

**Housing Authority of Prince George's County  
Public Housing  
FY2016/17 ACOP Change**

ACOP	Page	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
New Policy	Section 11	<p><b>ADD:</b></p> <p><b>TRIENNIAL REEXAMINATIONS</b></p> <p>The HAPGC will perform reexaminations for households on fixed incomes on a triennial basis.</p> <p>This includes gathering and verifying current information about family composition, income, and expenses. Based on this updated information, the family's income and rent must be recalculated. This part discusses the schedule for triennial reexaminations, the information to be collected and verified, and triennial reexamination effective dates.</p> <p>In order to qualify for a triennial reexamination schedule, all household income must be from a fixed source such as</p> <p>Social Security payments, to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI); Federal, state, local, and private pension plans; and Other periodic payments received from annuities, insurance policies, retirement</p>	

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		<p>funds, disability or death benefits, and other similar types of periodic payments.</p> <p>Households on triennial schedules will be permitted to request an interim re-examination at any time. Households with members who have fully excluded wage income and other fixed income sources will not be considered fixed income Households.</p> <p>For example, a household has a Veteran head of household and an adult full time student who has a job. The head of household has only Veteran Affairs income. Even though HAPGC is going to exclude all of the adult full time student's earned income, PHA will not consider this household as a fixed income household. They would not qualify for triennial recertification.</p> <p><b>Scheduling Triennial Reexaminations</b>  The HAPGC will begin the triennial reexamination process 90 - 120 days in advance of its scheduled effective date. Generally, the HAPGC will schedule triennial reexamination effective dates to coincide with the family's triennial anniversary date.</p> <p><i>Triennial Anniversary date</i> is defined as 36 months from the effective date of the family's last</p>	
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		<p>triennial reexamination or, during a family's third year in the program, from the effective date of the family's initial examination (admission).</p> <p><b>Conducting Triennial Reexaminations</b></p> <p>As part of the triennial reexamination process, families are required to provide updated information to the HAPGC regarding the family's income, expenses, and composition.</p>	
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<p><b>13.8 Paying Rent</b></p> <p>If the rent is not paid by the tenth of the month, the tenant is assessed a 5% late charge (monthly rent amount) If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an non-sufficient funds fee of \$10 for processing costs.</p>	64	<p><b>ADD/REMOVE:</b></p> <p><b>13.8 Paying Rent</b></p> <p>If the rent is not paid by the <del>tenth</del> <b>fifth (5th)</b> of the month, the tenant is assessed a 5% late charge (monthly rent amount) If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an non-sufficient funds fee of <del>\$10</del> <b>\$35</b> for processing costs.</p>	