|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HOH Name |  | | If required, Signature Date on 9887/9887A | |  |
| Unit Number |  | Cert Type |  | Cert Effective Date |  |

If IR – Reason  NA  Reduction to Income  Termination of Employment  Expense Increase  Change to Family

|  |  |  |  |
| --- | --- | --- | --- |
| Resident 2 Name |  | If required, Signature Date on 9887/9887A |  |
| Resident 2 Type | Adult  Child  Full time Student  Other Adult  Live-in Aide  Foster Child/Adult | | |
| Resident 3 Name |  | If required, Signature Date on 9887/9887A |  |
| Resident 3 Type | Adult  Child  Full time Student  Other Adult  Live-in Aide  Foster Child/Adult | | |

*(Note from RBD – you should modify this form to include the appropriate number of residents based on unit types available at your properties.)*

Is this a fixed income family?  Yes *If Yes, use Streamlined Certification*  No

Divide the amount of fixed income       by total income       =      . If the result is 90% or more, this is a fixed income family.

*\*Unless you are using Streamlined Verification methods, you must attempt traditional verification before using self-certification.*

*If you use family self-certification, you must note the file explaining why. You are not required to go back and reverify unless specified. See HH 4350.3 Paragraph 5-13.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Review the current 50059 on file to Determine what action to take** | | | |
| **Assets – Total Family Assets** | | | |
| Total Assets on current 50059 HUD | $5000 or less Streamline (Years 2 & 3) | More than $5000 Attempt Verification (see below) | None |
| **Assets If total Household Assets total more than $5000 HOH – Name** | | | |
| Checking Account | Bank Statements | Self-Certification\* | None |
| Other Fixed Income | Bank Statements | Self-Certification\* | None |
| Direct Express | Bank Statements | Self-Certification\* | None |
| Other Assets | Verification | Self-Certification\* | None |
| **Income HOH – Name** | | | |
| Other Fixed Income | Streamline (Years 2 & 3) | Award Letter | None |
| Earned Income (fixed income family) | Streamline (Years 2 & 3) |  | None |
| Earned Income (not fixed income family) | Verification | Self-Certification\* | None |
| Other Income (fixed income family) | Streamline (Years 2 & 3) |  | None |
| Other Income (not fixed income family) | Verification | Self-Certification\* | None |
| Termination of Employment | Verification | Self-Certification\* | None |
| **Expenses HOH – Name** | | | |
| Medical Expenses | Verification | Self-Certification\* Use Previous Year then correct if necessary | None |
| Child Care Expenses | Verification | Self-Certification\* | None |
| Disability Assistance Expenses | Verification | Self-Certification\* | None |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assets if total Household Assets total more than $5000 Member 2 – Name** | | | |
| Checking Account | Bank Statements | Self-Certification\* | None |
| Other Fixed Income | Bank Statements | Self-Certification\* | None |
| Direct Express | Bank Statements | Self-Certification\* | None |
| Other Assets | Verification | Self-Certification\* | None |
| **Income Member 2 – Name** | | | |
| Other Fixed Income | Streamline (Years 2 & 3) | Award Letter | None |
| Earned Income (fixed income family) | Streamline (Years 2 & 3) |  | None |
| Earned Income (not fixed income family) | Verification | Self-Certification\* | None |
| Other Income (fixed income family) | Streamline (Years 2 & 3) |  | None |
| Other Income (not fixed income family) | Verification | Self-Certification\* | None |
| Termination of Employment | Verification | Self-Certification\* | None |
| **Expenses Member 2 – Name** | | | |
| Medical Expenses | Verification | Self-Certification\* Use Previous Year then correct if necessary | None |
| Child Care Expenses | Verification | Self-Certification\* | None |
| Disability Assistance Expenses | Verification | Self-Certification\* | None |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assets if total Household Assets total more than $5000 Member 3 – Name** | | | |
| Checking Account | Bank Statements | Self-Certification\* | None |
| Other Fixed Income | Bank Statements | Self-Certification\* | None |
| Direct Express | Bank Statements | Self-Certification\* | None |
| Other Assets | Verification | Self-Certification\* | None |
| **Income Member 3 – Name** | | | |
| Other Fixed Income | Streamline (Years 2 & 3) | Award Letter | None |
| Earned Income (fixed income family) | Streamline (Years 2 & 3) |  | None |
| Earned Income (not fixed income family) | Verification | Self-Certification\* | None |
| Other Income (fixed income family) | Streamline (Years 2 & 3) |  | None |
| Other Income (not fixed income family) | Verification | Self-Certification\* | None |
| Termination of Employment | Verification | Self-Certification\* | None |
| **Expenses Member 3 – Name** | | | |
| Medical Expenses | Verification | Self-Certification\* Use Previous Year then correct if necessary | None |
| Child Care Expenses | Verification | Self-Certification\* | None |
| Disability Assistance Expenses | Verification | Self-Certification\* | None |