

## HOUSING VOUCHER PROGRAMS - POLICY AND PROCEDURES MANUAL

## CHAPTER VIII. Annual Re-examinations

## EXHIBIT 1

SUGGESTED RE-EXAMINATION PROCESS TIMELINE		
Anniversary Date	Deadline Date	Date Completed
<p>WEEK 1</p> <ul style="list-style-type: none"> <li>● Print 120 day Upcoming Annual Re-examination Report in Elite</li> <li>● Verify Repayments for tenants are current, if applicable</li> <li>● Collect EIV Reports from HUD</li> <li>● Send Request for Required Documents (MSHDA 53) to Tenant. Enclose <ul style="list-style-type: none"> <li>○ Household Income, Asset, &amp; Expense Declaration (MSHDA 1890)</li> <li>○ Authorization to Release (HUD 9886)</li> <li>○ Applicant/Tenant Authorization and Certification (MSHDA 158)</li> <li>○ FSS Brochure</li> <li>○ Key to Own Homeownership Brochure</li> <li>○ Other necessary verification papers based on review of last</li> </ul> </li> </ul>	<p>7th of the month</p>	

<p>transactions and EIV</p> <ul style="list-style-type: none"> <li>○ Send Annual Re-examination Notice (MSHDA 52) to Landlord</li> </ul>		
WEEK 2	14th of month	
<p>WEEK 3</p> <ul style="list-style-type: none"> <li>● Compare tenant provided documents to EIV/UIV history</li> <li>● Review returned Declaration information and request income/asset/expense verifications directly from TPV source as necessary</li> <li>● Send Notice of Inspection (MSHDA 104) to Landlord &amp; Tenant</li> <li>● Send Lead Paint Hazard Warning Notice (MSHDA 105d) for target housing (if applicable)</li> <li>● Send Final Notice (MSHDA 14) if no response to Request for Required Documents</li> </ul>	21st of month	
<p>WEEK 4</p> <ul style="list-style-type: none"> <li>● Conduct Annual Re-examination Notice Negotiations to comply with Rent Reasonableness;</li> <li>● Follow-up if MSHDA 52 not returned by landlord</li> <li>● Send Annual Re-Examination Notice (MSHDA 52) to tenant for rental changes</li> </ul>	28th of month	

<p><b>WEEK 5</b></p> <ul style="list-style-type: none"> <li>● Conduct Annual HQS Inspection</li> <li>● Conduct UIV verifications or meetings as needed</li> <li>● Send Inspection Deficiencies Notice (MSHDA 105) if applicable</li> <li>● Make verbal reinspection appointment if applicable</li> </ul>	<p>7th of second month</p>	
<p><b>WEEK 6</b></p> <ul style="list-style-type: none"> <li>● Review verification responses &amp; send Program Termination (MSHDA 1634b) if applicable to close case</li> <li>● Calculate Case/Enter in Elite</li> <li>● Prepare forms</li> <li>● Adjustment Notification (MSHDA 34), etc.</li> <li>● See Forms Reference/ Submission Chart (MSHDA 284)</li> </ul>	<p>14th of second month</p>	
<p><b>WEEK 7</b></p>	<p>21st of second month</p>	
<p><b>WEEK 8</b></p> <ul style="list-style-type: none"> <li>● Send Contract Termination Notice (MSHDA 95) if applicable</li> </ul>	<p>28th of second month</p>	

<p><b>WEEK 9</b></p> <ul style="list-style-type: none"> <li>• Perform HQS Re-inspection</li> <li>• Prepare/Send Abatement Paperwork if applicable</li> </ul>	<p>7th of third month</p>	
<p><b>WEEK 10</b></p> <ul style="list-style-type: none"> <li>• Organize file documents (MSHDA 284)</li> <li>• Prepare and send documents to tenant and landlord</li> </ul>	<p>14th of third month</p>	
<p><b>WEEK 11</b></p> <ul style="list-style-type: none"> <li>• Forward/organize file materials/documents to Department Tech</li> </ul>	<p>21st of third month</p>	
<p><b>WEEK 12</b></p> <ul style="list-style-type: none"> <li>• Complete all pending re-exams, and forward file documents to Department Tech</li> </ul>	<p>28th of third month</p>	

(October 2005)