



# HOTMA Resident Worksheet: Interim Reviews

*This worksheet is for families who live in public housing or have Housing Choice Vouchers from Section 8. It goes with the **HOTMA Resident Fact Sheet: Income Calculation and Reviews**. There are new rules for interim reviews because of a federal law, the **Housing Opportunity Through Modernization Act of 2016 (HOTMA)**. Your PHA will tell you before these changes begin. This worksheet is **not official** or required by HUD or your PHA.*

## What is an interim review?

In an interim review the PHA looks at changes in your household since your last review. The review may look at who lives with you, what you own, how much your family earns, and any costs or money that should not be included in calculating your rent. These reviews are done to make sure you remain eligible for your housing and/or might change your rent amount. Your PHA may call this a “reexamination” or a “recertification.” The PHA will ask you about any changes in your income and assets. However, unlike yearly reviews, they will only check the changes.

You can ask for an interim review if something changes in your family between yearly reviews. When you ask, the PHA might tell you that a review is not needed. Usually, if your income changes by 10% or more, they will do an interim review.

## Let’s Talk About Reporting Changes

Your PHA rules will tell you when you need to report changes. If you report a change, it might not always lead to an interim review.

### What kinds of changes should you tell the PHA about:

- **Household changes:** Always tell the PHA if someone moves in or out of your home, even if they are not part of your family.
- **Income:** You might not have to report small income changes. If you’re not sure, ask the PHA about their rules.
- **Deductions:** Changes to your household’s allowed deductions, like medical or childcare expenses, may affect your rent. The PHA will explain when you need to report these changes.



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**When should you tell the PHA about changes:**

Your PHA will tell you how much of an income change requires telling them and how soon you should do it. It's a good idea to let them know **as soon as possible**. Reporting on time can mean a sooner rent decrease or more notice for a rent increase.

**How to Use the Worksheet**

Use this worksheet to figure out if you might need an interim review and what to bring to your meeting with the PHA. Read the parts that match your situation. If you're not sure, talk to your PHA when something in your family changes. The sections are:

- A. Family Composition Change Worksheet**
- B. Decrease in Income Worksheet**
- C. Increase in Income Worksheet**
- D. Change in Deductions Worksheet**

**Next Steps**

1. If you're unsure about reporting a change or need an interim review, ask your PHA.
2. If the worksheet shows you need an interim review, report the change on time.
3. The PHA will check if an interim review is needed and, if so, do it within about 30 days.
4. The table below shows when, if needed, a rent change will take effect.

Income increase or decrease	Did you report on time?	Effective date of new rent
<b>Decrease</b>	Yes	1st day of the month after the event
<b>Decrease</b>	No	1st day of the month after the review (PHA <i>may</i> allow retroactive decrease)
<b>Increase</b>	Yes	1st day of the month after 30 days' notice
<b>Increase</b>	No	Retroactive to 1st day of the month after event

## A. Family Composition Change Worksheet

### Background

Always let your PHA know if someone joins or leaves your household even if your annual income doesn't change. This includes additions like births, adoptions, or someone else moving in — *even if they are not a member of your family*. Also, report if someone moves out or passes away. The PHA might require a background check for new residents.

#### 1. Did your family experience any of the following (check all that apply):

An addition to the household:

- Birth / adoption
- Foster child / adult
- Adult (Age 18+)
- Other dependent
- Elderly (Age 62+) / disabled family member
- Live-in aide or other non-family member

A reduction in the household:

- Family member permanently moved out
- Family member passed away

If there is a decrease in family size and your family's adjusted income ...	The PHA will ...
<b>decreases</b>	<b>always</b> conduct an interim review
<b>increases</b>	process the change, but not conduct an interim review unless it meets the threshold (usually 10%, see below for more details).

#### 2. Gather any relevant documents for your appointment with the PHA.

- Photo identification
- Social security card
- Birth certificate
- Court order / letter for adoption or foster placement

## B. Decrease in Income Worksheet

### Background

Your PHA must do an interim review if your family’s annual adjusted income decreases by 10% or more. However, HUD and PHAs are allowed to set a lower percentage of decrease.

Remember, your family’s income also decreases when someone who has income moves out or passes away.

#### 1. How did your annual income decrease (check all that apply):

- Loss of a job
- Loss of income
- Loss of benefits
- Income earner/receiver moved out or passed away

#### 2. What is the amount of the decrease in income?\*

Source of Income	Amount before	Amount now
	\$ _____ per year	\$ _____ per year
	\$ _____ per year	\$ _____ per year
	\$ _____ per year	\$ _____ per year
<b>TOTALS</b>	\$ _____	\$ _____

\* You will need to convert the amount you earn per paycheck into a yearly amount. If you are paid monthly, multiply your monthly amount by 12. If you are paid by the week, you can multiply the amount by 52., If you are paid semi-monthly (2 times a month) multiply the amount by 24 and if you are paid bi-weekly (every 2 weeks) multiply the amount by 26.

#### 3. (Optional) Estimate if the change is likely to require an interim review.

If you know your previous annual adjusted income, you can use the [Income Estimation Tool](#) to estimate if you will need an interim review. Or use this table:

<b>Total amount now</b> <i>Sum of all amounts now</i>	\$ _____
<b>Total amount before</b> <i>Sum of all amounts before</i>	\$ _____
<b>Amount of decrease</b> <i>Amount now - Amount before</i>	\$ _____
<b>Amount of change as a percent</b> <i>Amount of decrease / total amount before * 100</i>	_____ %

**4. Gather any relevant documents for your appointment with the PHA.**

The documents you need will depend on your situation and will be like what you brought to your initial or yearly review.

Most recent paystubs (ask your PHA how many you will need)

Letter or email from employer noting a change in pay or hours

Letter or other notice that a (cash) benefit has stopped or been reduced

Information about a self-employment contract that has ended or been reduced

## C. Increase in Income Worksheet

### Background

Under HOTMA rules, your PHA will do an interim review if your income increases by 10% or more. There are some exceptions. Check what applies to your situation and gather the necessary documents.

Your PHA might **not** conduct an interim review after an increase in income if:

- The increased income is from **earned income**.
  - » Unless you also had a rent reduction since the last yearly review (depending on your PHA's rules).
- Your income increased by less than 10% (adjusted annual income).
- Your next yearly review is within 3 months (depending on PHA policy).

**Earned income** includes salaries, wages, tips, and payments for self-employment work. **Unearned income** includes earnings from benefits (like social security), investments, assets, and court-ordered payments like alimony or child support.

#### 1. See if the PHA will need to do an interim review:

Was the amount of increase in your annual adjusted income **less** than 10% since the last yearly review?

- **Yes — STOP**. You **will not** have to do an interim review
- **No**, it's more than 10% — **CONTINUE**

Is your income increasing due to **unearned income**?

- **Yes — STOP**. You **will** likely need to do an interim review
- **No**, it's from earned income — **CONTINUE**

Since your last yearly review, have you had an **interim review** because of a decrease in income?

- **Yes — STOP**. You **may** need to do an interim review (depending on your PHA's rules.)
- **No**, no previous interim — **CONTINUE**

Is your next yearly review in the next 3 months **and** does your PHA have a rule of not doing an interim review for an increase in the last 3 months?

- **Yes**, my PHA's policy allows me to wait — **STOP**. You **will not** have to do an interim review
- **No**, either my yearly review is more than 3 months out and/or my PHA's rules don't allow me to wait — **STOP**. You **will** likely need to do an interim review.

## 2. Note any changes in income your household has experienced.

**What is the amount of the increase in earned income?** (An interim review is generally **not** needed for increases of earned income. Some PHA's will count an increase in earned income if you had a previous interim review for a decrease in income.)\*

Source of Income	Amount before	Amount now
<b>Salary / wages</b>	\$ _____ per year	\$ _____ per year
<b>Tips</b>	\$ _____ per year	\$ _____ per year
<b>Self-employment income</b>	\$ _____ per year	\$ _____ per year
<b>TOTALS</b>	\$ _____	\$ _____

\* You will need to convert the amount you earn per paycheck into a yearly amount. If you are paid monthly, multiply your monthly amount by 12. If you are paid by the week, you can multiply the amount by 52., If you are paid semi-monthly (2 times a month) multiply the amount by 24 and if you are paid bi-weekly (every 2 weeks) multiply the amount by 26.

## What is the amount of the increase in unearned income?

Source of Income	Amount before	Amount now
<b>Temporary Assistance for Needy Families (TANF)</b>	\$ _____ per year	\$ _____ per year
<b>Social security or disability</b>	\$ _____ per year	\$ _____ per year
<b>Pension</b>	\$ _____ per year	\$ _____ per year
<b>Child support</b>	\$ _____ per year	\$ _____ per year
<b>Alimony</b>	\$ _____ per year	\$ _____ per year
<b>Income from assets</b>	\$ _____ per year	\$ _____ per year
<b>Other:</b>	\$ _____ per year	\$ _____ per year
<b>TOTALS</b>	\$ _____	\$ _____

**3. (Optional) Estimate if the income increase will likely require an interim review.**

***An interim review will be needed for increases of 10% or more in unearned income.***

If you know your previous annual adjusted income, you can use the **Income Estimation Tool** to estimate if you will need an interim review. Or use this table:

<b>Total amount now</b> <i>Sum of all unearned income now</i>	\$
<b>Total amount before</b> <i>Sum of all unearned income before</i>	\$
<b>Amount of increase</b> <i>Amount now - Amount before</i>	\$
<b>Amount of change as a percent</b> <i>Amount of increase / total amount before * 100</i>	%

**4. Gather any relevant documents for your appointment with the PHA.**

The documents you need will depend on your situation and will be like what you brought to your initial or or yearly review.

Most recent paystubs (ask your PHA how many you will need)

Letter or email from employer noting promotion or change in pay or hours

Letter or other notice that a (cash) benefit has started or increased

Information about self-employment work that has started or increased

## D. Change in Deductions Worksheet

Check for changes in common deductions, like childcare payments or medical expenses, which can affect your rent.

### 1. Check for changes in common deductions

The following are common deductions. Check any areas where your family has experienced a change since your last income review and note the change.

Dependents (See the [Family Composition Change Worksheet](#))

Elderly status

A Head, Spouse or Co-head of the family is now age 62

Childcare payments for the care of children 12 years old or younger, including foster children, that allow a member of the household to work.

Payments started

Payments ended or no longer qualify for the deduction

Unreimbursed Health and medical expenses for an elderly or disabled family member

Expenses began or increased

Expenses ended or decreased

Unreimbursed reasonable care and equipment expenses for each member of the family with a disability, that enable any member of the family, including the person with a disability, to work.

Expenses began or increased

Expenses ended or decreased

Student status

A family member started a program of higher education

A family member ended a program of higher education

Disability

A family member now qualifies as a person with a disability

A family member no longer qualifies as a person with a disability

Your PHA may have additional deductions. If you have a hardship that is impacting your ability to pay your rent, talk to your PHA about it before you fall behind on rent. There may be a deduction or exemption that can make your rent more affordable.

### 2. Gather any relevant documents for your appointment with the PHA.

The documents you need will depend on your situation and will be like what you brought to your first or yearly review.

Information (including receipts or bills) for relevant payments (childcare, health and medical expenses, reasonable attendant care and auxiliary apparatus)

Information on school enrollment and student financial aid. See the [HOTMA Resident Worksheet: Student Financial Aid](#).