

## CHAPTER 6

### FACTORS RELATED TO TOTAL TENANT PAYMENT AND FAMILY SHARE DETERMINATION [24 CFR Part 5, Subparts E and F; 24 CFR 982]

#### **INTRODUCTION:**

The accurate calculation of annual income and adjusted income will ensure that families are not paying more or less money for rent than their obligation under federal regulations.

This chapter defines the allowable expenses and deductions to be subtracted from annual income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F, and further instructions set forth in HUD Notices and Memoranda. The formula for the calculation of TTP is specific and not subject to interpretation. The NBHA's policies in this chapter address those areas, which allow the NBHA discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

#### A. **MINIMUM RENT:**

"Minimum Rent" is \$50.00. Minimum rent is a minimum Total Tenant Payment. A family whose TTP has been set at the minimum rent may receive a utility reimbursement.

#### B: **INCOME AND ALLOWANCES:**

Income includes all monetary amounts, which are received on behalf of the family. For purposes of calculating the Total Tenant Payment, HUD defines what is to be calculated and what is to be excluded in the Federal Regulations. In accordance with this definition, all income that is not specifically excluded in the Regulations is counted.

Annual income is defined as, "The gross amount of income anticipated to be received by the family during the twelve months after certification or recertification". Gross income is the amount of income prior to any HUD allowable expenses or deductions.

Adjusted income is defined as the annual income minus any HUD allowable expenses and deductions.

HUD has five allowable deductions from annual income:

- **Dependent Allowance:** \$480 each for family members (other than the head or spouse) who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
- **Elderly/Disabled Allowance:** \$400 per family for families whose head or spouse is 62 or over or disable

- **Allowable Medical Expenses:** Deducted for all family members of an eligible elderly/disabled family.
- **Child Care Expenses:** Deducted for the care of children under thirteen years of age when child care is necessary to allow an adult member to work, attend school, or actively seek employment.
- **Allowable Disability Assistance Expenses:** Deducted for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

C. **DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS MANDATORY EARNED INCOME DISALLOWANCE (MEID)** [24 CFR 5.617; 982.201(b)(3)]

**Initial Twelve-Month Exclusion, (Once a family):**

**Description of change:** The new regulatory provisions limit to 24 straight months the time period during which a family member is eligible to receive the benefit of the earned income disregard (EID), which streamline the administration of the EID by eliminating the requirement for PHAs to track family member changes in employment over a 4-year period.

The annual income for a qualified disabled families may not be increased as a result of increases in earned income of a family member who is a person with disabilities, beginning on the date on which the increase occurred and continuing for straight 12-month period.

- Once a family member is determined to be eligible for the EID, the 24 calendar month period starts;
- If the family member discontinues the employment that initially qualified the family for the EID, the 24-calendar month period continues;
- During the 24-calendar month period, EID benefits are recalculated based on changes to family member income and employment (no change from current practice);
- During the first 12-calendar month period, a PHA must exclude all increased income resulting from the qualifying employment of the family member. After the first 12-calendar month period, the PHA must exclude from annual income of the family at least 50 percent of any increase in income of such family member as a result of employment over the family member's income before the qualifying event (i.e. the family member's baseline income);
- At the end of the 24-months, the EID ends regardless of how many months were "used".

No earned income disallowance will be applied after the 24-month period following the initial date the exclusion was applied

### **Second Twelve-Month Exclusion and phase in:**

During the second-straight 12-month period, after the expiration of the initial cumulative 12-month period referred to above, the NBHA must exclude from annual income of a qualified family, 50 percent of any increase in income of a family member who is a person with disabilities, as a result of employment over income of that family member prior to the beginning of such employment.

### **Maximum 24-month (2 years) Disallowance:**

The earned income disallowance is limited to a lifetime 24 month period for each family member who is a person with disabilities. For each family member who is a person with disabilities, the disallowance only applies for a maximum of 12-months of full exclusion of incremental increase, and a maximum of 12 months of phase in-in exclusion during the 24 month period starting from the date of the initial exclusion.

To qualify for the earned income exclusion a disabled family must be receiving tenant-based rental assistance under the Housing Choice Voucher Program and must meet one or more of the following conditions:

- Whose annual income increases as a result of employment of a family member who is a person with disabilities and who was previously unemployed (see definition in the glossary) for one or more years prior to employment; or
- Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or
- Whose annual income increases, as a result of new employment or increased earnings of a family member who is a person with disabilities, during or within six-months after receiving assistance, benefits or services under any State Program for TANF provided that the total amount over a six-month period is at least \$500.

The definitions of “Previously Unemployed” and “Economic Self-Sufficiency Program” are available in the glossary of this Administrative Plan.

Amounts to be excluded are any earned income increases of a family member who is a person with disabilities during participation in an economic self-sufficiency or job training program and not increase that occur after participation, unless the training provides assistance, training or mentoring after employment.

The amount of TANF received in the six-month period includes monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.

The amount that is subject to the disallowance is the amount of incremental increase in income of a family member who is a person with disabilities. The incremental increase in income is calculated by comparing the amount of the disabled family member’s income before the beginning of qualifying employment or increase in earned income to the amount of such income after the beginning of employment or increase in earned income.

### **Applicability to Child Care and Disability Assistance Expense Deductions:**

The amount deducted for child care and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, for disabled families entitled to the earned income disallowance, the amounts of the full and phase-in exclusion from income shall not be used in determining the cap for child care and disability assistance expense deductions.

### **Tracking the Earned Income Exclusion:**

The earned income exclusion will be reported on the HUD 50058 form. Documentation will be included in the family's file to show the reason for the reduced increase in rent.

Such documentation may include:

- Date the increase in earned income was reported by the family
- Name of the family member whose earned income increased
- Reason (new employment, participation in job training program, within 6 months after receiving TANF) for the increase in earned income
- Amount of the increase in earned income (amount to be excluded)
- Date the increase in income is first excluded from annual income
- Date(s) earned income ended and resumed during the initial cumulative twelve-month period of exclusion (if any)
- Date the family member has received a total of 12 months of the initial exclusion
- Date the twelve-month phase-in period began
- Date(s) earned income ended and resumed during the second cumulative twelve month period (phase in) or exclusion (if any)
- Ending date of the maximum forty-eight months from the date of the initial earned income disallowance)
- Date the family member has received a total of 12-months of the phase-in exclusion

The NBHA will maintain a tracking system to ensure correct application of the earned income disallowance.

Interim reexaminations will not be done for income increases. The initial Twelve-month exclusion will still begin on the date on which the increase in earned income begins.

### **Inapplicability to Admission:**

The earned income disallowance is only applied to determine the annual income of disabled families who are participants in the Housing Choice Voucher Program and therefore does not apply for purposes of admission to the program (including the determination of income eligibility or any income targeting that may be applicable).

### **D. OCCUPANCY REQUIREMENTS:**

The NBHA must compute all applicable income of every family member, including those who are temporarily absent (see "Temporary Absence of Family

Members” below). It is the responsibility of the head of household to report changes in family composition.

**Temporary Absence of Family Members:**

Any member of the household who is away from the unit for less than thirty-days will be considered temporarily absent.

**Permanent Absence of Family Members:**

Any member of the household, except minors and full-time students, will be considered permanently absent if she/he is away from the unit for more than thirty consecutive days in a twelve-month period, except as otherwise provided in this chapter.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

**Reporting Absence to the NBHA:**

Reporting changes in household composition is both a HUD and a NBHA requirement.

If a family member leaves the household, the head of household must report this change to the NBHA, in writing, within 30 days of the change and certify as to whether the member is temporarily absent or permanently absent.

The NBHA may conduct an interim evaluation for changes, which affect the Total Tenant Payment in accordance with the interim policy.

**Absence of Entire Family:**

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, the NBHA may terminate assistance in accordance with appropriate termination procedures contained in this plan. Families are required to notify the NBHA before they move out of a unit and to give the NBHA information about any family absence from the unit.

Families must notify the NBHA within seven days after leaving the unit, if they are going to be absent from the unit for more than thirty consecutive days.

If the entire family is absent from the assisted unit for more than sixty consecutive days, the unit will be considered to be vacated and the assistance will be terminated. If it is determined that the unit is considered to be vacated, the NBHA will terminate the HAP contract, terminate the family’s assistance and immediately stop any future payments.

In order to determine if the family is absent from the unit, the NBHA may;

- Conduct a home visit
- Write letters to the family at the unit
- Telephone the family at the unit

- Interview neighbors
- Contact emergency contacts
- Verify if utilities are in service
- Check with the post office
- Obtain written or verbal verification from the Owner

A person with a disability may request an extension of time as an accommodation, provided that the extension does not go beyond the HUD-allowed 180 consecutive days limit.

If the absence which resulted in termination of assistance was due to a person's disability, and the NBHA can verify that the person was unable to notify the NBHA in accordance with the family's responsibilities, and if funding is available, the NBHA may reinstate the family as an accommodation, if requested by the family.

**Absence due to Medical Reasons:**

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the NBHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 120 consecutive days. The family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with the NBHA's Absence of Entire Family" policy.

**Absence Due to Full-time Student Status:**

Full time students under twenty-four years of age, who attend school away from the home, will be considered as part of the household (for calculating subsidy standards) if they live with the family for more than 183 days in a year.

**Absence due to Incarceration:**

If the sole member is incarcerated for more than thirty consecutive days, she/he will be considered permanently absent and the NBHA will stop providing assistance payments. Any member of the household, other than the sole member, will be considered permanently absent if she/he is incarcerated for thirty consecutive days in accordance with the "Permanent Absence of Family Members" section above.

The NBHA will determine if the reason for incarceration is for drug-related or violent criminal activity and take appropriate action (see "Denial or Termination of Assistance", of this Administrative Plan)

**Absence due to Military Service:**

Absence of the Head of Household or the spouse or partner, due to military service, will be considered a temporary absence.

### **Absence of Children due to Placement in Foster Care:**

If the family includes a child or children temporarily absent from the home due to placement in foster care, the NBHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than six consecutive months from the date of removal of the children, the Voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with the NBHA's subsidy standards.

### **Caretaker for Children:**

If neither parent remains in the household nor the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the NBHA will treat that adult as a visitor for the first ninety days. Any children will then be considered the remaining members of the participant family. If the court has not awarded custody or legal guardianship, but the action is in process, the NBHA will secure verification from social services staff or the attorney as to the status.

If the appropriate agency cannot confirm the guardianship status of the caretaker, the NBHA will review the status at thirty-day intervals.

If court-awarded custody or legal guardianship has been awarded to the caretaker, and the caretaker qualifies under all program criteria, the lease may be transferred to the caretaker, who becomes the head of household subject to all program rules.

The NBHA will work with the appropriate service agencies to provide a smooth transition in these cases.

### **Visitors:**

Any adult not included on the HUD 50058 who has been in the unit more than fourteen consecutive days without NBHA approval, or a total of fifteen (15) days in a twelve month period, will be considered to be living in the unit as an unauthorized household member.

- Absence of evidence of any other address will be considered verification that the visitor is a member of the household.
- Statements from neighbors and/or the landlord will be considered in making the determination
- Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residences.
- The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the household and the NBHA will terminate assistance since prior approval was not requested for the addition.

Examples of acceptable methods of proof are (three are required):

- Mail
- Address of record given to any federal, state, or public entity
- Lease for current residence
- Utility bills
- Self-Certification

In a joint custody arrangement, if the minor is in the household less than one hundred eighty-three (183) days per year, the minor will be considered to be an eligible visitor and not a family member. If both parents are participating in the HCV program, only one parent would be able to claim the child for deduction and for determination for the occupancy standards.

### **Reporting Changes to Owner and NBHA:**

Reporting changes in household composition in the NBHA is both a HUD and a NBHA requirement.

The family obligations require the family to request NBHA approval to add any other family member as a occupant of the unit and to inform the NBHA of the birth, adoption or court-awarded custody of a child. The family must request prior approval of additional household members in writing. If any new family member is added, the income of the additional member will be included in the family income as applicable under HUD regulations.

If the family does not obtain prior written approval from the NBHA and from the owner, any person the family has permitted to move in will be considered an unauthorized household member. This will be grounds for termination of the family's assistance.

An interim reexamination will be conducted for any additions to the household.

In addition, the lease may require the family to obtain prior written approval from the owner when there are changes in family composition other than birth, adoption, or court awarded custody.

### **E. REMAINING MEMBER OF TENANT FAMILY – RETENTION OF VOUCHER:**

To be considered the remaining member of the tenant family, the member must have been a part of the household at the time the family began program participation unless, the remaining member is a minor, co-head (upon approval), or an elderly participant previously authorized by the NBHA.

A live-in attendant, by definition, is not a member of the family and will not be considered a remaining member of the family.

In order for a minor child to continue to receive assistance as a remaining family member:

- The court has to have awarded emancipated minor status to the minor, or



- The NBHA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child(ren) for an indefinite period.
- A reduction in family size may require a reduction in the voucher family unit size.

F. **WAGES FROM EMPLOYMENT WITH THE NBHA OR RESIDENT ORGANIZATION:**

Upon employment with the NBHA or officially recognized Resident Organization, the full amount of employment income received by the person is counted. There is no exclusion of income for wages funded under the 1937 Housing Act Programs, which includes Public Housing and the Housing Choice Voucher Program.

G. **AVERAGING INCOME Level:**

If, at the time of admission or at any subsequent re-examination it is not feasible to anticipate a level of income over the next 12-months period, the income anticipated for a shorter period may be annualized. (Example: family is receiving unemployment and even though the unemployment claim will not go for a full 12-month period, the weekly benefit will be anticipated for the full 52-weeks in a 12-month period. The family will then need to request an Interim recertification when their unemployment stops.

Those families who work at seasonal employment may or may not collect unemployment for part of the year, they will have their anticipated annual income based upon the prior year's income according to their federal income tax records.

If there are bonuses or overtime, which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used. (If not used in the prior year). Income from the previous year may be analyzed to determine the amount to anticipate when third party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the tenant rent will not change from month to month. The method used depends on the regularity, source and type of income.

H. **MINIMUM INCOME:**

There is no minimum income requirement.

Families that report zero income will be required to complete NBHA monthly living expenses checklist and worksheet and will require be to complete an interim recertification every 90 days. They must provide a written statement regarding their means of basic subsistence, such as food, utilities, transportation and etc.

If the family's expenses exceed their known income, the NBHA will make inquiry of the head of household as to the nature of the family's accessible resources.

The NBHA will request credit checks for all adult members of families that report zero income.

Where credit reports show credit accounts open and payments current, the NBHA will take action to investigate the possibility of fraud or program abuse.

I. **INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME:** [24 CFR 982.54 (d)(10)]

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the NBHA will exclude the income of the person permanently confined to the nursing home and give the family no deductions for medical expenses of the confined family member.

J. **REGULAR CONTRIBUTIONS AND GIFTS** [24 CFR 5.609]

Regular contributions and gifts are counted as income for calculation of the Total Tenant Payment. .

Any contribution or gift received every three months or more frequently will be considered a “regular” contribution or gift, unless that amount is less than \$100 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See “Verification”, for further definition).

If the family’s expenses exceed its known income, the NBHA will inquire of the family regarding contributions and gifts.

K. **ALIMONY AND CHILD SUPPORT** [24 CFR 5.609]

Regular alimony and child support payments are counted as income for calculation of Total Tenant payment.

If the child support payments are issued by a state other than Connecticut, the family must provide its own verification.

If the amount of child support or alimony received is less than the amount awarded by the court, the NBHA will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and verification of item(s) below are provided.

The NBHA will accept verification that the family is receiving an amount less than the award if:

- The NBHA receives verification from the agency responsible for enforcement or collection that covers the past 12 months to document the amount received by the family; or
- The family furnishes documentation of child support; or
- Alimony collection action filed through a child support enforcement/collection agency; or
- Has filed an enforcement or collection action through an attorney.

The NBHA will also have to receive documentation of the amount actually received over the past 12 months or a minimum of 3 months, which would then be annualized to determine the 12 months anticipated income.

It is the family's responsibility to supply a certified copy of the divorce decree.

L. **LUMP-SUM RECEIPTS** [24 CFR 5.609]

Lump-sum additions to family assets, inheritances, deferred employment income, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income, but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments such as unemployment or welfare assistance are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt the NBHA uses a calculation method which calculates retroactively.

**Retroactive Calculation Methodology:**

The NBHA will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.

The NBHA will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due to the NBHA.

The amount owed "retroactive" is due and payable to the NBHA. At the NBHA's option the family may enter into a repayment agreement with family.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

**Attorney Fees:**

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

M. **CONTRIBUTIONS TO RETIREMENT FUNDS-ASSETS**  
[24CFR 5.609(d)]

Contributions to company retirement/pension funds are handled as follows:

- While an individual is employed, count as assets only amounts the family can withdraw without retiring
- After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

N. **ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE**  
[24 CFR 5.603(D)(3)]

The NBHA must count assets disposed of for less than fair market value during the two years preceding initial certification or reexamination. The NBHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce, or separation are not considered to be assets disposed of for less than fair market value.

The NBHA’s minimum threshold for counting assets and the disposed of for less than fair market value is \$5000. If the total value of assets disposed of within a one-year period is less than \$5,000, they will not be considered an asset.

O. **CHILD CARE EXPENSES:** [24 CFR 5.603]

Non-reimbursable childcare expenses for children under thirteen years of age shall be deducted from annual income if they enable a family member to actively seek employment, to be employed, or to further his or her education to comply with Federal Law.

For disabled family members who are children thirteen years of age and older, childcare expenses, which enable a family member to actively seek employment, to be employed, or to further his or her education shall be considered deductible disability expenses.

In the case of a child attending private school, only before or after-hours care can be counted as childcare expenses.

Childcare expenses must be “reasonable”, and must be documented as required in “Chapter 7, Section H.

Allowability of deductions for childcare expenses is based on the following guidelines:

- Childcare to work: The maximum childcare expense allowed must be less than the amount earned by the person enabled to work. The “person enabled to work”, will be the adult member of the household who earns the least amount of income from working.
- Childcare for school: The number of hours claimed for childcare may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).

When the person who is enabled to work is a person with disabilities who receives the earned income disallowance (EID) or a full-time student whose earned income above \$480 is excluded, childcare costs related to enabling a family member to work may not exceed the portion of the person’s earned income that actually is included in annual income. For example, if a family member who qualifies for the EID makes \$15,000, but

because of the EID only \$5,000 is included in annual income, childcare expenses are limited to \$5,000.

P. **KINSHIP’S GUARDIAN AND OTHER GUARDIAN CARE PAYMENT**  
[24 CFR 98.2.516]

Kinship payments are subsidies to youth leaving the juvenile court system to live with a relative or legal guardian.

The NBHA will exclude kinship payments and similar state guardianship payments during annual and/or interim re-examinations of family income.

Q. **MEDICAL EXPENSES:** [24 CFR 5.609(a)(2), 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Nonprescription medicines, including herbal medicines, must be doctor-recommended in order to be considered a medical expense.

Nonprescription medicines will be counted toward medical expenses for families who qualify if the family furnishes legible receipts.

R. **PRORATION OF ASSISTANCE FOR “MIXED” FAMILIES**  
[24 CFR 5.5520]

Applicability: Proration of assistance must be offered to any “mixed” applicant or participant family. A “mixed” family, is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

**Prorated Assistance Calculation:**

Prorated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Calculations for each housing program are performed on the HUD 50058 f.

S. **INCOME CHANGES RESULTING FROM WELFARE PRORAM REQUIREMENTS:**

See Chapter 12, “Recertifications”, of this Administrative Plan

T. **UTILITY ALLOWANCE** [24 CFR 982.153]

The utility allowance schedule used is received from the Department of Social Services (DSS) for the New Britain area. The utility allowance is intended to cover the cost of utilities not included in the rent. The allowance is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. Allowances are not based on an individual family’s actual energy consumption.

The NBHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards.

The NBHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

U. **UTILITY REIMBURSEMENT PAYMENTS (UPR):**

All essential utilities must be in Lease Holders name, any House Hold member age 18 years of age or older, or landlord. For all essential utilities a current utility statement must be provided at initial lease-up and at recertification process.

The NBHA must classify utilities in the utility allowance schedule according to the following general categories: space heating, cooking, water heating, water, sewer, trash collection; refrigerator (for tenant supplied refrigerator), range (cost of tenant-supplied range); and other specified services.

An allowance for tenant-paid air conditioning will be provided in those cases where the majority of housing units in the market have central air conditioning or are wired for tenant installed air conditioners.

The NBHA will review the utility allowance schedule annually. If the review finds a utility rate has changed by 10 percent or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next reexamination.

The approved utility allowance schedule is given to families along with their voucher. The utility allowance is based on the actual unit size selected.

Where families provide their own range and refrigerator, the NBHA will establish an allowance adequate for the family to purchase or rent a range or refrigerator, even if the family already owns either appliance.

Where the calculation on the HUD 50058 results in a utility reimbursement payment due to the family, the NBHA will provide a utility reimbursement payment for the family each month.