

Warm Springs Housing Authority

Admissions and Occupancy Policy

Addendum-Annual Recertification Process

Adopted: June 1, 2023

## Procedure for Reexamination

### 5.7.1 Process

To assure that the information upon which the determination of eligibility for continued occupancy, rent to be paid, and size of housing unit required are to be based are full, true and complete information, the information submitted by each tenant is to be verified before any changes can take effect. Complete and accurate verification records are to be maintained in the tenant's file.

### 5.7.2 Release of Information

When verifying and certifying income for eligibility, all adult family members over the age of 18 shall provide appropriate authorizations for release of information, so staff can obtain third party verification. Each family must furnish information about the amounts and sources of all income to the household and may be required to produce tax returns, paycheck stubs, bank statements and any other evidence of income as requested at the sole discretion of WSHA. Failure to provide the authorizations or requested income documentation is grounds for denial and/or termination of lease.

### 5.7.3 Verification of Data

Verification of data is to be reviewed and evaluated as they are received for completeness, adequacy and conclusiveness. Where the information received is not completely adequate in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion. WSHA has the right to ask for any information from the applicant that WSHA deems necessary to complete the reexamination process. WSHA reserves the right to question any tenant regarding income as long as the question is based on general or common knowledge of WSHA staff.

### 5.7.4 Zero Income Households

Families with zero income will be required to provide documentation of household expenses and how the expenses are paid. Families will be required to complete a zero-income affidavit every ninety (90) days until the income is no longer zero.

### 5.7.4 Falsification of Information

Upon determination by the WSHA that the information supplied by the tenant is false, misleading, or contains a material omission, WSHA may terminate the lease or adjust the required monthly payment retroactively.