Exhibit 4-2
Regular Examination Process

Regulations at:

- 24 CFR 982.505 require a PHA to calculate the housing assistance payment (HAP) by subtracting the family's total tenant payment from the payment standard.
- 24 CFR 5.617 requires a PHA to provide a self-sufficiency initiative to persons with a disability by disregarding increased income from employment.
- 24 CFR 982.507 require a PHA to consider whether there has been a five percent decrease in the FMR at least 60 days before a family's contract anniversary.
- 24 CFR 982.508 require a PHA to set the family's maximum share at initial occupancy of a unit to 40 percent of adjusted monthly income.
- 24 CFR 982.516 require a PHA to recertify a family's eligibility for Housing Choice Voucher Program rental assistance at least annually.

Under Moving to Work:

- AHFC has implemented alternative rent calculation methods and instituted an alternate continuing certification procedure with Activity 2014-1 approved by the AHFC Board of Directors on February 27, 2013 with Resolution No. 2013-11.
- AHFC discontinued Earned Income Disallowance for both the public housing and voucher programs with Activity 2010-3 (renumbered to 2014-1k) approved by the AHFC Board of Directors on April 23, 2009 with Resolution No. 09-10.
- AHFC may set local payment standards for each voucher jurisdiction with Activity 2011-2 approved by the AHFC Board of Directors on February 27, 2013 with Resolution No. 2013-13.
- AHFC raised the family's maximum share at initial occupancy to 50 percent of monthly income with Activity 2012-1 approved by the AHFC Board of Directors on April 20, 2011 with Resolution No. 2011-14.
- AHFC will consider the impact of Fair Market Rents on rent reasonableness with Activity 2015-1 approved by the AHFC Board of Directors on May 14, 2014 with Resolution No. 2014-22.
- AHFC has implemented alternative examination schedules for families on the classic program and waived the requirement to conduct an annual examination with Activity 2014-1g approved by the AHFC Board of Directors on February 27, 2013 with Resolution No. 2013-11. This activity was amended by the AHFC Board of Directors on August 27, 2024 with Resolution No. 2024-13
- AHFC has implemented alternative examination schedules for families on the Set Aside Disabled programs and waived the requirement to conduct an annual

examination with revised Activity 2014-1g approved by the AHFC Board of Directors on August 27, 2024 with Resolution No. 2024-13.

1. Examination Requirement

The family's cooperation with this process is necessary for AHFC to provide appropriate information to HUD as well as to track results of programmatic changes under MTW. Families who fail to comply with regular examination requirements will be subject to termination of assistance.

Families may request to meet with AHFC in person at any time. During all regular examinations, AHFC will provide information regarding the FSS program, community resource lists, Minimum Rent Exemption, and information about the Bridge Process.

1.A Family Information

A family must certify their continuing eligibility for voucher program benefits. This includes providing accurate and current information on the following:

1. Family composition to determine the correct subsidy standard is applied; this includes verification of subsidy or reasonable accommodation exceptions. See Reasonable Accommodations Exhibit for reasonable accommodation requests and reverification requirements.
2. Proof of Social Security Numbers for all family members – see Social Security Number Requirement Exhibit.
3. Citizenship status for all family members – see Meet Citizenship Requirements Exhibit.
4. Sources of income for all family members – see Annual Income Determination Exhibit for determination of annual income. See Income Determination and Verification Chapter and Enterprise Income Verification Exhibit to resolve any discrepancies between the family's statements and UIV, EIV, or other type of verification.
5. Program classification: If a person's eligibility for the Classic program relies solely on a third-party Disability Verification (i.e., there is no disability income received by the household member (APA, IA, SSI, SSDI, SSA)), that verifies the person meets the HUD definition of a person with a disability, or if the income source previously utilized by AHFC as verification of the individual's disability ends, AHFC will require re-verification at each regular examination.

1.B Review of Sex Offender Registry

AHFC will check all household members against the Dru Sjodin National Sex Offender public website at www.nsopw.gov. This is a national database administered by the U.S. Department of Justice, and it includes the contents of state sex offender registries [24 CFR 982.533(a)(2)(i)].

1.C Review of Systematic Alien Verification for Entitlements (SAVE) Database

AHFC will check the immigration status of all noncitizen family members against the SAVE database at https://idp.uscis.gov/. This is an online database administered by the U.S. Department of Homeland Security, and it includes verification of immigration statuses (Section 214 of the Housing and Community Development Act of 1980 (42 USC 1436a).

2. Schedules

The frequency and method for the completion of regular examinations is dependent upon the program in which the family is a participant. Regardless of the program, a family may request to meet with AHFC in person at any time. Each program type and schedule is described in detail below.

2.A Classic Program

For examinations, staff will adhere to the following schedules.

2.A.1. Regular Examination Schedule

Families will complete regular examinations once every three years. Examinations will be completed in person electronically or through an independent electronic process.

2.A.2. Minimum Income Schedule

Those families reporting income less than AHFC's minimum income threshold will be required to complete a Regular Examination annually until their income exceeds the minimum income threshold. For definition of AHFC's minimum income threshold, see Chapter 3.

2.B Step Program

Even though Step Program subsidy may not be based on income after the first year, families are still required to certify household composition and income. Families will self-certify at the regular examination in years 2 through 5.

2.B.1. Approximately 120 Days Prior to the End of Assistance

Families will receive a notification from AHFC advising them of the end of their participation, the Bridge Process, and a list of resources. See Chapter 8 for the letter and process.

2.C Set-Aside Programs

Families will complete regular examinations annually. Examinations will be completed through the electronic process. This grouping of programs includes:

- ECHP – Empowering Choice Housing Program
- EHV- Emergency Hosing Voucher Program
- FYI – Foster Youth to Independence Initiative Voucher Program
- YTH- Making a Home Program
- PAR- Returning Home Program
- PBV – Project-Based Voucher Program
- Port Ins – Port In Vouchers Administered by AHFC
- TPV – Tenant Protection Voucher Program
- VASH – Veterans Affairs Supportive Housing Program

2.D Set-Aside - Disabled Programs

Families will complete regular examinations triennially. Examinations will be completed through the electronic process. This grouping of programs includes:

- MSV – Mainstream and Mainstream 811 Voucher Program
- MHP – Moving Home Program and Moving Home SAM Program
- NED – Nonelderly Disabled Voucher Program

2.E Traditional Programs

Families will complete regular examinations annually. Examinations may be mail out or in person process. This grouping of programs includes:

- Enhanced Voucher Program
- HOP – Voucher Homeownership Program
- Port-Out Vouchers administered by another housing authority

In addition to providing the information and documentation described in the Examination Requirement section, families in these programs must provide current verification to support deductions and allowances (see Adjusted Annual income Determination Exhibit for more information).

3. Examination Due Date

The regular examination is effective the first of the month following the month in which the participant family originally entered the Housing Choice Voucher Program. If the

family initially began receiving assistance on the first day of a month, the reexamination date will be the first day of the month in which the assistance began. This date never changes, even if the family moves to another unit.

The new family share becomes effective upon the examination effective date, with 30 calendar days' notice of any rent increase to the family. Failure on behalf of the family to attend or complete the examination process in a timely manner waives their right to a 30-day notice of an increase in family share.

3.A Delayed, No Fault of the Family

If the examination is delayed by AHFC or due to a reason beyond the control of the family, then any rent increase becomes effective the first of the month after the month in which the family receives its 30-day notice of the new family share. If the new rent is lower, the reduction becomes effective on the scheduled examination effective date.

3.B Delayed, Family Failure

If the regular examination process is not completed timely by the family, the HAP will end and the family's assistance will terminate. See Chapter 8 for termination procedures.

4. Examination Notices

AHFC will provide at least three written notices describing the requirements and deadlines for a regular examination before beginning termination procedures.

5. Changes Between Examination and Effective Date

Families that have completed a regular examination process may experience changes prior to the effective date of the examination. Upon a family's report of change, AHFC will take timely action to process the change.

- If the family reports a change that will affect the family's rent portion, the change will be applied on the effective date of the examination.
- If the family makes the report of change timely and the change will result in an increase to the family's rent portion, the effective date of the change may be delayed to allow AHFC to provide the family with a written 30-day notice of the change.

5.A Income Changes

Families on an income-based rent may choose to report income changes.

- Income changes must have an adverse effect on the family (an inability to pay the family portion) if not processed.

- Requested changes must be reported prior to the effective date of the family's examination.

AHFC will not process changes in rent due to income changes for families on a fixed subsidy schedule (Step Program Years 2 through 5). AHFC will process a family's reporting of an imminent change in accordance with the policy in Annual Income Determination Exhibit. See Interim Examination Process Exhibit for instructions on processing a special examination.

5.B Composition Changes

Families must report composition changes to AHFC **within ten (10) business days** of the change.

5.B.1. Subsidy Standard

If a reported change results in a change to the family's subsidy standard (subsidy level or bedroom size), the change will be processed using the timelines stated above.

5.B.2. Income Changes Resulting from Composition Changes

AHFC will always process the change in family composition.

1. Set Aside Program
   Changes in income associated with the changes in family composition will be addressed as stated in section 5.A above.

2. Set Aside Disabled Program
   AHFC will process both the change in family composition and the associated member's income for both additions and deletions.

   If the change was reported timely and there is insufficient time to give a written 30-day notice of rent increase, AHFC will post the change in rent portion as an interim following the examination effective date.

3. Step Program
   AHFC will not change the family's rent schedule unless the change results in a subsidy standard change (follow policy in Subsidy Standard above).

   If the household composition qualifies as a Classic Program family after removal of an individual, AHFC will process the change in classification as of the examination effective date.

4. Classic Program

Changes to family composition may result in changes to family income. AHFC will process these changes as follows.

a) Minors or Classic Adults
AHFC will process both the change in family composition and the associated member's income for both additions and deletions.

b) Addition of Work-Able Adult
Once the adult is approved, AHFC will conduct a complete income examination for the family (post as an annual) and change the family's classification to the Step Program. AHFC will conduct a Step Program briefing with the family to ensure the family is aware of their responsibilities under the Step Program.

If the change was reported timely and there is insufficient time to give a written 30-day notice of rent increase, AHFC will post the change in rent portion as an interim following the examination effective date.

6. EIV Reports

See Enterprise Income Verification (EIV) System Exhibit for deadlines to pull reports and resolve discrepancies.

7. Expedited Grievance Hearing

The hearing procedure for changes to rent is part of the Expedited Grievance Procedure. See Applicant and Participant Grievances Chapter for grievance procedure requirements.

Numbered Memo
26-22 Sex Offender Meet Screening Criteria Exhibit 2-4 and Regular Examination Process Exhibit 4-2