

★ Roll Call Number

Agenda Item Number

M.H.G.B. 3

Date July 28, 2008

APPROVING AN AMENDMENT TO THE CITY OF DES MOINES MUNICIPAL HOUSING AGENCY (DMMHA) SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN TO REVISE THE PROCESSING OF UNREPORTED INCOME.

WHEREAS, the City of Des Moines Municipal Housing Agency (DMMHA) administers the Section 8 Housing Choice Voucher Program as required by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, the Administrative Plan for 2008-2009 was approved by the Municipal Housing Governing Board on March 24, 2008; and

WHEREAS, DMMHA must include in their Administrative Plan a policy on how the agency will process instances of unreported income; and

WHEREAS, DMMHA is recommending revision to its policy on processing instances of unreported income to better define for their clients and staff how unreported income will be calculated; and

WHEREAS, at the July 16, 2008 Public Housing Board meeting the Board approved this amendment and forwarded it to the Municipal Housing Governing Board for approval.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Housing Governing Board of the City of Des Moines, Iowa, that the Section 8 Housing Choice Voucher Administrative Plan be revised as attached hereto as Exhibit 1 is hereby approved. (Board Communication No. 08-454)

APPROVED AS TO FORM:
Mary A. Laughlin
Assistant City Attorney

Moved by _____ to approve.

Table with columns: M.H.G.B. ACTION, YEAS, NAYS, PASS, ABSENT. Rows include COWNIE, COLEMAN, HENSLEY, KIERNAN, MAHAFFEY, MEYER, NESBITT, VLASSIS, TOTAL, MOTION CARRIED, APPROVED, Mayor.

CERTIFICATE
I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City of Des Moines, Municipal Housing Agency Governing Board, held on the above date, among other proceedings the above was adopted.
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.
City Clerk

4. Unreported Income

Unreported income includes two violations: (1) Failure to supply required information; and (2) Monies owed to DMMHA resulting from overpaid/incorrect Housing Assistance Payments to the property owner.

A Section 8 participant is required to report in writing all income changes to DMMHA within 10 days. DMMHA, in accordance with Section N(2) of this policy, conducts interim reexaminations with participants.

In cases where the amount of income earned meets the criteria set forth in Section N(1) and Section N(2) of this policy and the total amount of unreported income earned is over \$500.00, DMMHA will prepare a recoupment worksheet to determine the amount of overpaid Housing Assistance Payments (HAP) made on behalf of the family. The family will be required to repay the amount of overpaid HAP to DMMHA within sixty (60) days.

The recoupment will begin on the first day of the month following the month in which the income started.

The sixty (60) day repay period may not be extended. Failure to repay DMMHA within 60 days is grounds for termination of benefits. The family is not eligible for relocation until the repayment has been paid in full.

In cases where the amount of income does meet the criteria set forth in Section N(1) and Section N(2) of this policy but the total amount of unreported income earned is less than \$500.00, the violation is only failure to report required information as no overpayment of HAP has occurred.

The family will be afforded a total of four (4) occurrences of unreported income. More than four (4) occurrences of unreported income is grounds for termination of benefits.

In cases where a family fails to report income changes when required, and reason exists to believe intentional fraud or misrepresentation, the case will be reviewed. Appropriate action will be taken, which could lead to termination of assistance without the opportunity to re-pay.

In Instances where DMMHA verifies that the amount of unreported income results in an amount of \$3,000 or more in overpaid Housing Assistance Payments (HAP) on behalf of the family, the DMMHA will refer the case to the Office of the Inspector General (OIG) as required by the U.S. Department of Housing and Urban Development.

Additional information regarding DMMHA's commitment to protecting the integrity of the housing programs that are administered by the DMMHA and ensuring that benefits are received only by eligible families and participating owners in accordance with federal regulation can be found in DMMHA's Fraud Policy (Exhibit 9)