March 10, 2016

TO: Owners and Managers of HOME and NSP funded properties in Georgia

FROM: The Office of Portfolio Management
Compliance Monitoring and Asset Management
60 Executive Park South, NE
Atlanta, GA 30329

RE: HOME Program Income Verification

Beginning March 10, 2016 income verifications at HOME and NSP projects funded by DCA must meet the 2013 HOME Rule HUD verification requirements: **At least two (2) months of source documents must be obtained.**

This policy clarifies how the PJ (DCA) expects program participants (owners and managers) to verify resident and applicant incomes in accordance with the HUD Final rule, 2013: “Source documentation §92.203(a)(1)(i) & (a)(2) All income verifications must use at least 2 months source documentation.”

Two months of documents is defined below:

<table>
<thead>
<tr>
<th>Pay Frequency</th>
<th>Definition</th>
<th># Pay periods a year</th>
<th># pay stubs needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>Paid once a week</td>
<td>52</td>
<td>9</td>
</tr>
<tr>
<td>Bi-weekly</td>
<td>Paid every 2 weeks</td>
<td>26</td>
<td>5</td>
</tr>
<tr>
<td>Bi-monthly</td>
<td>Paid twice a month</td>
<td>24</td>
<td>4</td>
</tr>
<tr>
<td>Monthly</td>
<td>Paid once a month</td>
<td>12</td>
<td>2</td>
</tr>
</tbody>
</table>
DCA understands there are times it may be impossible to obtain two months of source documents. In the examples below, please see our recommended method of verification.

**Social Security:** Document dated within 120 days of move in

**SSI, SSDI:** Document dated within 120 days of move-in; clarification on expected changes if needed.

**New Hire:** DCA employment verification.

**Self-employed?** Or newly self-employed? In these situations, as in all income verification cases, it is the responsibility of the owner/manager to maintain documents that show the resident meets the income requirements for the community.

**FAQ**

**Q1:** Is the DCA EV required at HOME properties in addition to pay stubs?

**A1:** No. (See recommendations above.)