10 TAC §23.50(f)(2) allows for an exception to the 60 months limitation of TBRA assistance to a household if certain conditions are met. Use this checklist as a guide to ensure all required documentation is submitted in order to apply for the extension. TDHCA may request additional support documentation other than what is listed below. Should support documents be insufficient, the Request will be placed into “Deficiency” status and a Deficiency Letter will be issued allowing the CA to submit corrections during the next 14 calendar days. If deficiencies remain unsolved after the time given, the Request will be disapproved. It is the responsibility of the CA to follow-up on all Requests that have been placed in “Deficiency” or “Disapproved” status.

**VERIFY ACCURACY OF THE FOLLOWING SUPPORT DOCUMENTS.**

[ ]  All adult members of the Household are Persons with Disabilities as shown by Benefit statements and/or Verification of Disability

[ ]  Household income from employment does not exceed the current Substantial Gainful Activity Level as defined by the Social Security Administration as shown by income documents. Visit <https://www.ssa.gov/oact/cola/sga.html> and save a copy of the page to the file.

[ ]  More than 50% of Household Income is benefits paid to the Household from Social Security or any other benefit payment received due to a member’s status as a Person with a Disability as shown by income documents.

[ ]  Household’s gross monthly income does not exceed 50% AMFI as shown by income documents.

**[ ]** Household’s circumstances are not expected to change during the term of assistance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Administrators signature Date

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| --- |
| *Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.* |
| **SimpleSeal BLACK med res.jpg** | **Texas Department of Housing and Community Affairs**Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov | Eq Hsng logo transparant |