



Executive Office of  
Housing & Livable Communities

# RAA Check In

HomeBASE Reforms: Income  
Eligibility

October 2025

CONFIDENTIAL: FOR POLICY DEVELOPMENT



# Today's Agenda



HomeBASE Reforms- Income Eligibility

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HomeBASE Income Eligibility

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HHH

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Stabilization

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# HomeBASE Reforms- Income Eligibility



- In June 2025, the Executive Office of Housing and Livable Communities published a set of Rehousing Reforms to reduce costs and better target support for families with children and pregnant mothers struggling with homelessness, including the implementation of more consistent annual income checks to ensure program integrity.
- This guidance will take effect beginning on October 7, 2025, and will remain in effect until otherwise stated by the Executive Office of Housing and Livable Communities.

# HomeBASE Income Eligibility



- Families must verify that their household income does not exceed 200% of the FPL at the point of HomeBASE application.
- Income eligibility is to be confirmed by the RAA based on the automated MassHealth/Department of Transition Assistance Benefit Check in HHH.
- In cases where the HB applicant is found to be enrolled in one of the named MassHealth/DTA benefits programs, the family will be determined income eligible.
- In cases where the MassHealth/DTA benefits programs cannot verify income eligibility, the RAA will be responsible for contacting the HomeBASE applicant and the relevant EA shelter provider or Diversion provider to request documentation to demonstrate income eligibility.



HHH

# What is new in HHH for HomeBASE processing to determine income eligibility?:



**Case Details: Case Information MH/DTA Benefit Check Status:** The **MH/DTA Benefit Check Status** in the **Case Information** section must be reviewed. This field confirms if a Tenant is income eligible for the HomeBASE program. If this field is populated with the word **GREEN**, then the **Tenant** is confirmed to be income eligible.

Case Information	
Parent Case	Tenant/Landlord Portal Status: Under Review
Head of Household ⓘ <a href="#">Test User</a>	Contact Name: <a href="#">Test Chinese user</a>
Property Address: 125 SUMMER ST BOSTON MA 02110	USPS Address Verification Status: Verified by Automated Service - Green
Street: 125 SUMMER ST	Apartment/Unit #
City: BOSTON	ZipCode: 02110
Case Record Type: HomeBASE Application	State: MA
AMI %: 31%	to brrd or Property ⓘ
<b>MH/DTA Benefit Check Status: Verified by Automated Service - Green</b>	g to know? ⓘ
Total household annual income: \$36,140	Far
	Family member work for administrator? ⓘ
	Family member Name who work for Housing



If the HomeBASE applicant is **not receiving** MASS Health or DTA benefits such as SNAP/TAFDC this field will say **Rejected by Automated Service**.



# HomeBASE Income Eligibility

# HomeBASE Income Eligibility:



- All Household members 18 years or older must provide verification of income.
- Documentation requested may be for both earned income and unearned income.
- Verification for full month is required if the frequency is more than monthly.
- Documents must also be dated within the last 60 days



# Verification of Income Examples:

## **An example of earned income is wages from a job:**

- Examples of acceptable forms of documentation include, but is not limited to:
  - Most recent month of paystubs (most recent two if paid bi-weekly or four if paid weekly).
  - Most recently received W-2.
  - Letter from employer confirming pay rate and average number of hours worked per week.

## **Examples of unearned income can include but is not limited:**

- Gifts(money from friends or family regularly)
- Alimony
- Child support
- Unemployment benefits
- Worker's compensation
- Veteran's benefits
- Pension payments or
- Government payments, such as
  - Social security benefits
  - Transitional Aid to Families with Dependent Children
  - Emergency Aid to the Elderly Disabled and Children
  - Retirement, Survivors, and Disability Insurance,
  - Supplemental Security Income, or
  - SSDI Social Security Disability Insurance

## **HomeBASE applications who are unemployed may show proof of this by providing the following documents including, but not limited to:**

- Statement of Zero Income
- Layoff notice or letter of dismissal
- Unemployment registration(must be current)
- Proof of unemployment claim status or
- A screenshot of the Department of Unemployment Assistance online account showing payments.
- If Household members are unable to provide the verification of listed above, EOHLC will accept self-attestation of income.

# Issuing denials



- If a family is determined over 200% FPL, the RAA will issue a denial in HHH to the family.
- A template will be provided in HHH. (The template in HHH now is for RAFT only, please wait for the new template to be provided.)



# Stabilization



- Stabilization quarterly assessments- if income changes provider will submit reallocation of funds request to RAA.
- Annual eligibility, last quarter assessment- if income changes provider will submit reallocation of funds request to the RAA.
- Annual review includes income verification to confirm that families receiving HomeBASE for the rental stipend are paying at minimum 30% of their gross household income as a rent share contribution and making any updates to the HomeBASE benefits distribution plan based on the annual review. Income documents will be uploaded to the HHH by the RAA when the reallocation of funds is submitted and reviewed.
- If a family is found ineligible continuing program participation during the annual review, as outlined in 670 C.M.R 65.05(1) (r.5), providers will proceed to the HomeBASE termination process. (Please note this would be for single incident or categorical reasons as defined in the HomeBASE admin plan)