INFORMATION SHEET for the Request for Minimum Rent Hardship Exemption

If the PHA establishes a minimum rent greater than zero, and a family believes it is unable to pay the minimum rent because of financial hardship, the family may apply for a minimum rent hardship and the PHA must review and make a determination of whether to grant the hardship from the minimum rent. The current minimum rent is $50.

If a family's TTP is higher than the minimum rent, the family is not eligible for a hardship exemption. If the PHA determines that a hardship does exist for a family, the family share is the highest of the remaining components of the family's calculated TTP.

A Request for Hardship Exemption to Minimum Rent Requirement form will be mailed to individuals (1) at the time they are receiving their issued voucher requiring signature, (2) at every Annual Reexamination, (3) if a decrease in income is reported and an Interim will occur for the family. The form must be completed, signed, returned, and accompanied with the pertaining documentation that verifies the criteria for which they are applying for the hardship. **The pertaining documentation must be provided to the PHA within 10 days of receiving the request or the request will be denied.**

Financial Hardship per HUD regulations includes the following:

(1) The family has lost eligibility for or is awaiting eligibility determination for a federal, state, or local assistance program. (The family must provide the most recent documentation showing the current status of determination of the program).
(2) The family will be evicted because it is unable to pay the minimum rent. (Family must provide a copy of an eviction/30-day notice). The cause of the eviction must be as a result of the family's failure to pay rent or utilities.
(3) Family income has decreased because of changed family circumstances, including the loss of employment. (The family must provide copies of check stubs showing the decrease of income, show documentation of termination date of employment, or other documentation as requested).
(4) A death has occurred in the family (To qualify under this provision, the family must describe in writing how the death has created a financial hardship for example, funeral-related expenses or the loss of the family members income.
(5) Other circumstances determined by the PHA on a case-by-case basis.

Implementation of Hardship Exemption:

(1) When a family requests a financial hardship exemption, the PHA must suspend the minimum rent requirement beginning the first of the month following the family's request.
(2) The PHA then determines whether the financial hardship exists, (this determination is based on the documentation the family provides with their request) if the family is determined eligible for the hardship, and whether the hardship is temporary or long term. Temporary hardship is expected to last 90 days or less. Long term hardship is expected to last more than 90 days.
(3) The PHA will make a determination of hardship within 30 days.
(4) If the PHA determines there is no financial hardship, the PHA will reinstate the minimum rent beginning the first of the month following the determination that the family is not eligible for the hardship and require the family to repay the amounts from the months that were suspended. A reasonable repayment agreement will be mailed to the tenant for their signature. Failure to repay per the PHA's terms and conditions will result in termination from the program at the end of the month the missed payment was due.
(5) If the PHA determines there is a temporary financial hardship, the PHA must suspend the minimum rent for the 90-day period beginning the first of the month following the date of the family's request for the hardship exemption. At the end of the 90-day suspension period, the family must resume payment of the minimum rent and must repay the PHA the amount for the months that were suspended, or they may be granted a long-term hardship if it has been determined that circumstances have changed and is approved by the PHA. If the minimum rent has resumed for the family, a reasonable repayment agreement will be mailed to the tenant for

their signature. Failure to repay per the PHA's terms and conditions will result in termination from the program at the end of the month the missed payment was due.

(6) If the PHA determines there is a long-term financial hardship, the PHA must exempt the family from the minimum rent requirement for so long as the hardship continues. The exemption will apply from the first of the month following the family's request until the end of the qualifying hardship. When the financial hardship has been determined to be long term, the family is not required to repay the minimum rent. The long-term hardship period ends when any of the following circumstances apply:
    a. At an Interim or Annual Reexamination, the family's calculated TTP is greater than the minimum rent.
    b. For hardship conditions based on loss of income, the hardship condition will continue to be recognized until new sources of income are received that are at least equal to the amount lost.
    c. For hardship conditions based on hardship related expenses, the minimum rent exemption will be recognized until the cumulative amount exempted is equal to the expense incurred.

If the family is exempt from the minimum rent requirement regardless of a temporary or long-term hardship, and their circumstances have changed, they must report this change in writing to the PHA within 10 days. The family's circumstances will be considered at that time to determine if they will be required to pay the minimum rent. The family's failure to report changes in circumstances within 10 days will result in a possible repayment agreement and/or possible termination of the program as determined by the PHA.