



Requirement for Social Security Numbers for All Assistance Applicants/Residents:

As of March 27, 2009 the effective date for the entire Rent Refinement Final Rule is now September 30, 2009. On this date, it will be required that all persons applying for or receiving assistance provide documentation of their social security number. This is true for those residents under the age of 6, as well as those persons that have never been issued a number. As you know, this is a big change in the program regulation, and may require applicants/residents to apply for numbers for themselves and/or their dependents. HUD has sent out e-mails to those on the RHIIP listserv to inform owners/agents of this impending rule so that you can notify your residents to begin the process of applying for cards if needed. There are a few things that you should begin to do ASAP:

1. Read the final rule document posted to the federal register on January 27, 2009 for details regarding this change. A copy can be obtained at http://www.ihfa.org/forms_hud_manuals.asp.
2. Send a letter to all residents informing them of this new rule and the requirements. NCHM has provided a sample letter for this purpose which can be found at http://www.ihfa.org/forms_miscellaneous.asp. I have attached a copy to the newsletter for your review. HUD has suggested that you send this letter to all residents, to ensure that nothing is missed. **Please do not assume that this rule “does not affect you” as this could be a costly assumption as the consequence of no social security number documentation is the removal of subsidy for the entire household.**
3. For those of you with access to EIV, run the EIV Pre-Screening and the Failed Verification reports and correct any errors. This will correct any data entry/key errors that may have occurred.
4. Update your resident selection plan to include this requirement.
Please note: This does not apply to those residents that are claiming ineligible non-citizenship status and are **not** applying for/receiving subsidy.
5. Access any software reports that may assist you in identifying residents that do not have valid social security numbers. This may help focus your efforts on those residents that you can identify early on. Example: numbers that are listed on the 50059 as 999-99-9999, etc...
6. Begin putting in place a process of reviewing these numbers at annual and at interim recertifications, as the collection of the documentation will be required at the next recertification for any resident that is currently receiving subsidy. HUD has stated that there will be **no** pro-ration of assistance. Example: If there are 4 members of a household and 3 of the 4 members have the required documentation and one does not, the subsidy will be terminated for the **entire household** and they will be required to pay market rent.

IHFA understands that this is a big change and that there will be additional work required to ensure all current residents have the proper documentation in place. We are willing to assist wherever we can in order to ensure that no eligible resident loses their subsidy.

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Idaho AHMA Conference

The 2009 Idaho AHMA Conference will be held MAY 18-21, 2009. Please visit <http://www.idahoahma.org/events/upcoming-events/details/1-2009-annual-idaho-ahma-conference.html> for more information and a preliminary agenda. This is an opportunity to gain a nationally recognized certification as well as network with others in the state and much more.

Idaho AHMA sponsoring EIV and Contract Renewal Training in Boise on April 14 and 15

Idaho AHMA will be sponsoring low-cost training on EIV and Contract Renewals in Boise on April 14 and 15. Representatives from both HUD and IHFA will be presenting material. This is a great opportunity to ask questions and ensure that you are current with all HUD requirements. Please visit <http://www.idahoahma.org/events/upcoming-events.html> and click on the EIV training and Contract Renewal training links for registration information.

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Gross Rent Changes Affecting AR or IR



In some cases (when a Gross Rent change does not affect rent or subsidy) it is not required to obtain a resident signature on the 50059 or 50059-A. Please remember though, that if the Gross Rent change then affects and/or corrects an Annual or Interim certification with an effective date after the Gross Rent change, that corrected certification **is** required to be signed, even if there is no change to rent or subsidy before a HAP request can be submitted. Please review HUD Handbook 4350.3 REV-1 Chg. 2 Chapter 9 section 9-8 for the citation on this rule, and ensure these signatures are being obtained.

Delay of Rent Refinement Final Rule

HUD has provided notice that the effective date of the rule entitled "Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs" published in the **Federal Register** on January 27, 2009 has been delayed. The rule, which was originally scheduled to become effective on March 30, 2009, will become effective on September 30, 2009.

The delay only affects changes to the income calculation, citizenship verification requirements and Social Security Number requirements. The deadline for owner/agents to implement EIV is still September 30, 2009.

IHFA strongly suggests that you obtain a copy of the final rule and begin a review of your policies and procedures in order to ensure that you are ready for the changes as of September 30, 2009. A copy of the rule is posted at http://www.ihfa.org/forms_hud_manuals.asp



Address on the 9887 for HUD Field Office

As a reminder, as of January 1, 2009 the address for the HUD office on all Section 8 properties in Idaho has been changed to the Portland HUD office. That address is: 400 SW 6th Ave. Suite 700; Portland, OR 97204. Please ensure that this is the address used for all sites under IHFA oversight. This is a change from the Seattle HUD office for those sites that are under the Traditional Portfolio.

iMax and 202 C Updates

As we hope you are all aware, TRACS is no longer functional as of March 13, 2009. If you do not have the new iMAX upgrade installed in your software, then you will be unable to transmit your HAP voucher payment requests for the month of May 2009. This may delay your payment for that month. In addition to the iMAX upgrade, as of March 31, 2009, the 202 B version of the data transmission will no longer be functional. You must have the upgrade to 202 C installed no later than this date in order to ensure timely payments. IHFA has sent emails to those properties that still need to make the switch. If you have not made the upgrade, you will need to contact your software provider ASAP to update your system and avoid delays in HAP payments. Please visit <http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm> for more information.

2009 Income Limits Now Posted

Please note that effective March 19, 2009, the new HUD income limits are posted. Please visit <http://www.huduser.org/DATASETS/il.html> to obtain the current limits and update your systems accordingly.

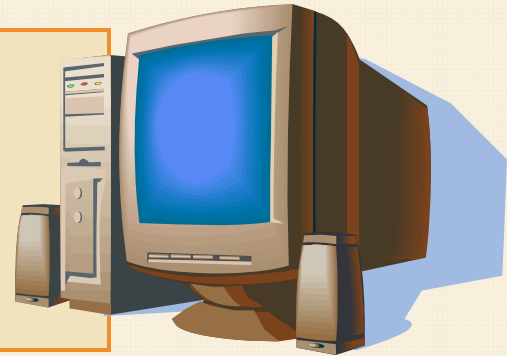
New Routing Information for AFHMP Approval:

We have recently received clarification from HUD on the routing of the AFHMP. Please send them to Kristine Petrillo in the Portland HUD office at: 400 SW Sixth Avenue Suite 700, Portland OR 97204. Kristine will do a completeness check, and then they will forward to FHEO for approval. Hopefully this will improve the approval rate and expedite the process.

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IHFA Website Changes

The IHFA Compliance Department has recently made some changes to our website. Please visit http://www.ihfa.org/multifamily_section8.asp to see the new format, additional manuals and forms, a section for upcoming training in the area and a “what’s new” posting. We would love to hear from you! Please email Heather Wiedenfeld at heatherw@ihfa.org with your comments or suggestions regarding additional information you’d like to see .



Adequate Audit Space

Please remember that when your MOR is scheduled, it is a requirement that the auditors be provided with an adequate and confidential workspace in which to conduct their work. As a general rule there will be three auditors, and in most cases the community room will suffice for this function. Sometimes, even a vacant unit that has been equipped with appropriate tables, chairs, and facilities will work. If you attended our workshops over the winter months, you may remember what it is like to audit a file and how much space is required. Please also keep in mind that it is very difficult to work for long periods of time in an uncomfortable chair or sitting across from a desk with no knee space. Please schedule conference rooms, community rooms, etc. in advance for the auditors to utilize.

MOR Schedule by Month

Do you know when your MOR is scheduled? Who is your assigned auditor in 2009? One of the new forms recently posted to our website is the MOR schedule by month. This will give you an idea of when your MOR will be conducted and may help better assist you in your planning. Please visit http://www.ihfa.org/multifamily_section8.asp to see the listing.



Idaho Child Support Website Update

The Idaho Child Support website has been updated to include a report on the last 24 months of payment history. This is an upgrade from the previous report that only showed the last 5 payments. While this report may not work for all residents, it is a useful tool that has been provided.



Please visit http://www.healthandwelfare.idaho.gov/portal/alias_Rainbow/lang_en-US/tabID_337/DesktopDefault.aspx for more information.

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Training Materials Now Posted to the Website:

We have added a link on our website to the training materials from the 2008 workshops conducted by IHFA. We have posted the workbook, sample file and handouts, which may be a good tool for training new employees or testing existing ones. IHFA also suggests a review of these materials prior to the 2009 MOR for your site. This may assist you in preparing for the visit and ensuring you are compliant with all of the changes HUD made in 2008. Please visit: http://www.ihfa.org/multifamily_section8_training_materials.asp to print these materials.



2009 Fair Housing Training Opportunities

The 2009 Fair Housing Month training calendar is now available for download at <http://fairhousingforum.org/wp-content/uploads/2009/03/april-fh-calendar-2009.pdf>

Events are planned for every region throughout April:

- April 3** Moscow Conference and training featuring HUD/FHEO trainers (sessions filling up quickly, so register soon)
- April 9** Boise
- April 10** Caldwell
- April 17** Idaho Falls
- April 21** Twin Falls
- April 23** Coeur d'Alene

Note. Seating is limited and registration is required for the April 3rd conference and training in Moscow. Visit the Training Opportunities link at <http://fairhousingforum.org/index.php/2009/03/18/save-the-date-april-3rd-fair-housing-training-in-moscow/> for registration instructions and more information. To go directly to the registration page for the Moscow U of I event, click here: http://www.hud.gov/event_registration/index_2.cfm?eventid=1408 (Be sure to check the box at the top of the page to complete your registration).

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If you have any questions or concerns regarding any of these reminders, please feel free to contact your compliance auditor by phone or email, or call (208) 331-4707.