

**5504 BILLING**

- 5504.1 The Receiving PHA shall provide initial billing to DCHA:
- (a) No later than ten (10) business days following the date of execution of the HAP contract; and
  - (b) To receive the billing no later than sixty (60) days following the expiration date of the Family's voucher issued by the Initial PHA.
- 5504.2 DCHA shall accept billing by mail, fax, or email. If billing notice is not received by the deadline DCHA shall contact the Receiving PHA by mail, email, or fax to determine the status of the Family.
- 5504.3 If the Receiving PHA reports that the Family is not yet under HAP contract, DCHA shall inform the Receiving PHA in writing that they shall not accept any subsequent billing on behalf of the Family and shall not honor any subsequent billing, and the Receiving PHA shall be required to absorb the voucher.
- 5504.4 If the Receiving PHA reports that the Family is under HAP contract and it cannot absorb the Family DCHA shall accept the subsequent late billing.
- 5504.5 The Receiving PHA shall send a copy of the updated HUD Form-50058 at each periodic recertification for the duration of time the Receiving PHA is billing DCHA on behalf of the Family, regardless of whether there is a change in the billing amount.
- 5504.6 Should DCHA fail to receive an updated HUD Form-50058 by the periodic recertification date, it shall contact the Receiving PHA to verify the status of the Family. DCHA may not withhold payment solely because the Receiving PHA did not submit the updated HUD Form-50058 by the periodic recertification date.
- 5504.7 DCHA shall also receive a new HUD Form-52665 along with the HUD Form-50058 when the Initial PHA reports any changes in the billing amount, if applicable. The notice shall be received by DCHA no later than ten (10) working days following the effective date of the change.
- 5504.8 If the Receiving PHA fails to send the HUD Form-52665 within ten (10) working days following the effective date of the change in the billing amount, DCHA is not responsible for paying any increase in the monthly billing amount incurred prior to the notification.
- 5504.9 Should there be a decrease in the monthly billing amount DCHA shall notify the Receiving PHA in writing of the overpayment and DCHA shall recover overpayment in the following month's payment. If DCHA is unable to recover

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payments in the following month, DCHA shall demand that the Receiving PHA reimburse within thirty (30) days of notification.

SOURCE: Final Rulemaking published at 59 DCR 7926 (June 29, 2012); as amended by Final Rulemaking published at 63 DCR 13165 (November 18, 2016).