

ANNUAL RECERTIFICATION (“AR”)

WHAT IS AN AR? An annual review of a household’s income, assets, and household composition that verifies continued eligibility and determines monthly rent.

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NOTICES

- BCS identifies which Annual Recertification are coming up, generates the first notices, and distributes to residents with a comprehensive AR packet.
- BCS generates EIV (if applicable) monthly reporting and individual reports on households before the AR process begins and reviews all income and discrepancies listed on the report. A BCS Compliance Analyst will follow up on discrepancies with the resident and the site staff, as appropriate.

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INTERVIEWS

- Residents return the AR packet to the management office or forward directly to BCS. Site staff electronically submit the AR packets and any supporting documents to BCS through a secure portal.
- A BCS Compliance Analyst conducts a telephone interview with the tenant to discuss all income, assets, and deductible expenses (if applicable) listed from the prior year and updates with current information.

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PROCESSING

- A BCS Compliance Analyst begins obtaining third party verification of income, assets, and expenses (if applicable) and handles the AR process from start to finish, completing the 50059 or TIC, and putting together a complete packet for signatures.
- BCS contacts the tenant and requests any outstanding items needed after three attempts to verify with third party documentation.
- If applicable, BCS staff will reach out to tenants regarding any discrepancies that appear on an EIV report.

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COLLABORATION

- BCS utilizes a secure tracking log, which details AR workflow and allows site staff to view the recertification status and edit information.
- BCS conducts scheduled phone calls with site staff to minimize issues of non-compliance. BCS uses this time as an opportunity to discuss outstanding items with the site staff.

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COMPLETION

- A BCS Compliance Analyst completes the AR packet including the 50059 or TIC and submits it to the General Manager or his designee, who reviews the final recertification packet for approval.
- Once the file is approved it is scanned securely to the Property Manager. The Property Manager will notify the tenant of any rent change and obtain necessary signatures.