



Additional information about the content in this quick reference sheet can be found in the [HUD Public Housing Occupancy Guidebook](#) and chapter on [Reexaminations](#).

ANNUAL & INTERIM REEXAMINATIONS

This quick reference sheet is designed to describe essential steps and best practices for public housing personnel when completing both annual and interim reexaminations for continued occupancy in the Public Housing program.



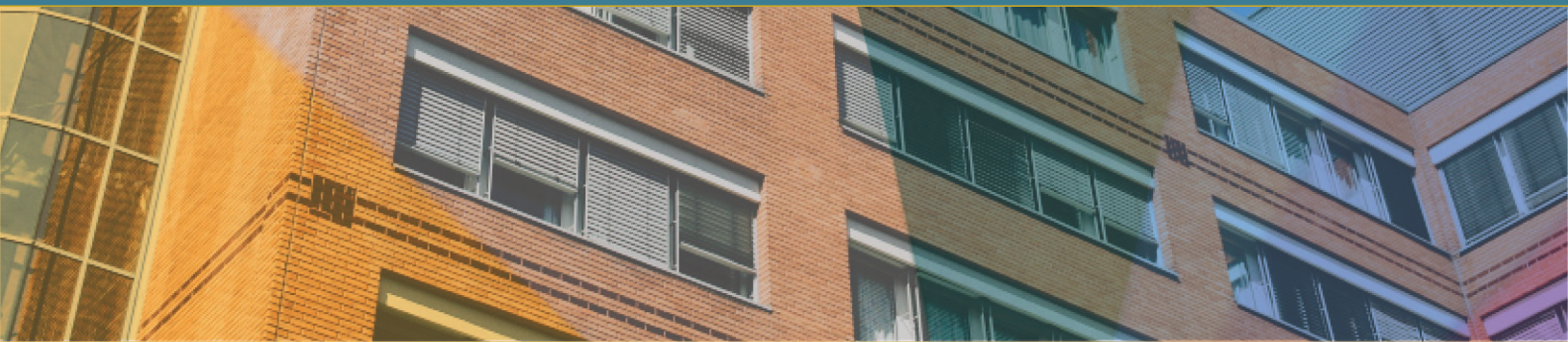
ANNUAL REEXAMINATIONS

Annual reexaminations must be conducted to determine if the family members in the unit are still eligible to participate in the public housing program and to determine the required unit size and appropriate adjustments in the rent.

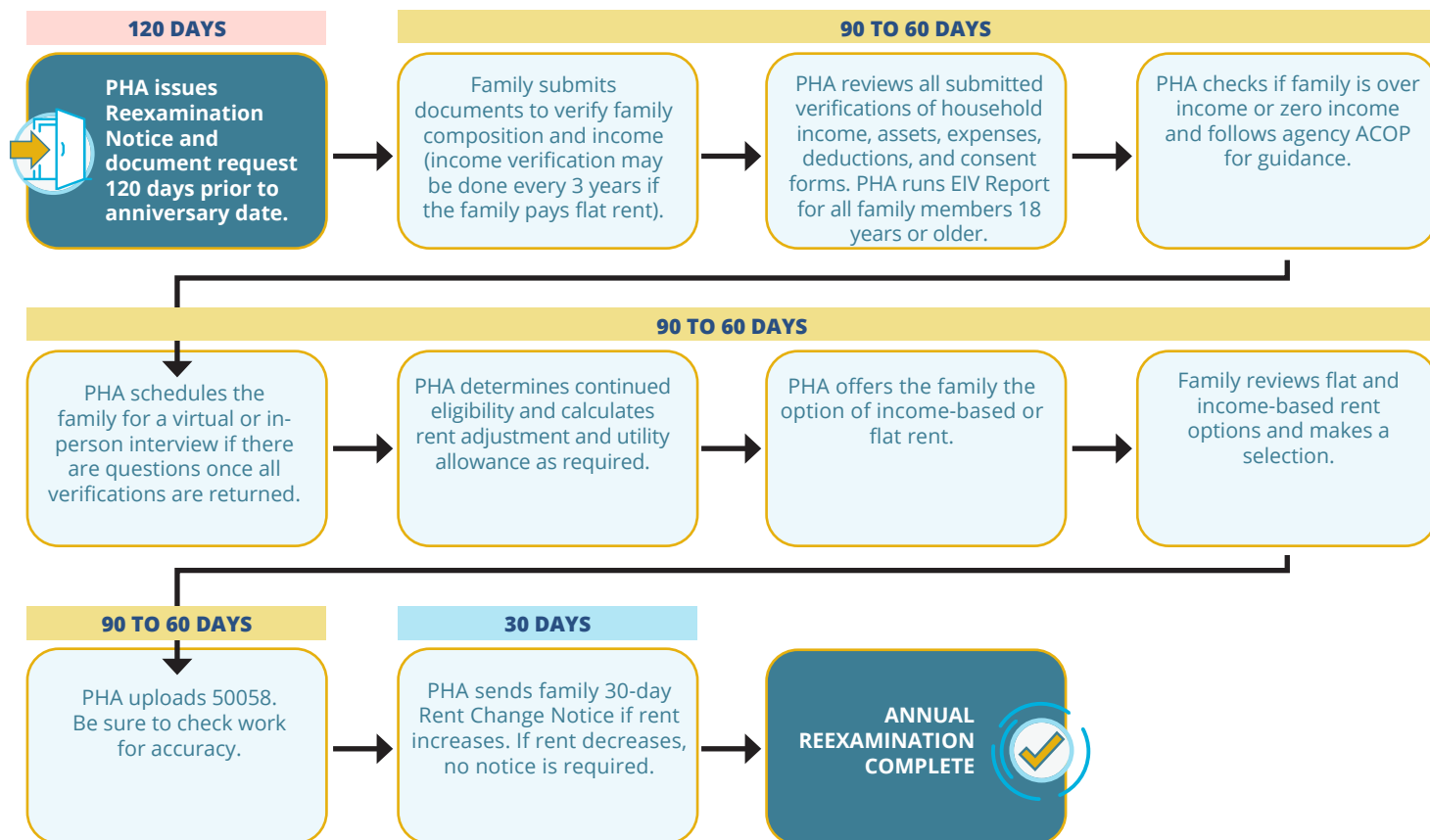
Depending on whether the family pays flat rent or income-based rent, there are slightly different processes and requirements. For families paying income-based rent, annual reexaminations for family composition and income must be completed within 12 months of the previous reexamination or new admission. Families paying flat rent must complete a reexamination for family composition annually and a reexamination of income at least every three years.

The completion date for annual reexaminations is based on the submission date of HUD Form 50058 (50058) with action type 2 in the HUD System of records.

Begin the reexamination process on time to avoid missed deadlines. Ideally, the timeframe for initiating reexaminations is 120 days prior to the family's anniversary date. This will allow time to interview the families, verify information, process the calculation and provide the appropriate 30-day written Rent Change Notice. Generally, it is a best practice to have families submit their verifications at least 60 days before the anniversary date, so there is time to provide a 30-day Rent Change Notice if needed.



CRITICAL STEPS AT A GLANCE | ANNUAL REEXAMINATIONS



INTERIM REEXAMINATIONS

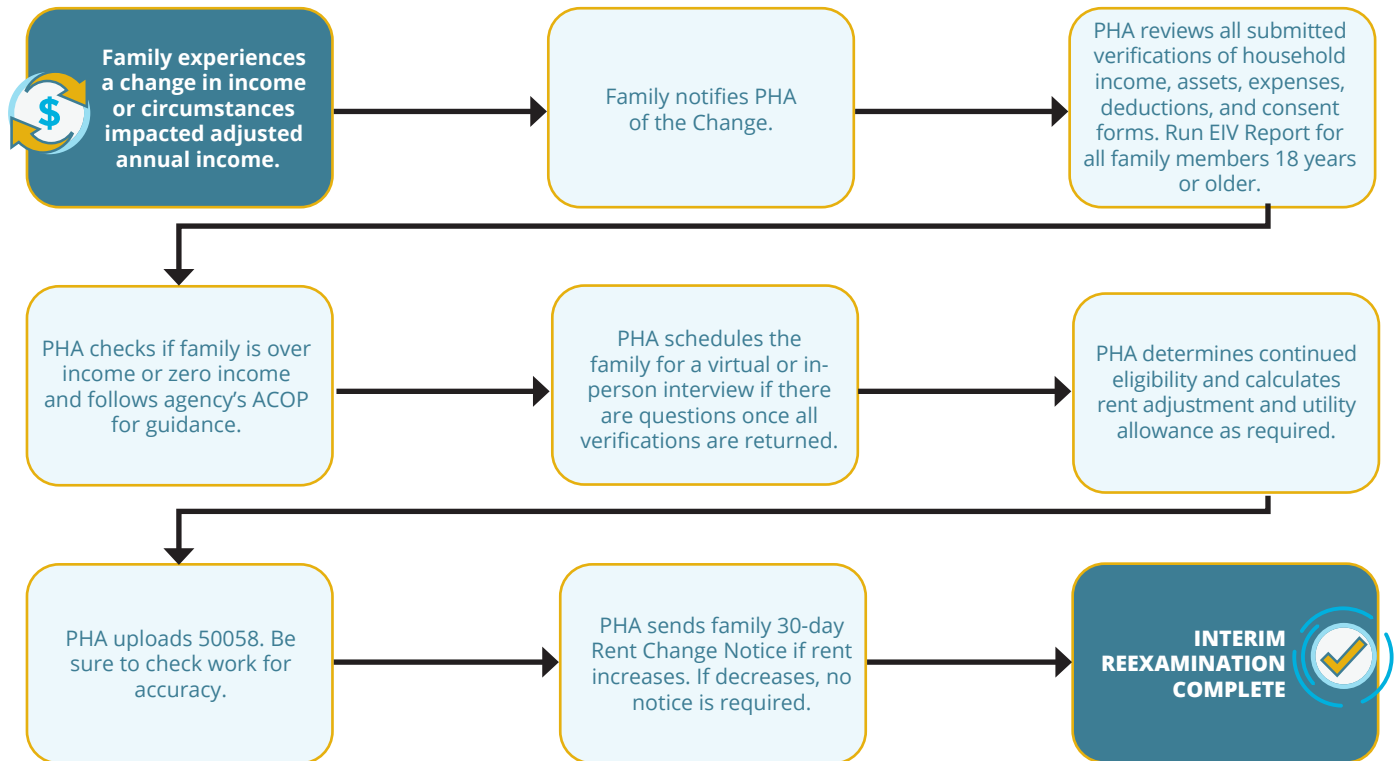
Interim reexaminations are conducted because of changes in family income or circumstances impacting adjusted annual income that occur between reexaminations.

At the family's request, the PHA must process an interim within a reasonable time of the request. It is considered a best practice for PHAs to complete the process within 30 days of receiving the request from the family.

PHAs have the discretion to determine if and under what conditions the PHA will require an interim reexamination. (Note that when the HOTMA Final Rule becomes effective in 2024, the circumstances for conducting interims will change. A family will generally receive an interim only if their adjusted annual income would change by 10% or more.). If a PHA exercises the discretion to require interims, as a best practice the PHA may have families report any changes in income and/or family composition within 10 days of any change and should process the interim reexamination within 30 days of receiving the information.

Below outlines the critical steps in conducting an interim reexamination due to changes in family income, for example.

CRITICAL STEPS AT A GLANCE | INTERIM REEXAMINATIONS



REMEMBER TO ALWAYS

- ☐ Require all adult household members 18 years and older to sign the Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice and all other consent forms.
- ☐ Verify household income, assets, expenses, and deductions.
- ☐ Run an EIV Report for all family members 18 year or older to capture all public income sources. EIV Reports should be treated as confidential documents and handled according to internal privacy protocols.
- ☐ Review and verify family composition, including verification of household member Social Security Numbers (SSNs) and citizenship or immigration status. This information is important for determining if a family is over-housed or under-housed, as well as any necessary proration of assistance based on immigration status.
- ☐ Determine if the family income exceeds the income limit for the locality based on the most recent HUD income limits. If over income, follow your ACOP for guidance.
- ☐ For zero income families, complete the required proof of no income affidavits and follow your ACOP for guidance to intermittently reexamine the family's financial circumstances.
- ☐ Verify that the utility allowance (if applicable) is correct based on the lower of either household size or unit size and use the PHA's current Utility Allowance Schedule.
- ☐ Calculate rent adjustments accurately using complete family income information.
- ☐ Check your work for accuracy or have the quality control staff check it prior to uploading the new HUD Form 50058. Quality Control is key.