

SAMPLE LETTER TO A PUBLIC HOUSING DIRECTOR OR MANAGER

(Date)

(Your Name)

(Your Address)

(Your City, State, Zip Code)

Dear (Name of Public Housing Director or Manager),

I recently learned about the Earned Income Disregard (EID) for people living in public housing. This is a federal law as described at 24 C.F.R.960.255.

I believe I meet the eligibility criteria for the public housing EID. According to this law, incremental earnings from my employment should be disregarded when calculating my rent so that my rent should not increase for 12 months after I start earning money and, if I continue to work, 50% of my incremental income would be disregarded in the calculation of my rent for a second 12 month period.

- I have been unemployed for the 12 months preceding my employment, or I had earned income during those 12 months that was no more than what I would earn working at minimum wage for 500 hours, or
- My family's annual income increased as a result of my employment during my participation in a self-sufficiency or job training program, or
- My family's annual income increased as a result of my employment while, or within six months after, receiving welfare (TANF) payments, benefits, or service worth at least \$500.

I started working on (Date) at (Name of Employer). Disregarding my earned income, my present income per month is \$_____. I am therefore requesting a rent recalculation.