



Commonwealth of Massachusetts  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

PHN 2020-09

To: LHA Executive Directors  
From: Ben Stone, Associate Director, Division of Public Housing  
Subject: Reminder of Interim Redetermination Procedures for Decreases in Gross Income  
Date: March 13, 2020

---

As the COVID-19 outbreak continues to evolve, DHCD would like to remind all local housing authorities (LHAs) of the procedures for lowering tenant rent due to a decrease in gross monthly income (either due to a decrease in income or an increase in deductions). We all ask that LHAs remind all affected tenants of these procedures. DHCD is cognizant that many hourly workers will lose income in March and possibly April, and want to remind residents of already existing steps they can take regarding their housing.

Massachusetts State-Aided Public Housing Program

- All tenants in state-aided public housing can request an interim redetermination of their income and/or deductions at any time.
- Information on performing interim re-determinations for state-aided public housing is in [760 CMR 6.00, Occupancy Standards and Tenant Participation for State-Aided Housing](#). Specific information for performing interim re-determinations is found at [760 CMR 6.04\(5\)\(b\), Interim Re-determination of Rent, Decreases](#).
- If applicable and with reasonable documentation substantiating the decrease, interims shall be performed to lower tenant rent share—without regard to the decrease amount or number of previous interims.
- LHAs should be lenient during this emergency period with regard to documentation accepted to verify the decrease in income or increase in deductions. Examples of acceptable documentation are: electronic verification such as pictures of pay stubs or letter from employer, notices of work furloughs or closings. Such information can be *prospective* (i.e. notice that restaurant will be shut) as well as *retrospective* (pay stubs).
- LHAs should strive to complete redeterminations and any administrative businesses electronically or over the phone as far as possible.
- The effective date of the rent change due to a decrease in income or increase in benefits is the first day of the month following LHA receipt of the information. The effective date may be earlier if the LHA determines that were circumstances that delayed receipt of verified information.

If you have any questions regarding the state-aided public housing program, please do not hesitate to contact your Housing Management Specialist.

Thank you for your continued cooperation in administering state-aided public housing.