

 Multifamily Housing Case Studies:
A RHIP Training Program

Multifamily Housing Case Studies

A RHIP Training Program



 **Pre-Test**

- **While you are waiting take the pre-training self test**
 - A learning tool for you
 - Not a test to be graded by others
- **10 questions related to Module 1 topics**
- **Complete without looking at the training materials or handbook.**
- **Time required: About 15 minutes**

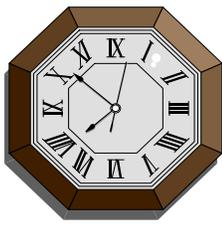


 **Welcome and Introductions**

- **Trainers and Facilitators**
- **Participants**



 **Housekeeping**



- Start and ending times
- Breaks
- Rest rooms
- Personal comfort

- To-Do List
- Materials

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 **Reasonable Accommodation**

- We are committed to ensuring full access to participation
- If you need accommodation for a disability, please let the trainer/facilitator know

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 **About the Participant Manual**

- **Designed for multiple purposes:**
 - A course book for this class
 - A self-study training manual for individual learners
 - A reference book
- **Trainer Manual is available for those who want to conduct training sessions**

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 **Training Program Overview**

- **Training and TA tool provided by Multifamily Housing in support of RHIP**
- **Training presented in 6 modules**
 - Address key issues identified as problem areas in QC studies



 **Relationship to 4350.3 REV-1**

- **Training materials based on 4350.3 REV-1**
 - Supplement, not replace, handbook
 - Handbook citations provided to enable user to quickly locate expanded guidance and additional examples



 **Case Studies Method**

- **Case Studies enable us to:**
 - See the application of policies to individual families
 - Deal with rent calculations as they are done in real life – one family at a time.
- **Using case studies means:**
 - Not every topic is covered in each module





Training Objectives

- **Participants will be able to:**
 - Correctly determine income inclusions and exclusions
 - Correctly identify assets and asset income
 - Explain and apply HUD requirements on disclosure of SSNs
 - Explain and apply HUD requirements on Citizenship/Immigration status





Training Objectives

- **Participants will be able to:**
 - Correctly identify and apply income deductions
 - Verify and document income and rent factors, including consent
 - Develop and use effective verification forms
 - Plan and execute effective interviewing
 - Correctly calculate TTP, UAs, URPs, and Assistance Payments





Technical Topics

<ul style="list-style-type: none"> • Eligibility <ul style="list-style-type: none"> – Household composition – Citizenship – Social Security Numbers – Consent Forms • Annual Income <ul style="list-style-type: none"> – Inclusions – Exclusions – Calculations 	<ul style="list-style-type: none"> • Adjusted Income <ul style="list-style-type: none"> – Dependent deduction – Elderly/disabled deduction – Disability assistance expenses – Child care expenses – Medical expenses
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Technical Topics

- **TTP, Rent and Assistance Payment Calculations**
 - Section 8
 - Section 202/811 PRAC
 - Section 202 PAC
- **Verification and Documentation**
- **Interviewing**
 - Approaches and tips
 - Questions:
 - Required,
 - Recommended
 - Prohibited
 - Developing your skills as an interviewer



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The Six Modules

- **Each module covers different topics**
For example:
Module 1 includes dependents and child care (but not the other deductions from income)
- **Modules 1 - 5 cover technical issues**
- **Module 6 is for trainers**
- **See Appendix 1 for a summary**



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Ground Rules & Opportunities

- **Ground Rules**
 - Ask questions, but share the floor with your fellow participants
 - Focus on the topics covered in this module
- **Opportunities**
 - Get clarifications for those tricky issues
 - Share experiences with your colleagues



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 **Questions**



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Module 1

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 **What to Expect in Module 1**

- **Agenda for Module 1**
- **Lecture, Ideas, Discussion, Case Studies, Resources and Tools**
- **Assessment**

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Overview

- **Module 1 in a series of 6 RHIP training modules**
- **Use of case studies, simple to complex, to practice application of HUD policies**
- **Module 1 used as self-study tool or in a formal training program**





Objectives for Module 1

- **Participants will be able to:**
 - **Identify and classify household members using HUD's definitions**
 - **Correctly apply HUD's policies re:**
 - Employment income, alimony and child support, foster care payments
 - Dependent deduction and child care expenses
 - **Apply TTP and rent formulas for:**
 - Sec. 8, Sec. 202 PAC, Sec. 202/811 PRAC





Organization of Module 1

Basic Information about Income and Rent

- Part I.** Household Composition & Definitions
- Part II.** Annual Income
- Part III.** Adjusted Income
- Part IV.** Total Tenant Payment (TTP) Calculations

Case Studies 1 and 2

Part V. Verification Requirements

Case Study 3

Part VI. Advanced Topics

Case Study 4



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Part I

Household Composition and Definitions

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 **Goal for Part I**

- **Define the terms**
- **Identify possible household members**

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 **Why Composition Matters**

- **Eligibility and calculation rules vary based upon characteristics of:**
 - Family as a whole
 - Individual household members
- **Errors in rent and assistance payment calculations may come from incorrect classification of family members**
 - How household composition affects income and rent comes later in the module

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Possible Household Members

- Head of Household
- Spouse
- Co-head
- “Other” Adult
- Dependents
- Full-time students
- Elderly Person
- Person with a disability
- Live in Aide
- Foster Child
- Foster Adult



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Family vs. Household

- **Family = the assisted persons**
 - Family is used even when:
 - It is only one person
 - No children are present
- **Household = all persons living in unit**
 - Household members that are not “family”:
 - Live in aides
 - Foster children and foster adults



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Head of Household

- **Adult member**
 - Designated by the family
 - For eligibility and rent purposes
- **Not a conclusion about who is “in charge”**



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 **Spouse or Co-head**

- An adult family member who is treated the same as head for determining income, eligibility and rent

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 **Other Adult**

- Family member 18 and older who is NOT the head, spouse, or co-head
- Temporarily absent “other adult” on active military duty with no spouse or dependent in unit is NOT counted as family member

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 **Minor/Emancipated Minor**

- Family member under the age of 18
- Some minors are “emancipated”
 - Permitted under state law to sign contracts
 - Responsible for “adult” decisions
- Do not count the earned income of an emancipated minor that is not the head, spouse, co-head

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 **Elderly Person/Family**

- Elderly person is at least 62
- Elderly family has a head, spouse or co-head that is at least 62



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 **Person with Disabilities**

- **A person with disabilities may have:**
 - Physical disability
 - Mental disability
 - Developmental disability
 - [In some cases an alcohol or drug problem]
- **Detailed definitions are provided in 4350.3 REV-1, Figure 3-6**



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 **Disabled Household**

- Has a head, spouse or co-head who is a person with disabilities
- Special rules apply
- Module 1 Case Study family is not a disabled household
- Module 4 covers in detail



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 **Dependents**

- Any family member under 18 years of age
- A family member 18 and older who is **NOT** the head, spouse or co-head **AND IS:**
 - A full-time student, OR
 - Person with a disability
- **Do not count as dependents:**
 - Foster child or foster adult
 - Unborn child
 - Live-in aide

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 **Dependents**

- **Do count as a dependent:**
 - Child temporarily absent in foster care
 - Child when parents have joint custody **IF** the child lives in unit 50% of time or more
 - Full-time students away at school **IF** they live in the unit during school breaks
 - Children being adopted **IF** they already live in the unit

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 **Full-time Student**

- **Attends school or vocational training on a full-time basis**
 - “Full-time” is defined by the institution

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 **Live-in Aide**

- Lives with an elderly, near elderly or person with disabilities
 - Is essential to care and well-being
 - Is not obligated for support of person
 - Would not otherwise live in the unit
- Relatives who meet the definition may be live-in aides

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 **Foster Child/Adult**

- Someone living with family who, by age or disability, is placed in the care of the family
- Person is in the legal guardianship or custody of a state, county or private adoption or foster care agency

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 **Remaining Member**

- Special eligibility and rent calculation rules apply to “remaining member of tenant family” in some types of projects
- Not the subject of Case Studies in Module 1

NOTE: Live-in aide cannot be a “remaining family member”

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Part II

Annual Income

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 **Annual Income Definition**

- Monetary and non-monetary
- Anticipated to be received in the “next” 12 months
- Appendix 2 provides complete definition
 - Income Inclusions and Exclusions
- Annual income is compared to income limits and is part of rent formula

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 **Whose Income is Counted?**

- All income of adult family members, unless specifically excluded
- Earned income of minors not counted but other benefits and non-earned income are
- Income of live-in aide, foster child/adult not counted
- Income of temporarily absent adult family member is counted

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Whose Income?

- **Count the income of temporarily absent adult family members**

Examples:

- Adult on a temporary employment assignment out of town
- Adult in the hospital

- **Special rules apply to active military personnel (discussed later)**



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Whose Income?

- **Family members permanently confined to a hospital or nursing home**

The family chooses to:

- Include the income, and benefit from deductions
- Exclude the income, and not benefit from deductions for which individual qualifies the family



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Earned Income

- **Gross amounts before payroll deductions**

- Wages
- Salaries
- Overtime
- Bonus and Commissions
- Tips
- Other compensation

- **Sporadic income is not counted**



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Earned Income

- Earned income of minors is not counted
- Count only the first \$480 of earned income of full-time students
 - This counter-balances the \$480 dependent deduction
- Owners must become familiar with special income exclusions



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Anticipating Earned Income

- Use current circumstances to project the future
- Incorporate verifiable changes that will take place

Example:

Now: Joe makes 9.50/hour
 2 months after recert effective date: Joe will earn \$9.75/hour

- Count \$9.50 x 40 hours for 9 weeks
- Count 9.75 x 40 hours for 43 weeks



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Anticipating Earned Income

- If changes are likely but unknown:
 - Use current circumstances
 - Then conduct an interim recertification if needed



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 **Alimony & Child Support**

- Count amounts awarded by court or divorce/separation agreement unless family:
 - Certifies amount is not being received
 - Takes “reasonable” legal efforts to collect
- Owner determines “reasonable” efforts
 - Includes requesting assistance of state/county child enforcement services; filing affordable legal actions

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 **Alimony & Child Support**

- Some child care expenses can be deducted from income (*discussed in Part III*)
- However...
 - Payments made by a member of the assisted family for the care of a child that does not live in the assisted unit are NOT deducted as child care

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 **Foster Care Payments**

- Amounts received by an assisted family for the care of a foster child or foster adult are not counted

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Part III

Adjusted Income



 **Adjusted Income Definition**

- **Adjusted Income = Annual Income**
minus
Deductions for which family qualifies
- **The family may not designate a member head, spouse or co-head solely to become eligible for the deduction**



 **Adjusted Income**

- **All families may qualify for:**
 - \$480 dependent deduction ([this module](#))
 - Child care expenses ([this module](#))
 - Disability assistance expenses
- **Only elderly or disabled households qualify for:**
 - Elderly/Disabled household deduction
 - Medical expenses



 **Dependent Deduction**

- **How Many Dependents?**

Family Composition	No. of Dependents
Head (26), Spouse (27), 3 Children (3, 5, 6)	3
Head (42), 3 Children (9, 13, 23 and disabled)	3
Head (21), Spouse (17), Child (2)	1
Head (62), Daughter (35), Granddaughter (5)	1
Head (52), Daughter (30 and disabled), Granddaughter (15), Mother of Head (72 and full-time student)	3
Head (30), 3 Foster Children (4, 5, 9 and disabled)	0

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 **Shared Custody**

- **When two assisted families claim the same child as a dependent:**
 - Only one (at a time) can do so
 - The two families should work it out
- **In the case of conflict the owner may have to decided based on:**
 - IRS deductions
 - Other documents

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 **Child Care Expenses**

- **Must be:**
 - For a child under age 13
 - Reasonable
 - Not reimbursed by others
 - Necessary because no family member is available (family decision)
- **Cannot be paid to someone living in the unit**

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Limits on Child Care Expenses

- **For Work**
 - Must not exceed the earned income of family member enabled to work
- **Seek work or Further Education**
 - Not limited by family earnings
- **Pro-rations required if:**
 - Some child care is for work and some is for another eligible purpose
 - Some child care is for an eligible person and some is not



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Pro-ration Examples

- **\$200/week child care for 9 year old daughter and 9 year old neighbor's daughter**
 - Only ½ of the child care would be eligible (assuming the care provider charges equally for the children)
- **Head works 8-12 and goes to school 1-5**
 - The 4 hours of child care each day is capped by the amount earned
 - But not the 4 hours for education



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Part IV

Tenant Rent and Assistance Payments



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Project Rents

- HUD approves the unit rent and utility allowance (for tenant-paid utilities)
- Sec. 8 and Sec. 202 PAC:
 - Unit rent is “contract rent”
 - Gross rent = contract rent + UA
- Sec. 202/811 PRAC:
 - Unit rent = operating rent – UA
 - Gross rent is “operating rent”





Total Tenant Payment

- Total Tenant Payment (TTP) is the amount a tenant is expected to contribute toward rent and utilities
- Section 8 formula:
 - TTP is the greatest of:
 - 30% of monthly adjusted income
 - 10% of monthly (gross) income
 - Welfare Rent (in as-paid states only)
 - Minimum Rent (\$25.00)





Total Tenant Payment

- 202 PAC and 202/811 PRAC formula is the same as Sec. 8 except:
 - The \$25 minimum rent does not apply
- In Sec. 8 and 202 PAC projects family TTP must be less than gross rent at admission
- In 202/811 PRAC projects TTP may exceed gross rent





Assistance Payment

- Assistance payment is federal subsidy provided on the tenant's behalf
- Payment is gross rent minus TTP:
 - \$600 Contract Rent
 - + \$ 75 Utility Allowance
 - = \$675 Gross Rent
 - \$100 TTP
 - = \$575 Assistance Payment





Tenant Rent and Utility Allowance

- Tenant Rent is the amount the family pays to the owner
 - Tenant Rent is amount left over, after subtracting family's Utility Allowance from family's TTP
 - In the example on the prior slide, the family would pay the \$100 TTP as follows:
 - \$ 75 allowance to pay for utilities
 - \$ 25 paid to owner as rent
 - = \$100 TTP





Utility Reimbursements

- When family's TTP does not cover the utilities, the family receives a utility reimbursement payment (URP)
- HUD provides assistance payment to owner that covers:
 - All of the owner's rent
 - Additional funds to cover the tenant's utility reimbursement which the owner must pay the tenant



 **Utility Reimbursements**

An Example:

TTP = the greatest of:	\$ 500 Contract Rent
\$ 0 [30% of mo. Adj. inc.]	+ \$ <u>55</u> Utility Allowance
\$ 17 [10% of mo. Gross inc.]	= \$ 555 Gross Rent
\$ 0 Welfare Rent	\$ 555 Gross Rent
\$ 25 Minimum Rent	- \$ <u>25</u> TTP
So ...	= \$ 530 Assistance Payment
\$ 25 TTP	So ...
	\$ 500 to <u>owner</u> for rent
	\$ 30 to <u>tenant</u> for utilities

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 **Rounding Rules**

- Study 4350.3 REV-1, Appendix 8
 - Carry decimals from one step to another until the TRACS entry
 - Round up at \$0.50
 - Round down at \$0.49

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 **Rounding Example**

Earned Income:

- Mary makes \$9.23/hour and works 16 hours/week
- The calculation would be:
 - \$9.23 x 16 = \$147.68 (do not round)
 - 147.68 x 52 weeks = **\$7,679.36**
 - TRACS entry for employment income would be **\$7,679** (rounded)

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Rounding Example

Assets:

- Each type of asset is separately rounded
 - **Savings Account:**
 - \$489.23 would be rounded as **\$489**
 - **Checking Account:**
 - \$246.89 would be rounded as **\$247**
- **Total Assets calculated using the rounded numbers:**

$$\mathbf{\$489 + \$247 = \$736}$$





Rounding Example

Medical Expenses:

- Do not round each item
- Round the total for all medical expenses
 - Prescription A costs \$98.42/month x 12 months = \$1,181.04
 - Prescription B costs \$48.36/month x 12 months = \$580.32
 - Medical expenses:

	\$1,181.04
+	<u>\$ 580.32</u>
=	\$ 1,761.36
=	\$ 1,761 (rounded)





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Case Study 1

Introducing the Bonners



 **About the Bonners**

- Elizabeth (26)
 - Works at hospital \$6.75/hour full-time
- Elizabeth is: *Head of Household*
- Ronald (8)
- Adam (5)
- Get \$5/week for chores
- Ronald and Adam are: *Dependents*

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 **Elizabeth's Annual Income**

\$6.75 per hour
X 40 hours per week
X 52 weeks per year

= \$14,040

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 **Family's Adjusted Income**

Annual Income	\$ 14,040
Less?	\$ 960
Adjusted Income	\$ 13,080

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Family's TTP

30% of monthly adjusted income	\$ 327
10% of monthly gross income	\$ 117
Welfare Rent	NA
Minimum Rent	\$ 25
Total Tenant Payment	\$ 327



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Family's Assistance Payment

Gross Rent	\$ 925
TTP	\$ 327
Assistance Payment to Owner	\$ 598



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Sources of Error

- **How difficult was the Bonner case study?**
- **Often annual income calculations are less clear:**
 - Multiple members working multiple jobs
 - Part-time, intermittent, seasonal income
 - Tips, overtime, commissions, bonuses
 - Verification documents may not be complete or clear



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 **Sources of Error**

- **Family relationships may be more complex:**
 - Multiple generations, non-related individuals
 - Special rules re: elderly, persons with disabilities, foster children/adults, live-in aides, full-time students
 - Individuals moving in and out; temporarily and permanently

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 **Sources of Error**

- **Project circumstances can be more complicated:**
 - Separately metered utilities require the use of utility allowance
 - Some families may need a utility reimbursement
- **Careless mistakes also contribute to errors**
- **Remaining case studies will address these issues**

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Case Study 2

The Bonners Revisited

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 **New Family Information**

- **Elizabeth's Employment**
 - 8 hours every other weekend at \$10.28/hour
 - 24 hours/week at \$6.85/hour
- **Child Care Expenses of \$100/week**
- **Child Support from ex-husband \$100/month**

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 **Case Study 2: Assignment**

- **Calculate Ms. Bonner's Income**
- **Complete the income and rent calculations on the form on the pages that follow**
- **Time: 15 minutes**

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 **About the Forms**

- **Not HUD-required forms**
 - Owners who make manual calculations use something similar
 - Forms do the same calculations that vendor automated systems do
- **Understanding the calculations is essential (even if they are automated)**

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Form Contents – 5 parts

- **Asset Income Calculation**
– Not using this part in Module 1
- **Annual Income**
– Family member, source, calculation
- **Adjusted Income**
- **Tenant Rent Calculation**
- **Assistance Payment Calculation**



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Case Study 2: Annual Income

Family Member	Calculation	Employment	Other
Elizabeth	$\$10.28 \times 8 \times 26 =$ \$2,138.24	\$10,687	
	$\$6.85 \times 24 \times 52 =$ \$8,548.80		
Elizabeth	$\$100 \times 12 =$ \$1,200		\$1,200
Total Each Source:		\$10,687	\$1,200
Total Annual Income:		\$11,887	



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Case Study 2: Adjusted Income

Total Annual Income:	\$11,887
Dependent Deduction: <u>2</u> x \$480	\$ 960
Child Care Allowance:	\$ 5,200
Child care expenses for work: <u>\$5,200</u>	
Child care expenses for education: <u>\$0</u>	
Elderly Household Deduction:	\$ 0
Medical/Disability Assist. Expense Deduction:	NA
Total Allowances:	\$ 6,160
Total Adjusted Income:	\$ 5,727



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 **Case Study 2: TTP**

Monthly (gross) Income	\$ 991
Monthly Adjusted Income	\$ 477
30% of Monthly Adjusted Income	\$ 143
10% of Monthly (gross) Income	\$ 99
Welfare Rent	NA
Minimum Rent	\$ 25
Total Tenant Payment	\$ 143

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 **Case Study 2: Tenant Rent**

Total Tenant Payment	\$ 143
Minus Utility Allowance	\$ 0
Tenant Rent	\$ 143
Utility Reimbursement	\$ 0

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 **Case Study 2: Assistance Payment**

Contract Rent	\$ 925
Utility Allowance	\$ 0
Gross Rent	\$ 925
TTP	\$ 143
Total Assistance Payment	\$ 782
Assistance Payment for Rent	\$ 782
Assistance Payment for Utility Reimbursement	\$ 0

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Part V

Verification Requirements



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Verification Basics

- **Owners must verify all income, expenses, assets, family circumstances that affect:**
 - Eligibility
 - Level of assistance
- **Families (and individual family members) must give consent to verification**
- **Cost of verification cannot be passed on to the family**
- **Information must be handled in accordance with Privacy Act**



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Verification Basics

- **Handbook 4350.3 REV-1, Chapter 5 provides detailed guidance on verification**
- **Module 1 will cover “big picture” and verification of specific topics**
- **Consent is covered in Module 2**
- **Verification topics will be addressed in each module to come**



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 **When to Verify**

- **Income, assets, expenses, deductions must be verified**
 - Prior to initial move-in
 - As part of annual recertification
- **Verify changes in income, allowances or family characteristics reported between annual recertifications**

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 **Acceptable Verification**

- **Owners are responsible for determining adequacy and credibility of verification**
- **Three methods – in order**
 1. Third party (written or oral)
 2. Review of documents
 3. Certification

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 **3rd Party Verification**

- **Written 3rd party, with original signatures, is preferred**
- **Owner sends form requesting specific information**
 - QC studies suggest that some owners are not asking the right questions
- **Returned by Mail**
 - Also electronic, with telephone follow-up

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 **3rd Party Verification**

- **Not returned by 3rd party (hand-carried by family)**
 - Owner should examine for validity
 - Owner not required to accept
- **Oral 3rd party verification is best for:**
 - Follow up
 - When the source will not or cannot respond in writing

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 **Review of Documents**

- **Review of documents used when 3rd party verification:**
 - Is not possible
 - Is not necessary (e.g., birth certificates used for age verification)
 - Is delayed beyond two weeks from the owner's request

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 **Review of Documents**

- **Copies of documents placed in file**
 - Where copies cannot be made, viewed documents must be noted in file, listed, dated and initialed
- **The documents must be:**
 - Current
 - Complete
 - Original and Unaltered

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Family Certification

- Family certification should be used **only** when no other form of verification is possible
- Owner may accept family's notarized statement regarding veracity of info
- Certification may be helpful in reconciling conflicting information





Verification Sources

- Handbook 4350.3 REV-1, Appendix 3 provides
 - Detailed chart addressing each factor to be verified
 - Acceptable verification sources
 - Acceptable documentation
- Owners may use additional and/or alternative sources and documentation





Verification and Consent

- Adult family members must authorize owner to verify data
- 2 HUD-required forms (covered in Module 2):
 - HUD-9887, *Notice and Consent to the Release of Information to HUD and to PHA*
 - HUD-9887-A, *Applicant/Tenant's Consent to Release of Information ...*
- Owners also create their own verification forms



 **Documentation**

- Many QC findings related to failure of file documentation to adequately support rent calculation figures
- Owner must explain how numbers used in rent calculations were determined
- Documentation critical when verification information used is:
 - Other than the preferred form
 - Inconsistent or contradictory

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 **Documentation**

- Tenant files must document verification process:
 - Copies of written 3rd party verification
 - Owner notes and documentation of oral information
 - Copies of original tenant-provided documents
 - Written record of documents viewed

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 **Documentation**

- When written 3rd party verification is not available:
 - Owners must document efforts to obtain and why it was not obtained
- File includes explanation of why 3rd party not obtained
 - Copy of original request
 - Written documentation of follow-up

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Effective Term of Verification

- Verifications valid for **120 days** after receipt by the owner
- Time limits do not apply to items that do not need to be re-verified (e.g., age, disability status)



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Verification of Family Composition

- HUD does not require verification of family composition
- The owner may wish to verify:
 - That a child occupies the unit at least 50% of the time
 - New location/address for a family member that has moved out
- Owner's tenant selection plan (TSP) must specify the family composition factors the owner will verify



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Verification of Dependents and Full-time Students

- Age
 - 3rd party verification of age is not required.
 - See 4350.3 REV-1 Appendix 3 for the permitted documents
- Full-time students
 - Needed only when necessary to qualify the person as a dependent.
 - The owner may accept 3rd party verification from school officials or review school records



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 **Verification of Earned Income**

- **Verification provided directly by employer is best**
- **Forms must ask right questions about:**
 - Wage rates and time periods
 - Overtime rates and hours
 - Bonuses, tips and commissions
 - Expected changes in rate of pay or hours worked
- **Module 3 addresses effective interviewing**

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 **Verification of Earned Income**

Multiple and Conflicting Sources:

- **Owners may have to collect information from several sources**
 - Employers may be reluctant to estimate (promise) overtime
 - Employer verification plus W-2 and pay stubs may be needed
- **Some 3rd party automated resources are available (for a fee) but do not replace 3rd party verifications**

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 **Verification of Alimony or Child Support**

- **Divorce/separation agreements and court orders may provide information (if they are current)**
- **Ex-spouse is a 3rd party source but there may be conflicts**
- **Family that is not receiving awarded amounts must certify and make reasonable efforts to collect**

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Verification of Alimony or Child Support

- **Use the net amount if an agency collects a fee or makes a deduction from the child support**

Example:

- Jane was awarded \$100/month, but her ex-husband is not paying
- She files with the state enforcement agency
- State agency collects a portion (\$25) to compensate for TANF Jane has received
- Count only **\$75** in annual income





Verification of Child Care Expenses

- **For child care for any purpose (work, seek work, or education) owner must verify:**
 - Care provider
 - Who is being cared for
 - Rate of pay and hours care is provided,
 - How the charges are assessed (e.g. by the hour or week, by number of children)





Verification of Child Care Expenses

- **For child care to enable education owner must confirm that:**
 - The hours of school are reasonably related to the hours of care
 - “reasonably related” can include study time
 - The family member actually is enrolled in an educational program
 - enrollment does not have to be full-time



 **Verification of Child Care Expenses**

- For child care to seek work a certification that the individual is seeking work is required
- Owners must specify family reporting requirements in the tenant selection plan (TSP)

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Case Study 3

**The Bonners:
Changes and Challenges**

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 **New Family Information**

- **Welcome Charles**
Charles is a: ***Co-head***
- **Welcome Billy Brown**
Billy is a: ***Foster Child***

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New Family Information

- **Charles reports:**
 - \$12.00/hour employment income
 - Variable hours depending on time of year
- **Elizabeth reports:**
 - She's staying home with the children
 - Taking care of Billy B.
- **No more child support (shame on George)**
- **Separate metering of utilities**
 - \$75 Utility Allowance





Case Study 3: Assignment

- **Review the verification forms**
- **Complete the income and rent calculations using the forms**
- **Time: 30 minutes**





Case Study 3: Annual Income

Family Member	Calculation	Employment	Other
Charles S.	$\$12.50 \times 40 \times 52 =$ \$26,000	\$29,750	
	$\$18.75 \times 10 \times 20 =$ \$3,750		
Total Each Source:		\$29,750	
Total Annual Income:		\$29,750	





Case Study 3: Adjusted Income

Total Annual Income:	\$29,750
Dependent Deduction: <u> 2 </u> x \$480	\$ 960
Child Care Allowance:	\$ 0
Child care expenses for work: <u> \$0 </u>	
Child care expenses for education: <u> \$0 </u>	
Elderly Household Deduction:	\$ 0
Medical/Disability Assist. Expense Deduction:	NA
Total Allowances:	\$ 960
Total Adjusted Income:	\$28,790





Case Study 3: TTP

Monthly (gross) Income	\$ 2,479
Monthly Adjusted Income	\$ 2,399
30% of Monthly Adjusted Income	\$ 720
10% of Monthly (gross) Income	\$ 248
Welfare Rent	NA
Minimum Rent	\$ 25
Total Tenant Payment	\$ 720





Case Study 3: Tenant Rent

Total Tenant Payment	\$ 720
Minus Utility Allowance	\$ 75
Tenant Rent	\$ 645
Utility Reimbursement	\$ 0





Case Study 3: Assistance Payment

Contract Rent	\$ 880
Utility Allowance	\$ 75
Gross Rent	\$ 955
TTP	\$ 720
Total Assistance Payment	\$ 235
Assistance Payment for Rent	\$ 235
Assistance Payment for Utility Reimbursement	\$ 0



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Multifamily Housing Case Studies:
A RHIP Training Program

Part VI

Advanced Topics



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Multifamily Housing Case Studies:
A RHIP Training Program

Case Study 4

Annualizing Income



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Case Study 4: Sam A.

ANSWER:

$$\$600 \times 24 = \underline{\$14,400}$$

NOTE:

Multiply bi-weekly (every two weeks) wages by 26
Multiply semi-monthly (twice a month) wages by 24



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Case Study 4: Sally B.

ANSWER:

$$\$450 \times 26 = \$11,700$$

$$\$11 \times 6 \times 26 = \$1,716$$

$$\text{Annual Income} = \underline{\$13,416}$$

NOTE:

Multiply bi-weekly (every two weeks) wages by 26
Multiply semi-monthly (twice a month) wages by 24



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Case Study 4: Harry C.

ANSWER:

Count social security income.
No income would be counted from Harry's "chores". This is "sporadic" income.



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 Multifamily Housing Case Studies:
A RHIP Training Program

Case Study 4

Pro-rating Child Care Expenses



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 **Case Study 4: Juanita D.**

ANSWER: Two Issues to address

Issue 1. What are the child care expenses?

- Not eligible for deduction for child care expenses for son Phillip (over age 12)
- \$180 per week may need to be prorated
- How much would provider charge for care of Susie alone?



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 **Case Study 4: Juanita D.**

ANSWER: Two Issues to address

Issue 2. Do child care expenses exceed amount earned?

- Juanita's earnings:
 $\$1,500 \times 12 = \$18,000$
- Total child care for both children:
 $\$180 \times 52 = \$9,360$
- Child care expenses will not be capped. Total for both children well under amount earned



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 **Case Study 4: Jean E.**

ANSWER: Two steps

Step 1. How much of child care expense is attributable to work, and how much to education?

$\$200 \times 52 = \$10,400$ child care expenses

69% of child care attributable to work:

- 20 hours work + 9 hours school = 29 hours
- 20 hours / 29 hours = .69 = 69%

$\$10,400 \times 69\% = \$7,176$ attributable to work

$\$10,400 - \$7,176 = \$3,224$ attributable to school

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 **Case Study 4: Jean E.**

ANSWER: Two steps

Step 2. What child care expenses will you deduct from Jean's annual income?

5 hours x 4 days x 52 weeks = $\$6,240$ annual income

Child care to enable work ($\$7,176$) capped at $\$6,240$

Allowable Child Care Expenses:

- $\$6,240$ capped amount attributable to work
- $\$3,224$ attributable to school
- $\$9,464$ Total Allowable Child Care Expenses

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 **Post-Test**

- For you – to measure what you have learned
- Answers in Attachment E
- Study the 4350.3 REV-1 and the training materials for questions you miss

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Evaluation

**Please help us improve our training
by filling out the evaluation form**

Thank you!