

## **Mandatory Annual Reexamination Process**

Effective **July 1, 2006**, all Annual Reexaminations are conducted in person at Vallejo Housing Authority with your assigned Housing Specialist.

### **Pursuant to Vallejo HA Admin Policy: Chapter 12 Reexaminations**

#### **12.I.B. Scheduling Annual Reexaminations**

Notification of Annual Reexamination interviews will be sent by first class mail and will contain the date, time and location of the interview. The notification will inform the family of the information and documentation that must be brought to the interview.

If a family does not attend the scheduled interview, the HA will send a **second notification** with a compliance date.

If a family fails to comply with the second notice, or if the notice is returned by the post office with no forwarding address, a **notice of termination** will be sent to the family's address of record, **and** to any alternate address provided in the family's file.

An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the HA must execute a certification attesting to the role and assistance of any such third party.

### **982.551 Obligations of Participant**

- (a) Purpose. This states the obligation of a participant family under the program.
- (b) Supplying required information. (1) Family must supply any information that the PHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR part 5). 'Information' includes any requested certification, release or other documents. (2) The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination of family income and composition in accordance with HUD requirements. (3) The family must disclose and verify social security numbers (as provided by part 5, subpart B, of this title) and must sign and submit consent forms for obtaining information in accordance with part 5, subpart B of this title. (4) Any information supplied by the family must be true and complete.

Head of household and **all household members 18 & over effective on date of the Annual Reexamination** must attend the mandatory scheduled appointment, sign **Form HUD-9886 Authorization for the Release of Information/Privacy Act Notice, and review income information from HUD's Enterprise Income Verification (EIV) system and sign the EIV PHA/Tenant Certification Page.**

The Annual Reexamination is a mandatory requirement in order to receive continued federal rental assistance beyond the scheduled terminate date stated on the appointment letter.

Failure by participant family to complete a mandatory annual reexamination may result in termination from the Housing Choice Voucher (HCV) or Project Based Voucher (PBV) Rental Assistance Program.

### **Reasonable Accommodation Requests**

#### **Pursuant to Vallejo Admin Plan**

**2-II.C. Request For An Accommodation** If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, HUD requires that the VHA treat the information as a request for a reasonable accommodation, even if no formal request is made [Joint Statement of the Department of HUD and Justice: Reasonable Accommodation under the Fair Housing Act]

The family must explain what type of accommodation is needed to provide the person with the disability full access to the VHA's programs and services.

If the need for the accommodation is not readily apparent or known to the VHA, the family must explain the relationship between the requested accommodation and the disability. There must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

#### **VHA Policy**

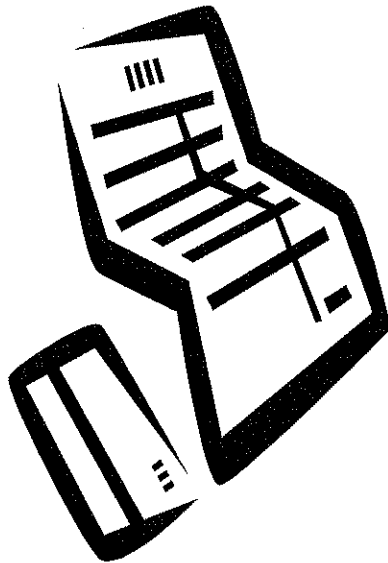
It is the policy of VHA that the families make its request in writing. However, the VHA will consider an accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.

Reasonable Accommodation Requests  
Continued

It is the policy of the Vallejo Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services.

Requests for reasonable accommodation must be made in writing. The Housing Authority must be allowed reasonable time to evaluate all requests. The hearing impaired may call the California Relay Service at (800) 735-2922 without TTY/TDD or (800) 735-2929 with TTY/TDD.

Melinda Nestlerode is the Section 504 Coordinator. Please contact Ms. Nestlerode, HCD Manager, at 707 648-4507 for further information.



Fair Housing Complaints

The Department of Housing and Urban Development enforces the Fair Housing Act and the other federal laws that prohibit discrimination and the intimidation of people in their homes, apartment buildings, and condominium developments – and nearly all housing transactions, including the rental and sale of housing and the provision of mortgage loans.

Fair Housing Complaints requires adherence to the Fair Housing Act – Title VIII of the Civil Rights Act 1968.

The passage of Fair Housing Act – Title VIII of the Civil Rights Act 1968 made it illegal to refuse to sell, rent, or otherwise make unavailable most housing transactions to any person based upon that individual's:

- Race or color
- National origin
- Religion
- Gender
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Disability
- Sexual orientation/gender identity (In California)

If you think your rights have been violated HUD is ready to help with any problem of housing discrimination. If you think your rights have been violated, you may write a letter or telephone the HUD office nearest you. You have one year after the discrimination allegedly occurred or ended to file a complaint with HUD, but you should file it as soon as possible.

The “Fair Housing Equal Opportunity For All” booklet and HUD-903.1 Fair Housing Is Your Right packets are available in the lobby at Vallejo Housing Authority, 200 Georgia Street, Vallejo CA 94590 and on the web site at [www.ci.vallejo.ca.us](http://www.ci.vallejo.ca.us).

You may send a letter to the HUD office nearest you (San Francisco Regional Office); you may call that office directly, or if you wish, file electronically at [www.hud.gov](http://www.hud.gov). The TTY number listed for the San Francisco Regional Office is **not toll free**. You may call the **toll free national TTY hotline at 1-800-927-9275**.

SAN FRANCISCO REGIONAL OFFICE  
INFORMATION

([Charles\\_Hauptman@hud.gov](mailto:Charles_Hauptman@hud.gov))

**Fair Housing Enforcement Center**  
**U.S. Department of Housing and Urban Development**  
**600 Harrison Street, Third Floor**  
**San Francisco, CA 94107-1300**  
**Telephone (415) 489-6524 or 1-800-347-3739**  
**Fax (415) 489-6559 \* TTY (415) 489-6564**

