Housing Trust Fund & Bridges

Rental Assistance Training Module

Minnesota Housing Finance Agency

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Reporting Certifications and Head of Household Changes

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This training will cover the following:

- How Annual Certifications are reported and when they should be completed
- Reporting/reimbursements for late Annual Certifications
- How and when an Interim should be reported
- How to properly report a Unit Transfer
- The difference in Suspensions vs. Terminations; Reporting properly
- Head of Household Changes

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Reporting Certification/ Status Changes

- Use the Monthly Log to report all certifications (status changes)

Reporting Certification/ Status Changes

- Do not empty the cells of data.
  - Certification/Status information remains as reported on the log, until the participant has another certification and items reported are updated accordingly.

Annual Certifications

- Must be reported EFFECTIVE on the yearly anniversary of a participant/ households entry to the program.

Reporting LATE Annual Certifications

- Reporting a Late Annual Certification. Must still be effective on the yearly anniversary **if** HQS Inspection passes.
- Include adjustments on Adjustment Tab
- Include comments on monthly log.

Interim Income

- Interim certifications are reported on the log when an interim income recertification is conducted due to a change in income, and the result affects the amount of rental assistance.
- Interims must be conducted when reported household monthly income decreases, and depending on Administrator policy, may be performed when income increases.

Interim Dates

- Reported outside of the participants annual certification.
- Participant responsible for notification (possible consequences)

Unit Transfers

- Unit Transfers are required to be reported anytime a participant moves from one location to another.
- Effective date is when the move occurs or has knowledge of when the move is effective.
- Unit Transfers effect the participants Annual Certification date due to HQS Inspections.

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Suspension vs. Termination

- Suspensions are reported effective the last day of the month.
- Suspensions are for up to 4 months
- Back-dating Terminations to Suspension dates: 'Effective Date' Policy Change
- Terminations effective last day of the month.
- Participants need to re-apply to the program after termination status.

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Head of Household Changes

- Interim Certification is required.
- The new participant data will need to be collected by the administrator and documented on the Monthly Log. (Complete Sections 1-6 on Monthly Log)

1. GENERAL INFORMATION	2. INTAKE AND INCOME INFORMATION	3. CERTIFICATION TYPE & RENTAL ASSISTANCE

4. DEMOGRAPHIC DATA	5. HOUSING RELATED EXPENSES (Reference the Instruction Tab for Program Eligibility)	6. REASON PARTICIPANT DISCONTINUED

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Name Changes

- Name Changes to the Head of Household should be reported as soon as they are effective.
- Changes from previous to new name should be documented in the Comments section of the log.

Submit via Secure Upload:
Rental Assistance Draw Request Submission

Our Mission:

Minnesota Housing finances affordable housing for low- and moderate-income households while fostering strong communities.

For More Information

All Rental Assistance Draw Request submittals
are due on the **15th of each month.**

Must be submitted using the LeapFILE Upload Software in
the Partner Log-in.
(Draw Requests submitted via e-mail will be rejected.)

Please direct all questions or concerns to the
Rental Assistance Team at:
mhfa.rental-assistance@state.mn.us

Thank you for viewing this training module.

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