

5510 BILLING DEADLINES AND ONGOING RESPONSIBILITIES

5510.1 DCHA shall submit initial billing notice as follows:

- (a) No later than ten (10) working days following the date the HAP contract was executed; and
- (b) In time that it shall be received no later than sixty (60) days following the expiration date of the Family's voucher issued by the Initial PHA.

5510.2 When billing, DCHA shall:

- (a) Send HUD Form-52665 and HUD Form-50058 via fax, mail or email, as acceptable by the initial PHA;
- (b) DCHA shall inform the Initial PHA of its MTW status and its periodic Recertification initiatives;
- (c) Send the Initial PHA a copy of the updated HUD Form-50058 at each periodic recertification for the duration of time DCHA is billing the Initial PHA on behalf of the Family, regardless of whether there is a change in the billing amount; and
- (d) Send a new HUD Form-52665 along with the HUD Form-50058 to report any changes in the billing amount, if applicable. The notice shall be sent to the Initial PHA no later than ten (10) working days following the effective date of the change.

5510.3 Should the periodic recertification be late and DCHA fail to submit the billing within ten (10) days of the effective date the initial PHA may not withhold payment solely because DCHA did not submit the updated from HUD Form-50058 by the periodic recertification date.

5510.4 If DCHA causes the delay, the Initial PHA is not required to pay any increase in payment after the billing deadline, and may begin paying the increased amount the following month.

5510.5 Should DCHA fail to properly notify the Initial PHA and the Initial PHA refuses to pay the increased cost, DCHA shall be required to absorb the increased cost for the period in which the billing was late.

5510.6 When a current Family in good standing requests to port outside of DCHA jurisdiction, DCHA shall:

- (a) Not issue a voucher to the Family; and

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- (b) Notify the Initial PHA of the Family's desire to port to another jurisdiction.

5510.7 The Initial PHA shall be responsible for issuing a voucher and sending the portability paperwork to the PHA where the Family wishes to port. DCHA shall assist the Initial PHA by providing them the most current HUD Form-50058 and supporting documentation.

5510.8 Billing arrangements shall be terminated once the HAP payments for the landlord terminate. DCHA shall notify the Initial PHA in advance of the effective date of the termination of billing.

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