



INCOME CHANGE EFFECTIVE DATES POLICY

If the family share of the rent is to increase:

The increase will generally be effective on the first of the month following a minimum of a thirty (30) days notice to the family. If a family fails to report a change within the required time frames, or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective had the information been provided on a timely basis and the family would have forfeited its right to a 30– calendar days’ notice of an increase in their portion of the rent. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement...

If the family share of the rent is to decrease:

The decrease will be effective on the first day of the month following the month in which the change was reported if all required documentation was submitted and if the decrease is reported on/or before the 15th of the month. If the change resulting in a decrease of the share of the rent is reported after the 15th of the month it will become effective on the first of the month after 30 days have passed.

In cases where the change cannot be verified until after the date the change would have become effective, the change will be made retroactively. The HACFL will not process a decrease in income until all information has been verified and all required documentation presented. The HACFL will not process the decrease if the amount of the decrease has been for 30 days or less and/or is expected to last less than 30 days.

If you have any questions regarding this Policy Change, please see your Case Worker.

Interim Reexamination Effective Date Examples

Interim Requests with Income Decreases

Effective February 15, 2016 any Interim Requests received after the 15th of the month will not become effective until the 1st of the month after the following month.

Ex. Interim Request and all verifications received 3/16, will not be effective until 5/1.

Interim Requests with Income Increases

If the Interim Request, results in an increase in the family’s portion, the Interim will be effective the 1st of the month following a thirty (30) day notice period.

Ex. Interim Request and all verifications received 3/16, Interim will be effective 5/1.

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