

Contact Information

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Announcements

Schedule:

- The webinar will run from 9:00 am until approximately 12 pm
- We will take a break mid-morning
- Staff will be present to answer any questions

Housekeeping:

- Certificates <u>will not</u> be emailed but you will receive an email confirming your attendance, usually within 24-hours in an email from the GoTo Platform, please check your "junk" folders as we cannot reissue these emails
 - If you did not use your emailed link for the training from your registration you will not receive a followup email or show as having attended the webinar
- We suggest you silence your phones and put an "out of office" email response to help avoid distractions during the training
- Please pose questions and comments to the "Questions Box"



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Handouts

- This presentation
- HOTMA Final Rule
- Updated HUD Notice 2023-10
- HUD Notice 2025-03







Annual Recertifications

- Must first consider annual income for the previous 12-month period
- Must then consider adjustments to reflect current circumstances
- Must consider any changes of income since the family's last Annual Recertification and Interim Recertifications (including those that did not meet the 10% threshold to trigger an Interim Recertifications)
- Must always include anticipated income from assets (not looking backwards)

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Annual Recertifications continued

- Changes in annual income include:
 - Loss of income
 - Additional of a new source of income
- Changing to a different employer(s) in the prior year does not necessarily constitute a change if the income earned from either employer is substantially the same
- Must look at entirety of family's unearned and earned income
- May be one constant job or many different jobs that start and stop
- Probably includes COLA for Social Security
- There is now a 3-step process for Annual Recertifications...

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Annual Recertifications – Step 1

- Step 1: Determine annual income for previous 12-month period, looking at:
 - EIV Income Report (must be pulled within 120 days of the effective date of the Annual Recertification to be considered current)
 - The annual income on the HUD-50059 for the last Annual Recertification
 - The paperwork supporting the HUD-50059 for the last Annual Recertification

Annual Recertifications – Step 2

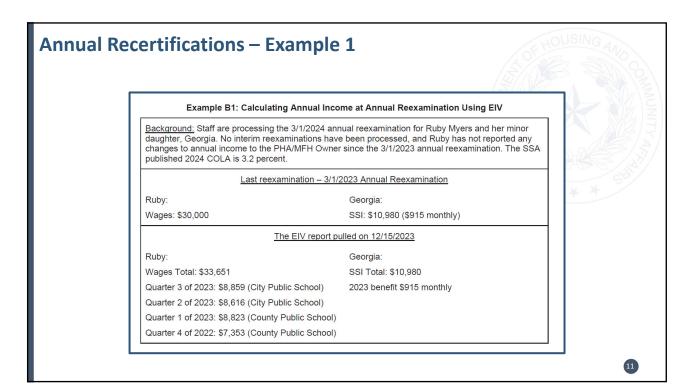
- Step 2: Take into consideration any Interim Recertifications completed since last Annual Recertification
 - If an Interim Recertification was performed within the last 12-month period and there are no additional changes, may use the annual income from the Interim Recertification using the verifications from that certification
 - If Owner did not conduct Interim Recertification within the last 12-month period, skip this step
 - If the family reports that there has been changes since the Interim Recertification, skip this step

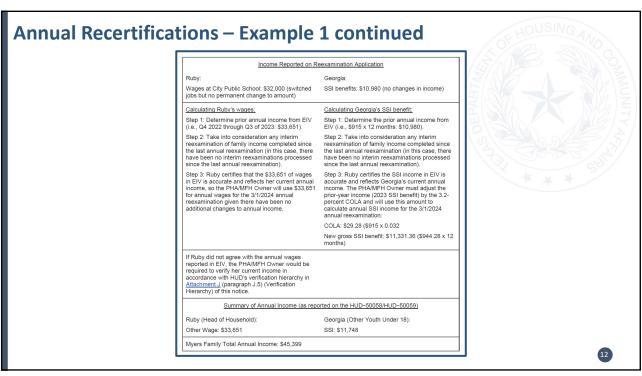


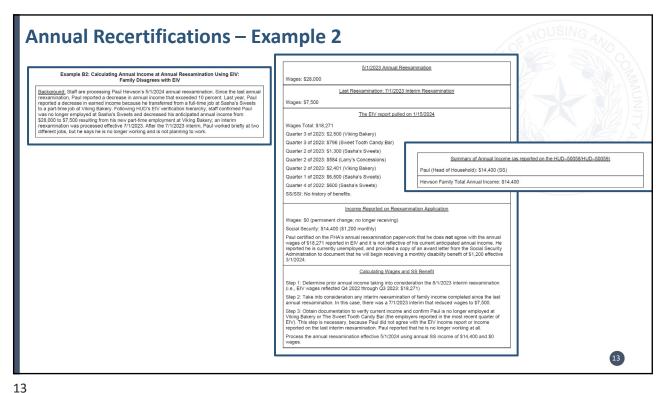
Annual Recertifications – Step 3

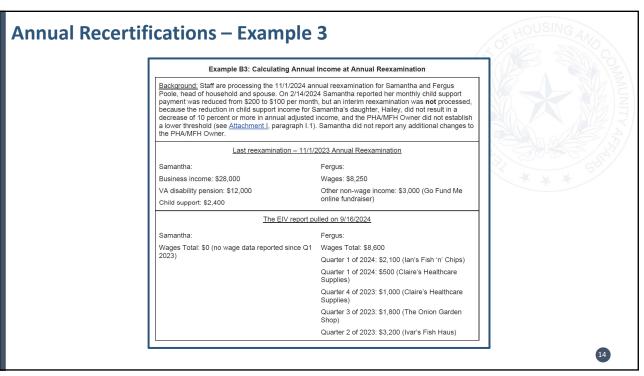
- Step 3: Use current income if there were reported permanent changes in annual income not processed by Owner since last recertification
 - If there were no changes to an income source, may use documentation of prior-year income to calculate the annual income used for the current Annual Recertification
 - If there were reported changes to an income sources or Owner notes discrepancies between EIV and what the family reports, verify using Verification Hierarchy













Current Family Circumstances: Income Reported on Reexamination Application

Samantha and Fergus reported how much income was earned/received in the previous 12-month period and noted permanent changes, where applicable, for each source of their income on PHAMMEH Owner's annual reexamination form. However, on information was reported by the family concerning other non-wage income. Fergus reported only wages and his current employment at lan's Fish in Chips for the annual reexamination. The family supplied the supporting documentation noted below to the PHAMMEH Owner for the 11/1/2024 annual reexamination.

Wages: \$6,000

Business income: \$28,750 (last year); has decreased to \$18,000 (permanent change)

VA disability benefit: \$12,000 (last year); has increased to \$12,300 (permanent change)

Child support: \$2,400 (last year); has decreased to \$1,200 (permanent change)

Calculating Samantha's Net Business Income

Step 1: Determine prior annual net business income (i.e., \$28,000 on last HUD-50058/HUD-50059). Step 2: Take into consideration any interim reexamination of family income completed since the last annual reexamination. In this case, there have been no interim reexaminations processed since the last annual revamination.

Is a standard recommendation of the standard recommendation of the standard recommendation application that business income permanently decreased to \$18,000. The PHAMPH Owner must obtain supporting documentation from Samantha that demonstrates current ne business income. Samantha provided documentation that supported the current annual net business income is \$18,000. Process the annual reexamination effective 11/1/2024 using annual net business income determined in Step 3.

Calculating Samantha's VA Pension Income

Step 1: Determine prior annual **VA pension income** (i.e., \$12,000 supported by a VA award letter Samantha supplied that documents the prior year monthly VA pension was \$1,000).

Step 2: Take into consideration any interim reexamination of family income completed since the last annual reexamination. In this case, there have been no interim reexaminations processed since the

Step 3. The PAINFH Owner needs to adjust to reflect current VA pension Income. Samantha supplies a VA award letter showing the CoLLA adjusted monthly pension of \$1,025, or \$12,300 annually. Process the annual reexamination effective 11/1/2024 using annual VA pension Income determined in Step 3 (\$12,300 in this example).



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Annual Recertifications – Example 3 continued

Calculating Samantha's Child Support Income

Step 1: Determine prior annual **child support income** (i.e., \$2,400 on the last HUD-50058/HUD-snnso\

S0009). Step 2. Take into consideration any interim reexamination of family income completed since the last annual reexamination. In this case, there have been no interim reexaminations processed since the last annual resultance. The family reported a decrease from \$200 to \$100 monthly, but the change was not processed because it did not meet the threshold. Step 200 monthly reported changes, and the threshold support income in this example, the family submitted a child support instory report from the local support income. In this example, the family submitted a child support history report from the local child support from the documents regular \$100 monthly which supports purports beginning \$1/2024 through the current month of the control in the example. The case the most annual child support from come determined in \$100 monthly the example).

Calculating Fergus's Wages

Step 1: Determine prior annual income from wages in EIV (i.e., Q2 2023 through Q1 of 2024: \$8,600). Step 2: Take into consideration any interim reexamination of family income completed since the last annual reexamination. In this case, there have been no interim reexaminations processed since the last annual reexamination.

last annual reexamination.

Step 3. There is a discrepancy between what the family reported and EIV, so the PHAMRH Owner must verify and adjust to reflect current annual income from wages. Fergus reported \$8,000 in annual income from wages. Fergus reported \$8,000 in annual income from wages in the annual reexamination from a single employer, in an Fish in "Chips. The PHAMRH Owner projected annual income of \$7,800 based on the two paystubs for this employer, and \$7,800 based on the two paystubs for this employer, and \$7,800 based on the two paystubs for this employer, and \$7,800 based on the two paystubs for this employer, and \$7,800 based on the paystubs for this employer, and the \$7,800 projected based on the paystubs he provided, and verify he is no longer employed at Claimes 1 seathboard supplies in accordance with HLDs extraction binerarchy and local policies. The PHAMRH Owner determined that Fergus reported his net vs. gross annual income of \$5,000. The PHAMRH Owner determined that Fergus reported his net vs. gross annual income of \$5,000. The PHAMRHH Owner determined freque was no toping employed at Claime's seathboard of the corrected on the annual reexamination from to reflect his current gross annual income of \$5,000. The PHAMRHH Owner verified Fergus was no toping employed at Claime's the two paystubs. Fergus is now projected to care annual seathboard provided to the paystubs. Fergus is now projected to care \$3,000 annually. Process the annual reexamination effective 11/1/2024 using income from wages determined in Step 3 (58,300 in this example).

Calculating Fergus's Other Non-Wage Income

Step 1: Determine prior annual income from other non-wage income (i.e., \$3,000 on the last HUD-

last annual reexamination. Step 3. The family did not report any non-wage income on the annual reexamination form, but it was included on the last HUD-50058HUD-50059. The PHANRHH Owner must verify and adjust to reflect current non-wage income. The PHANRHH Owner must verify no income was received through a "Go Fund Me" online fundraisers to that it may be excluded. Fegrus provided a self-certification that he hants solicited funds online and doesn't plan to in the following year; he also provided records from the account that documented no fundraising activity in the prior 12-month period. Process the annual reexamination effects of 117/2024 stating annual non-wage income of 50 determined in Step 3.



Summary of Annual Income (as reported on the HUD-50058/HUD-50059)

Samantha (Head of Household): Fergus (Co-head): Own business: \$18,000 Wages: \$9,360

Pension: \$12.300 Child support: \$1,200

Poole Family Total Annual Income: \$40,860



Learning Point 1

When determining annual income for an Annual Recertification which of the following do you consider?

- a) Income over the last 12-month period
- b) Income reported on an Interim Recertification since the last Annual Recertification
- c) Income permanent changes for the upcoming 12-month period
- d) All of the above



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Learning Point 2

If the EIV Income Report ran at Annual Recertification reports several jobs started and stopped over the last 12-month, do you take that into consideration and include in annual income?

- a) Yes, if there is a pattern of jobs
- b) No, if the tenant does not currently have a job



Learning Point 3

Is this the link to the presentations webpage for Compliance Monitoring: https://www.tdhca.texas.gov/compliance-program-training-presentations?

- a) Yes, I will bookmark it if I have not already
- b) No, I do not realize this is a trick question



Learning Point 4

Are you allowed to contact Justin to ask questions about 811 under HOTMA?

- a) Yes, he seems approachable and I like to know things
- b) No, who is Justin?



