



## IMPORTANT INTERIM POLICY CHANGES FOR INCOME DECREASES WORK-ABLE HOUSEHOLDS

*EFFECTIVE: March 1, 2017*

You are receiving this letter because you have requested an interim adjustment of your rent portion due to a decrease in annual income. The San Diego Housing Commission (SDHC) would like to advise you of the policies related to decrease of income interims. The policies are as follows:

1. A new rent portion will only be processed if the decrease in income is expected to last for longer than ninety (90) days.
2. You are only allowed one decrease in your rent portion in a twelve month period due to a reduction in income. Multiple decreases per year will not be processed.
3. The loss of income must result in at least a 21% reduction of your rent portion. You will not qualify for an interim adjustment if the change in your rent portion is less than 21%. If you are eligible for an interim reduction in your rent portion and the interim reexamination is processed, you must report any increase in income within ten (10) days of the increase.
4. If your decrease in income is a result of loss of employment, you must apply for unemployment benefits (UIB). An interim will not be processed until you provide proof of the UIB determination to the Housing Assistant handling your request.
5. If you are eligible for a reduction in your rent portion, and the interim reexamination is processed, you must report any increase in income within ten (10) days of the increase.
6. All household income, including new income obtained since your last annual reexamination, will be considered for purposes of determining your eligibility for the decrease in income interim.
7. If approved, the effective date of the interim will be the 1st of the month following the receipt of all required documents required to process the interim.

Please contact your Housing Assistant at (619) 578-7777 if you have any questions concerning your request.

Sincerely,

Rental Assistance Division



## **IMPORTANT INTERIM POLICY CHANGES FOR INCOME DECREASES ELDERLY/ DISABLED HOUSEHOLDS**

*EFFECTIVE: March 1, 2017*

1. The decrease of income is anticipated to be less than ninety (90) days.
2. The total household income has remained the same or increased based on the household's total anticipated monthly income reported on the Personal Declaration-Decrease of Income form or income verification documents provided by the family.
3. All household income, including new income obtained since your last annual reexamination, will be considered for purposes of determining your eligibility for the decrease in income interim.
4. If approved, the effective date of the interim will be the 1st of the month following the receipt of all required documents required to process the interim.

Please contact your Housing Assistant at (619) 578-7777 if you have any questions concerning your request.

Sincerely,

Rental Assistance Division