



Interim Re-Examination Reporting Requirements

- I. **REQUIREMENT** In between annual re-examinations, families are required to report ALL changes (increases and decreases) in earned and unearned income, assets, expenses, full-time student status, and family circumstances (new family member or removal of an existing family member) within ten (10) calendar days of the date the change takes effect.
- II. **PROCESS** To report changes, families **MUST** select the *Report a Change* option in the Yardi Rent Café portal, and complete the LACDA's online interim re-examination process. Along with completing the LACDA's online interim re-examination process, families must upload all documents that support the family's reported change(s) into the online Rent Café portal.
- III. **SUPPORTING DOCUMENTS** To be acceptable, any computer-generated document submitted in the Rent Café Portal to support a change in family income **MUST** show the date it was created or issued.

Each document must be **dated within 60 days** of the date the LACDA received the interim re-examination request. If any documents submitted do not meet the LACDA's criteria, the family will be required to resubmit the acceptable documents.

Families should maintain a copy of all documents submitted in the event there is information on any of the documents that the LACDA may need to discuss further.

For example, if you are reporting any of the following circumstances, you must include the following:

- **Increase or decrease in work hours** - supply at least two (2) current and consecutive paystubs **or** a letter from employer (must be computer generated, on company letterhead, signed and dated by employer).
- **Increase, decrease, or loss of earned income (employment)** - supply at least two (2) current and consecutive paystubs that reflect the loss or increase of earned income. For termination of employment, you must supply a letter of termination from your employer.
- **Increase, decrease, or loss of unearned income** - supply the benefit verification letter or paystubs (such as Calworks, social security, etc.).
- **Full-time student status change** - supply a copy of the most current verification of enrollment (must be computer generated), fee statements, and any financial aid letters.
- **Requesting to add a minor** - supply a copy of birth certificate, adoption, or court-awarded custody and social security card.
- **Requesting to add an adult** - supply proof of marriage/marital type relationship to the Head of Household. If the addition is a result of the need for disability-related care, provide written proof completed and signed by an

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appropriate diagnostician verifying the required disability-related care.

- **A household member moved out** - If known, supply the new address or a forwarding address.

Be Advised: To add a person who left your household back into your household, that person must meet the LACDA's Allowable Family Additions policy at the time of the request. The LACDA's Allowable Family Additions policy can be found under the LACDA's re-examination policy located in Chapter 12 of the LACDA Administrative Plan.

NOTE: Families are not permitted to move in a new person to the household without LACDA written approval. Moving a new person into the household without LACDA approval is considered a violation and will lead to termination of housing assistance.

FAMILIES MUST CONTINUE TO PAY THE SAME AMOUNT OF RENT. Once LACDA receives all information needed to process your interim re-examination, you and the landlord will be notified of the new rent amounts, as well as the effective date of the change.