



Interim Changes FAQ

What are the income change policies for Work-Able Households?

1. A new rent portion will be processed if the decrease in income is expected to last for longer than ninety (90) days.
2. You are only allowed one decrease in your rent portion in a twelve month period due to a reduction in income. Multiple decreases per year will not be processed.
3. The loss of income must result in at least a 21% reduction of your rent portion. You will not qualify for an interim adjustment if the change in your rent portion is less than 21%. If you are eligible for an interim reduction in your rent portion and the interim reexamination is processed, you must report any increase in income within ten (10) days of the increase.
4. If your decrease in income is a result of loss of employment, you must apply for unemployment benefits (UIB). An interim will not be processed until you provide proof of the UIB determination to the Housing Assistant handling your request.
5. If you are eligible for a reduction in your rent portion, and the interim reexamination is processed, you must report any increase in income within ten (10) days of the increase.
6. All household income, including new income obtained since your last annual reexamination, will be considered for purposes of determining your eligibility for the decrease in income interim.
7. If approved, the effective date of the interim will be the 1st of the month following the receipt of all required documents required to process the interim.

What are the income change policies for Elderly/Disabled Households?

1. A new rent portion will be processed if the decrease in income is expected to last for longer than ninety (90) days.
2. The total household income has remained the same or increased based on the household's total anticipated monthly income reported on the Personal Declaration-Decrease of Income form or income verification documents provided by the family.
3. All household income, including new income obtained since your last annual reexamination, will be considered for purposes of determining your eligibility for the decrease in income interim.
4. If approved, the effective date of the interim will be the 1st of the month following the receipt of all required documents required to process the interim.

How do I report income and household changes to my household?

To report changes use the Interim Application Form (available at sdhc.org) or send an explanation of your changes in a letter to your assigned Housing Assistant within ten days of the change. For household changes, please include the name and date of birth of the person being added or removed from the household.

What are the requirements for additions to household?

Addition of children (under 18 years of age) to your family through birth, adoption, or court awarded custody/guardianship, must be reported in writing within ten (10) days of the family addition.

Additions of adult members (18 years or older) must be approved by the owner and the San Diego Housing Commission **prior** to moving into the unit. Adding an adult household member may change your program designation and result in an increase to your rent portion. Additionally, adding adult members to the household may not increase the voucher size.

The income of new household member(s) must be verified and will be used to recalculate the rent portion.

You may use the Interim Application Form available at sdhc.org to report your household changes.

What are the requirements for removing household members?

To remove a household member, use the Interim Application Form (available at sdhc.org) or send an explanation in a letter to your assigned Housing Assistant within ten (10) days of the change. Please include the name(s) of the person(s) being removed, date of birth, the move-out date, the new address for the deleted member(s) and the head of household's signature.

How long will it take to process my changes?

Changes to your household are completed within sixty (60) days. If the review indicates you are eligible for an interim adjustment to your rent portion, it will become effective the 1st day of the month AFTER receipt of all required paperwork. You are responsible to pay the full amount of the rent until you receive an updated rent portion letter.