



INCOME DECREASE CERTIFICATION FORM
Reporting a Household Income Decrease

A family may request an interim recertification if they experience an overall decrease in household income. Households must complete this form to report a decrease in household income. Note the following regarding the request for a rent reduction:

- All adult household members must sign and date this form.
- Attach 3rd party verification of the income reported as decreased since the last recertification, for example:
 - An original letter from the employer on company letterhead stating your job has ended,
 - A letter from the employer/income source stating the facts of the decrease of income with start and end dates,
 - A notice from MA Department of Unemployment Assistance stating that unemployment has stopped, etc.
- LHAND will determine current Household Income information upon a family request for an interim recertification due to a decrease in income. The LHAND will verify any new family income since the last certification. The verified income, along with income data from the last certification will be used to calculate the revised rent.

Note: LHAND reserves the right to request third party verification from employers/agencies to confirm current income and reported changes.

Head of Household Name: _____

Address: _____

Phone: _____

1) Name of Household Member with Decreased Income: _____

2) What income source changed and why did the income change (please be specific)? _____

3) Does the person now have zero income? Yes(attach completed *Zero Income Certification*); No

4) Does the household now have zero income? Yes(attach completed *Zero Income Questionnaire*); No

5) Does the person with the decrease in income plan to apply for, or have they applied for, any benefits, such as Unemployment, TANF, Worker's Compensation, etc.? Yes No

If yes, what? _____

6) Does any household member(s) have any new income since the most recent recertification? Yes No

If yes, list family member(s) with the new income and name & mailing address of income source(s): _____

If you do not report all new household income since your last certification, you may be subject to adverse action, including the repayment of housing assistance overpayments made on your behalf and possible termination of your housing assistance.

CERTIFICATION: I certify that the information given to the LHAND on this certification is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are punishable under federal and state laws and are grounds for termination of housing assistance and termination of tenancy. I also understand that if there are any changes in income prior to my rent determination effective date and which are different than what I reported on this certification, I am required to notify my Case Representative prior to the effective date of rent determination. I understand that these changes will affect my rent determination.

SIGNED UNDER THE PAINS AND PENALTY OF PERJURY.

Head of Household Signature _____ Date _____

Signature of Other Household Member 18 or older _____ Date _____

Signature of Other Household Member 18 or older _____ Date _____

Signature of Other Household Member 18 or older _____ Date _____

Signature of Other Household Member 18 or older _____ Date _____

Warning: Title 18, Section 1001 of the U.S. Code provides, among other things that whoever knowingly and willfully makes or uses a document or writing containing false, fictitious or fraudulent statement or entry in any matter within the jurisdiction of any department or agency of the United States shall be fined not more than \$10,000 or imprisoned for not more than five years or both.

INTERIM INCOME DECREASE REPORTING REQUIREMENTS

A family may request an interim recertification if they experience an overall decrease in household income.

- Decreases in income must be reported in writing by completing the Income Decrease Certification Form (FORMS LIBRARY/Income Decreases) and must include required third party verification of the decrease in income (pay stubs is not acceptable 3rd party verification for interim decreases of income).
 - For the DHCD HCV program, in order for LHAND to process a decrease in rent, the decrease must be expected to last for more than 60 days from the time the decrease was reported and *result in an overall decrease in household income.*
 - For all other programs, in order for LHAND to process a rent reduction, the decrease in household income must be verified to last more than 1 month from the time reported.
- A rent decrease will become effective on the first day of the month following receipt of information verifying the change in income or at such earlier time as LHAND shall find to be warranted in the event that circumstances delayed receipt of verified information.
- Decreases in income may be reported at any time, however decreases reported after the 15th of the month will be effective on the first of the second month after the decrease was reported. If a household member reports a reduction and now claims zero income, the rent reduction will be effective on the first of the following month. For example if a decrease in income is reported on May 20th, the decreased rent will be effective July 1st; however if the member reporting the decrease is now at zero income, the rent reduction would be effective on June 1st.
- LHAND will not retroactively decrease rent if the decrease in income is not reported and/or the client does not provide required documents timely.
- LHAND will determine current Household Income information upon a family request for an interim recertification due to a decrease in income. The LHAND will verify any new family income since the last certification. The verified income, along with income data from the last certification, will be used to calculate the revised rent.
- Once the income decrease is verified, LHAND will send the tenant either:
 - A Notice of Rent Adjustment informing the tenant of the new rent, or
 - An Interim Rent Adjustment Denial letter (FORMS LIBRARY/Income Decreases)

The tenant will have an opportunity to request an informal hearing to dispute the outcome of the interim recertification.
- After two (2) or more instances of job loss or income reduction within ninety (90) days before or after a scheduled recertification, the household's rent will be determined using past, rather than anticipated income data.

The Tenant's Rent Portion Will Not Be Adjusted If:

1. The income decrease is anticipated to last less than ninety (60) days (DHCD HCV), or 1 month (all other programs);
2. The total household income has remained the same or increased;
3. The income decrease is due to a welfare assistance reduction because on fraud, failure to participate in an economic self-sufficiency program, or noncompliance with work activities requirements; and/or
4. The participant fails to provide the requested information by the required due date.