

Letter for Federal Public Housing

Date:

Dear Housing Authority Director/Manager:

I am writing to request a rent re-determination. I believe that I may be eligible for the “self-sufficiency incentive” because I recently started working and my income has increased.

- I live in federal public housing and **before I began my job:**
- I was unemployed for a year or more.
 - My total income in the previous year was less than \$3375 (based on the minimum wage in Massachusetts).
 - I received welfare assistance or participated in a Welfare-to-Work program within the previous six months.
 - I was in a job training or self-sufficiency program.

I believe that my entire increase in income should not be counted towards my rent for twelve months after I begin working. After that time, only half of the increase should count towards rent for another twelve months, according to the HUD regulation at 24 CFR § 960.255.

Please determine my correct rent and refund any amount of rent if an overpayment has occurred. Let me know what additional information or documentation you need from me to process this request. Please let me know in writing within ten days of the date of this letter what you plan to do to address my request.

Thank you for your prompt attention to this matter.

Sincerely,

Name: _____

Address: _____

Phone (Day): _____

Phone (Evening): _____

Letter for Section 8, HOPWA, Supportive Housing, and HOME
Investment Partnerships Programs

Date:

Dear Housing Administrator:

I am writing to request a rent re-determination. I believe that I may be eligible for the “self-sufficiency incentive” because I recently started working and my income increased.

- I have a Section 8 Housing Choice Voucher **OR**
- I live in an apartment funded by the HOPWA, Supportive Housing, or HOME Investment Partnerships program
- I have a disability, and ***before I began my job:***
 - I was unemployed for a year or more.
 - My total income in the previous year was less than \$3375 (based on the minimum wage in Massachusetts).
 - I received welfare assistance or participated in a Welfare-to-Work program within the previous six months.
 - I was in a job training or self-sufficiency program.

I believe that my entire increase in income should not be counted towards rent for twelve months after I begin working. After that time, only half of the increase should count towards my rent for another twelve months, according to the HUD regulation at 24 CFR §5.617.

Please determine my correct rent and refund any amount of rent if an overpayment has occurred. Let me know what additional information or documentation you need from me to process this request. Please let me know in writing within ten days of the date of this letter what you plan to do to address my request.

Thank you for your prompt attention to this matter.

Sincerely,

Name: _____

Address: _____

Phone (Day): _____

Phone (Evening): _____

**Letter for Massachusetts State Public Housing Programs
(Public Housing, MRVP, AHVP)**

Date:

Dear Housing Administrator:

I am writing to request a rent re-determination. I believe that I may be eligible for the “earned income exclusion” because I recently started working and my income increased.

- I live in state public housing, or have an MRVP or AHVP, and **before I began my job:**
 - I received for twelve consecutive months:
 - TAFDC
 - EAEDC
 - SSI
 - SSDI

- After my job began, my cash assistance benefits decreased.

I believe that my entire increase in income should not be counted towards rent for twelve months after I begin working, according to the DHCD regulation at 760 CMR § 6.05(3)(i).

Please determine my correct rent and refund any amount of rent if an overpayment has occurred. Let me know what additional information or documentation you need from me to process this request. Please let me know in writing within ten days of the date of this letter what you plan to do to address my request.

Thank you for your prompt attention to this matter.

Sincerely,

Name: _____

Address: _____

Phone (Day): _____

Phone (Evening): _____

This guide was written by:

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