

## IMPORTANT NOTICE

TO: ALL SECTION 8 PARTICIPANTS, LANDLORDS AND HOUSING AGENCIES

FROM: CITY OF TEMPE HOUSING SERVICES DIVISION

SUBJECT: PROGRAM CHANGES TO THE CITY OF TEMPE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

In order to continue providing housing assistance to as many low-income families as possible, Tempe Housing Services has taken actions to reduce costs in the Housing Choice Voucher Program in accordance with the Consolidated Appropriations Act, 2005.

**Effective September 1, 2009, the PHA's actions to reduce Voucher Program costs include:**

### **Interim Reexaminations:**

The PHA will process interim reexaminations to account for any changes in household composition and family income; earned or unearned, that occur between annual reexaminations.

An interim reexamination will not be conducted for changes that occur during the recertification period (within 90 days of the anniversary date) and Social Security COLA increases. All changes must be reported within 10 business days of their occurrence.

### ***If the family share of the rent is to increase:***

A rent increase will be effective on the first day of the month following 60 days from the effective date of the change. Example: a wage increase for a zero income family that is effective March 4th will result in a tenant increase effective June 1st. The increase generally will be effective on the first of the month following 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. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement. The second time 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 PHA may terminate the family's participation in Section 8 Housing Choice Voucher Program.

***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 and all required documentation was submitted, if the family has provided the PHA with a complete Family Change Form by the 20th of the month. Changes reported after the 20th of the month will result in the rent decrease becoming effective the first day of the second month immediately following the month in which the change was reported. Example: a change reported on January 25th will result in a rent decrease effective March 1st.

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

**Minimum Rent Adjustment:**

The PHA's minimum rent requirement will adjust from \$25 to \$50. The PHA's minimum rent is a minimum TTP and becomes part of the TTP formula. An exemption may be requested due to a family's financial hardship.

If you have any questions on this notice, please contact our office at 480/350-8950 (TDD: 480/350-8913) or e-mail Liz Chavez, Housing Administrator, [liz\\_chavez@tempe.gov](mailto:liz_chavez@tempe.gov).

Thank you for your cooperation and support.