximum Subsidy (Line 4. minus Line 2. or Line 3.):	\$		
	6.a.	Total Number of family members:	<input type="text"/>		
	b.	Number of family members eligible for prorated rent subsidy:	<input type="text"/>		
	7.	Total Rent Subsidy for which family is eligible:	\$		
	• (Line 5. + Line 6.a.) x Line 6.b.				
	8.	<b>TOTAL TENANT PAYMENT (TTP) for a “Mixed” family:</b>		\$	
	• Line 4. minus Line 7.				

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

Appendix C: RIM Guide Excerpts

<b>Income-based Tenant Rent</b>	9.	TTP based on appropriate method (Line 2., Line 3., or Line 8.):	\$			
	10.	Utility Allowance:	\$			
	11.	<b>Income-based TENANT RENT:</b>		\$		
		• Line 9. minus Line 10. If result is negative, enter \$0 and go to Line 12.				
	12.	<b>UTILITY REIMBURSEMENT</b> (Amount by which Line 10. exceeds Line 9.):		\$		
	13.	<b>TENANT RENT</b> (ref. HUD-50058, line 10f., 10s.):	PHA: * \$	HUD: * \$		
	14.	<b>Utility Reimbursement</b> (ref. HUD-50058, line 10f., 10s.):	PHA: * \$	HUD: * \$		
	15.	<b>TENANT RENT</b> accurately calculated?		Yes	No	Unclear
	16.	Income-based TENANT RENT agrees with Rent Rolls?				

**Flat Rent**

<b>Prorated Flat Rent</b>	13.	<b>Flat Rent</b> applicable to this dwelling unit, based on PHA Flat Rent schedule:		\$	
	14.	Maximum Rent established for this unit type:	\$		
	15.	Family Maximum Subsidy (Line 14. minus Line 13.):	\$		
	16.a.	Total Number of family members:			
	b.	Number of family members eligible for prorated rent subsidy:			
	17.	Total Rent Subsidy for which family is eligible:	\$		
		• (Line 15. + Line 16.a.) x Line 16.b.			
	18.	<b>Flat Rent</b> for a "Mixed" family (Line 14. minus Line 17.):		\$	
	17.	<b>Flat Rent</b> based on PHA schedule (ref. HUD-50058, line 10b.):	PHA: * \$	HUD: * \$	
	18.	<b>Flat Rent</b> for a "Mixed" Family (ref. HUD-50058, line 10b.):	PHA: * \$	HUD: * \$	
19.	Flat Rent accurately calculated by PHA?		Yes	No	Unclear
20.	Flat Rent agrees with Rent Rolls?				

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058