

# INTERIM RECERTIFICATION (IR)

**What is an IR?** An Interim Recertification is a mid-year review after a change in a household's cumulative income, deductible expenses, household size, or citizenship status. IRs are only required by certain HUD-funded programs such as Section 8 and are usually initiated by the resident.

## 1 STEP



### REPORTING

Most changes must be reported by the resident to site staff within a prescribed window of time. Site staff asks the resident to complete an Interim Recertification Checklist including the reason for the requested change and requires a signature and date reported.

## 2 STEP



### DOCUMENTING

The resident submits supplemental documentation that supports the request (examples include a birth certificate, an offer letter for a new job, weekly paystubs showing a decrease in income).  
Site staff electronically submits the Interim Recertification Checklist and supporting documents to BCS.

## 3 STEP



### PROCESSING

A BCS Compliance Analyst processes the IR, typically within 7 business days of receipt. BCS contacts the tenant and requests any outstanding information, if necessary.

## 4 STEP



### COLLABORATION

BCS utilizes a secure tracking log, which details IR workflow and allows site staff to view the recertification status and edit information.

## 5 STEP



### COMPLETION

A BCS Compliance Analyst completes the IR packet and submits it to the General Manager or his designee, who reviews the final 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.