

# Annual Check Sheet

Change to Mover

Self	Checker	<b>Mandatory Documents- all of these must have a hard tab</b>
	X	Criminal release for all adult members (does not need a tab)
	X	214 completed for all household members
	X	USCIS documentation (if applicable)
	X	SSN cards or verified EIV for all household members
	X	Debts Owed signed for all <b>adult</b> household members
	X	Optional Contact Form completed by the head of household
	X	Electronic Payment Authorization Form for the U.S. Bank ReliaCard
	X	HUD 9986-A signed by all adult household members
	X	Disability (if applicable)
	X	Reasonable Accommodation (if approved)
	X	Release of information/custody/DPA/etc. (if applicable)
Self	Checker	<b>Annual Section</b>
	X	Summary note in TenMast summarizing changes from previous action/annual.
	X	Email and phone number updated in Tenmast
		Action type is 2 = annual
		Certification dates are correct
		HCV Specialist is assigned
		Special Program has line 2n coded correctly (if applicable)
		Correct Program Type (HCV/PBV/PBV-VASH) and correct Project issued (V093, V999, EHV001, etc.)
		Correct voucher size is issued
		If the voucher size changed at the annual, S8-179 was sent to the tenant
		Family Obligations signed and initialed by HOH
		Annual application is completed in full and signed by both HOH and HCV Specialist
		EIV is validated for all household members- <b>if failed, see a Section 8 Programs Manager</b>
		EIV reviewed and signed by HCV Specialist
		Income verifications are highlighted to show what income is being used, have tape to show annualized income, are coded correctly, and match the worksheet
		Employment release is signed by all adult household members (1 per adult)- mail outs excluded
		County release is signed by all adult household members
		Asset verifications are highlighted to show what is being used, have tape to show interest (if applicable), are coded correctly, and match the worksheet
		Expenses are highlighted to show what is being used, have tape to show annualized expenses, are coded correctly, and match the worksheet
		Correct deductions are given
		Self-Certification is completed- run local crim check for any new disclosures with note on summary sheet (this includes for any household members that recently turned 18).
		Balance owing checked; if BO memo in file, confirmed amount has been updated in rePORTAL
		Annual recertification request letter(s) in file
		<b>Passed and annual (scheduled)</b> inspection date matches passed and annual (scheduled) date in Tenmast or biennial letter
		Abated for no passed inspection book
		Correct utility allowance is used, check UA in rent calc and UA table
		Correct payment standard is used (not applicable for PBV/EV)
	X	Current lease and LBP Disclosure (if applicable) is tabbed
	X	HAP Contract is tabbed
	X	Port billing needed- 50058 and envelope for IHA in file and submit to S8 Programs Manager
Self	Checker	<b>Rent Increase Section (if applicable)</b>
		Request was received with a 60 day notice to the PHA
		Rent reasonableness completed correctly (utility allowance used is for the actual unit size) – n/a for PBV as already in project file
	X	Rent increase documented in Unit Record in Tenmast – n/a for PBV
	X	If change in utilities, will need new Lease and contracts; abate until received

Household Composition change- if checked, use interim check sheet as well

Checker Signature: \_\_\_\_\_

## ANNUAL PROCESS

- ❑ Prep file for annual recertification
  - Review mandatory documents. Make sure they are completed correctly, up to date, and have hard tabs on them.
  - Order second file if needed, **after** reviewing Purge Sheet, through Accounts Coordinator.
  - Pull EIV and review for any unreported income. If there is an IVT report, review for discrepancies.
  - Check balance owings and follow through with Change Decision #13
  - Check current lease and HAP Contract. Make sure they have hard tabs.
  - Each adult needs to sign their own criminal background release and employment verification. Make sure these forms are also included in the annual packet.
- ❑ Review household composition listed on the application.
  - All household members listed on the application need to be currently residing with the head of household.
- ❑ Review household income, assets, and expenses listed on the application.
  - Participants need to list all sources of income that they are receiving as of that date and all assets that they have access to.
  - If a participant provides additional income, assets, or expenses that are not listed on the application, they will need to write that on their application; return a copy to the participant with a missing info letter explaining what is needed
  - **DO NOT WRITE ANYTHING ON THE APPLICATION ON BEHALF OF THE PARTICIPANT. If you take a separate statement, write up a phone verification.**
  - Participants need to provide documentation of all income, assets and expenses listed on the application. Documentation must be within **120 days** of the date the annual is sent out.
    - If tenants did not provide documentation, send them a missing information letter with the information that is needed.
      - Track missing information as noted in the letter with correct follow up
- ❑ Make sure that all paperwork (application, releases, etc.) is completed in full with signatures and dates.
  - This includes SSNs, DOBs, dollar amounts on income, etc.
  - Appropriate boxes are checked/initialed on verifications/releases as needed.
- ❑ Once all verifications are in, file is ready for processing.
  - If expense documentation is not in or anything that is optional, there is no need to hold up the file. However, there must be documentation about the request for the expense or optional documentation.
  - Annuals are processed with a 30 day notice. If unit has not passed inspection at time of processing, file is abated.

### FILE ORDER (listed from top to bottom)

**Left Side**

HAP sheet  
 Port billing (if applicable)  
 Rent notification letter  
 Rent Reasonableness  
 Rent Increase Request  
 Passed Inspection Letter or Biennial  
 Inspection Schedule Letter

**Right Side**

Active balance owings  
 Settlement Agreements  
 Summary Sheet  
 Criminal Release for all adult members  
 214 Status for all members  
 USCIS Printout for all applicable members  
 USCIS release by all applicable adult members  
 SSN cards or verified EIV for all members  
 Debts Owed form for all adult members  
 EIV Debts Owed for all adult members  
 rePORTAL for all adult members  
 NSOPW for all adult members  
 Optional Contract form  
 HUD-9886 A  
 Electronic Payment Authorization  
 Disability/ROI/RA/POA/DPA  
 Paid balance owings  
 Annual Check Sheet  
 Family Obligations  
 HAP Sheet  
 Application  
 EIV  
 Income verifications  
 Asset verifications  
 Expense verifications  
 S8 Self-Certification  
 rePORTAL Balance Owed  
 30 Day Balance Letters (if applicable)  
 Missing Information Letter(s)  
 Interpreter Waiver  
 Annual Mail Out cover letter