



HOW HOTMA HAS CHANGED THE RULES ON IR PROCESSING!

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WHAT YOU NEED TO DO!

- Ensure that your policies are established and consistent
- All Tenant Selection Plans for HOTMA need to be in place by 5/31/24
- Get training for HOTMA and 203A, if you can, and read the Notices
- Read through the following slides to get a better understanding on when and when not to do an Interim Recertification (IR)
- Follow EPS' website for new items added! www.epstracsservices.com

HSG Notice 2023-10 (updated 2/5/24) - [Implementation Guidance: Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 \(HOTMA\)](#) still has the original Issue Date of 9/29/2023, but this updated Notice includes many revisions to HOTMA guidance then was in the original September notice.

IS THE HOUSEHOLD'S ADJUSTED ANNUAL INCOME INCREASING?

- Is the increase due to removal of a family member?
 - **Yes!** – Do an OC cert
 - **No!** – Continue to next Question
- Is the increase within 3 months of the next AR? (When the O/A has elected to not doing an IR so close to the AR):
 - **Yes!** – If timely, document on file for AR. If not timely, go to the next Question
 - **No!** – Continue to next Question

IS THE HOUSEHOLD'S ADJUSTED ANNUAL INCOME INCREASING?

- Is the increase less than 10% for the adjusted annual income?
 - Yes! – if no previously reported changes during AR cycle, and still less than 10%, may require an OC cert
 - No! – if the combined changes through AR cycle are more than 10%, go to next Question
- Is the increase due to earned income?
 - Yes! – go to next Question. As this is something completely different, that earned and unearned income need to be separated out to determine the next course of action.
 - No! – complete an IR

IS THE HOUSEHOLD'S ADJUSTED ANNUAL INCOME INCREASING?

- Has an IR occurred that reduced rent since last AR?
 - Yes! – go to next Question
 - No! – if no prior decrease in AR cycle, then do not complete an IR as earned income, not unearned income is over 10%. Document in the file. Increase in Earned Income does NOT generate an IR!
- Does the OA have a policy to complete an IR when a decrease has been done?
 - Yes! - if policy to do an IR after a decrease in the AR cycle, then do an IR without change to **earned** income included
 - No! - if there is no policy, then can't do another IR after a decrease, so document the file.

A close-up photograph of a wooden surface showing concentric growth rings, characteristic of a tree trunk cross-section. The wood has a warm, light brown tone with darker, wavy lines representing the grain. The rings are more distinct and circular on the right side, tapering off towards the left.

**IS THE HOUSEHOLD'S ADJUSTED
ANNUAL INCOME DECREASING?**

IS THE HOUSEHOLD'S ADJUSTED ANNUAL INCOME DECREASING?

Is there a decrease in family size?

- Yes! – do an IR
- No! – go to next question

Has the OA selected a percentage that is less than 10%?

- Yes! – if the decrease is equal or more than the selected percentage, do an IR
- No! – if still at 10%, then go to next question

IS THE HOUSEHOLD'S ADJUSTED ANNUAL INCOME DECREASING?

Is the decrease in adjusted annual income at least 10%?

- Yes! – do an IR
- No! – go to next question

Does the decrease include additional family member?

- Yes! – so if less than 10%, or selected percentage, and family addition, do an OC cert
- No! – if less than 10%, or selected percentage, and no addition, no IR and document

IS THE HOUSEHOLD'S ADJUSTED
ANNUAL INCOME THE SAME?

IS THE HOUSEHOLD'S ADJUSTED ANNUAL INCOME THE SAME?

If any of the following occurs then do an OC, if the answer is No, document in the file:

- A decrease in family size
- Adding/Removing Child-Care Hardship
- Updating/Removing Phased-In Hardship (Medical)
- Adding/Removing general Hardship (Medical)
- Adding/Removing Minimum Rent Hardship
- Adding/Removing non-family member
- Ending/modifying a family's EID
- Adding a family member when an IR is not triggered
- Removing a family member when an IR is not triggered
- Adding/Updating SSNs
- Updating family member's citizenship status