

**6118            RECERTIFICATION**

6118.1            Lessee shall recertify, periodically as determined by § 6118.2, and shall be responsible for providing to DCHA a completed application for continued occupancy, including the appropriate verification forms. The forms are those provided by or otherwise authorized by DCHA. The Lessee's responsibility to provide a completed application for continued occupancy, including the appropriate verification forms shall include but is not limited to the following:

- (a)            Lessees shall be required to return the recertification package including any required substantiating documentation or verification forms to DCHA within thirty (30) days of receipt of the recertification package;
- (b)            Lessee shall obtain from other household members any information, documentation and signatures, as DCHA may require, when submitting a completed application for continued occupancy, including the appropriate verification forms as DCHA may require;
- (c)            The Lessee shall provide DCHA, for each household member, to DCHA a listing of the exact amount of income or benefits, from whatever source and the exact source of the income or benefit;
- (d)            The Lessee shall provide certification from all adult household members that their income has been accurately reported;
- (e)            Lessee shall provide the full name, gender, Social Security Number and date of birth for each household member;
- (f)            Lessee shall provide to DCHA proof of the Lessee's and/or any household member's enrollment in an educational facility and shall provide this information for any household member that Lessee is seeking to add;
- (g)            Lessee's who wish to remove a household member from the household shall have the burden of proof that such person has permanently vacated the Leased Premises and must submit documents satisfactory to DCHA, in accordance with Subsection 6119.1, that the household member is residing elsewhere; and
- (h)            If the Lessee has misrepresented or failed to submit timely to DCHA any facts used in the determination of rent, whether intentionally or by mistake, DCHA may charge and collect as rent the difference between the rent actually paid and the rent which would have been due had the proper information been submitted timely by the Lessee. This amount, the basis for the charge, and notice of the Lessee's grievance rights will be made available to lessee in writing by DCHA. This amount shall be posted to the Lessee's account and rent statement. Lessee shall receive written notice of

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the new amount which shall be due as stated in the notice, but not less than thirty (30) days from the date of the notice. A failure to accurately report income, deductions, family composition, or any other information may result in legal action being taken by DCHA or law enforcement agencies.

- 6118.2 Lessee shall recertify biennially unless they qualify for triennial recertification, as described in § 6118.3.
- 6118.3 To qualify for triennial recertification, all members of the household must be:
- (a) Elderly and/or disabled; and
  - (b) Earning fixed income only. Fixed income shall be defined as non-wage income of a fixed monthly or yearly amount.

SOURCE: Final Rulemaking published at 46 DCR 603 (January 22, 1999), incorporating by reference the text of Proposed Rulemaking published at 45 DCR 7913, 7914 (November 6, 1998); as amended by Final Rulemaking published at 50 DCR 5739 (July 18, 2003); as amended by Final Rulemaking published at 50 DCR 10347 (December 5, 2003); as amended by Final Rulemaking published at 51 DCR 8104 (August 20, 2004); as amended by Final Rulemaking published at 51 DCR 9184 (September 24, 2004); as amended by Final Rulemaking published at 54 DCR 12303 (December 21, 2007); as amended by Final Rulemaking published at 60 DCR 16066 (November 22, 2013); as amended by Final Rulemaking published at 63 DCR 13165 (November 18, 2016).