

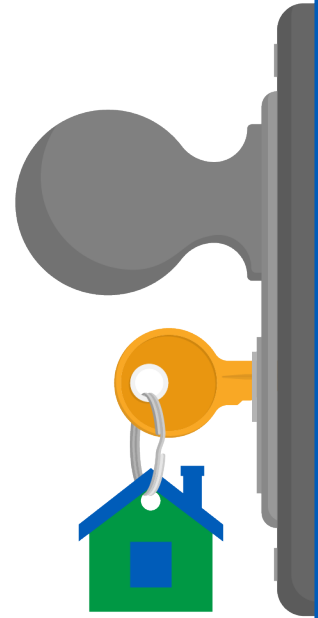


Tip Sheet for PHAs on Using the Minimum Rent Toolkit Resources

Background Information

The Minimum Rent is the lowest rent amount a PHA will charge a family. It is triggered when a family's total tenant payment falls at or below the Minimum Rent set by the PHA. Families that are paying the Minimum Rent may qualify for a hardship exemption from the Minimum Rent if they are experiencing a qualifying financial hardship. They may request this exemption if they are experiencing any one of these hardships.

- When the family has lost eligibility for or is awaiting an eligibility determination for a government assistance program
- When the family would be evicted because it is unable to pay the Minimum Rent
- When the income of the family has decreased because of changed circumstances including loss of employment
- When a death has occurred in the family
- Other circumstances determined by the PHA or HUD



Minimum Rent and Hardship Exemption Requirement Toolkit

A comprehensive Minimum Rent and Hardship Exemption Requirement Toolkit is available on HUD Exchange. PHAs should use these tools to connect and communicate with families during regular touchpoints such as time of admission or annual reexamination. The toolkit includes the following materials that can be downloaded and customized the PHA name (also available in several languages):

- Fact Sheet
- Outreach templates for door hanger and postcard
- Hardship Exemption Request Form (optional)
- Instructional Video Materials

Fact Sheet

The fact sheet provides a high-level overview of Minimum Rent and the Hardship Exemption requirements. Customize the Fact Sheet with your PHA name as indicated and use the Fact Sheet to inform residents and PHA staff about the Minimum Rent and Hardship policy. Download the document, insert your PHA name and other customizable points where indicated.

Outreach Templates

The outreach templates for door hanger or postcard provided within the toolkit are brief and intended to be customized with the PHA name, and then distributed. PHAs can use these materials to distribute the information broadly among the public housing resident population, or to share information with harder to reach residents. Download the document and insert your PHA name where indicated.

Hardship Exemption Request Form (optional)

PHAs are not required to adopt a form nor is a household required to complete a form to request the hardship exemption. The form provided here in the toolkit is a *suggested* method for PHAs to use to document and evaluate resident requests. Download the document and insert your PHA name.

Instructional Video Materials

In some instances, a brief video or training may be a helpful tool to reach and inform residents of the Minimum Rent and Hardship Exemption Policy. The toolkit includes a brief narrated slide show that PHAs can use at various opportunities to inform residents.

