

20] From: Janet L. Browder at sfcpost 8/22/91 9:14AM (2077 bytes; 40 ln)
: Kathleen J. Ragan at SFCPOST1, Malcolm H. Findley at LOSPOST,
Sebastian M. Adams at SUGPOST, Carlos G. Mendoza at SACPOST
: William N. Fisher at SFCPOST1, Janet L. Browder, Keith E. Axtell at
SFCPOST1, Joyce M. Roberson at SFCPOST1
Subject: AFDC Reductions-CA.

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Message to Branch Chiefs (S.F., L.A., Sacto & S.D.):

For consistent and expedited processing of the recertification of the residents income agents/owners should proceed as follows:

1. All County Letter No. 91-60, dated July 2, 1991 should be used for purposes of resident income verification for residents with AFDC income as their sole source of income.
2. Residents with AFDC income and income from other sources must have computation from Social Services advising of the new assistance amount (Notice of Action Message). For purposes of the interim recertification, separate verification from the other sources is not necessary. At the time of the next required recertification, income verification directly from all sources would be required.
3. The effective date of the new rent for the resident is September 1, 1991.
4. Agents/owners should use whatever means they determine to accomplish the recertifications as quickly as possible. Prompt recertification will assist the resident and minimize the need for extensive retroactive adjustments in the Section 8 claims. Suggestions can be shared, i.e. Survey the rent roll to determine which residents receive income from AFDC, etc.

Questions from the agents/owners should be directed to the Field Office. If further Regional guidance is necessary, the Field Office should contact Bill Fisher, at FTS 556-3990.

[Form letter to HUD project-based subsidy landlords]

Dear [Project Manager]:

Many tenants at your apartment complex who receive AFDC have had an income reduction of 4.4 percent effective September 1, 1991. For those tenants who have had a reduction in AFDC income, you must recertify their income and reduce their rent accordingly.

HUD has just issued instructions simplifying the income verification and recertification process for those tenants who have had a reduction in income due to the recently reduced AFDC maximum aid levels. A copy of the HUD notice is enclosed. The HUD notice provides that to verify income for those AFDC tenants with no outside income, owners/managers should use the California Department of Social Services (DSS) All County Letter No.91-60 (July 2, 1991), which lists on page 12 the new grant levels by family size in a column titled MAP (Maximum Aid Payment). For your convenience, enclosed is a copy of the DDS letter with attachments. If the AFDC tenant has outside income in addition to AFDC, you must use a copy of the Notice of Action letter to verify the tenant's current income. Separate verification from the other source(s) is not necessary at this time. The effective date of the new rent levels must be September 1, 1991. Because that date has already passed, many tenants will be entitled to a cash rebate or a rent credit.

To ensure that all AFDC tenant incomes are recertified "as quickly as possible," you should review tenant files for all tenants who pay a fixed percentage of income for rent to determine

which tenants receive AFDC. Rent for those AFDC tenants with no outside income should be adjusted immediately in accordance with grant levels listed in the DDS All County Letter. In addition, notices should be sent to all tenants and posted in at least three conspicuous places throughout the apartment complex (i.e., in the office, the laundry room, the common entry ways, the elevators, or on the community bulletin board), informing them of the simplified verification and recertification process and the possibility of reduced rent if their income has gone down. Enclosed for your convenience is a copy of a notice that should be given to each tenant as well as posted.

If you have any questions concerning this letter or the 4.4-percent reduction on AFDC benefits, please feel free to call me.