

Housing Administrative Plan: Summary of Proposed Updates

April 2020

SEK-CAP currently processes interim recertifications for any change of household income or household composition, regardless of whether the change would increase or decrease the amount of the Housing Assistance Payment (HAP) provided by SEK-CAP. Interim recertifications require more paperwork for landlords and tenants to sign and return to SEK-CAP's Housing Department. Landlords and tenants have expressed confusion about the amounts that are supposed to be paid by the tenant and SEK-CAP due to the number of interim recertifications that take place throughout the year, which cause a change in the amount of rent paid by the tenant and SEK-CAP.

SEK-CAP Housing is proposing a change to the interim recertification policy in hopes of eliminating some confusion and required paperwork for landlords, tenants, and SEK-CAP Housing staff. There are two proposed options that will be discussed during the public hearing on April 28th, 2020:

Option #1:

- SEK-CAP would conduct interim reexaminations for any decrease of income, as required by HUD.
- SEK-CAP would conduct interim reexaminations for any household that has a new income source between regularly scheduled annual recertifications.
- SEK-CAP would conduct interim reexaminations for any change in household members.

Option #2:

- SEK-CAP would conduct interim reexaminations for any decrease of income, as required by HUD.
- SEK-CAP would not conduct interim reexaminations for any income change other than decreases.
- SEK-CAP would not collect or verify income information for new household members until the annual recertification.

The pros and cons of both options will be discussed during the public hearing. After reviewing public comments, SEK-CAP Housing Staff will decide on whether to proceed with Option #1, Option #2, or a combination of both options. Proposed changes will be presented to SEK-CAP's Governing Board of Directors for approval, prior to implementation.