Certifications and Name Changes
Tutorial Notes

Housing Trust Fund and Bridges Rental Assistance
Certifications and Name Changes
(Annuals, Interims, Unit Transfers, Suspensions and Terminations)

Our Mission
Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

Agenda
• How annual certifications are reported and when they should be completed
• Reporting/reimbursements for late annual certifications
• How and when an interim should be reported
• How to properly report a unit transfer
• The difference between suspensions vs. terminations; reporting properly
• Head of household changes
Reporting Certification/Status Changes

• Use the Monthly Log (1) to report all certifications (status changes)

Do not empty data from the cells
• Certification/status information remains as reported on the log until the participant has another certification and items reported are updated accordingly.

Annual Certifications

• Must be reported EFFECTIVE on the yearly anniversary of a participant's/household's entry to the program.
Certifications and Name Changes

Reporting LATE Annual Certifications

- Must still be effective on the annual anniversary IF the unit passes its housing quality standards or HQS inspection
- Include comments on the Monthly Log (1) tab
- Include adjustments on the Adjustments tab

Interim Income

- Interim income certifications are reported on the log when an interim income recertification is conducted due to a change in income, and the result affects the amount of rental assistance
- Interims must be conducted when reported household monthly income decreases, and depending on administrator policy, may be performed when income increases

Interim Dates

- Reported outside of the participant’s annual certification
- Participant responsible for notification (possible consequences)
Unit Transfers

- Unit transfers are required to be reported any time a participant moves from one location to another.
- The effective date is when the move occurs or there is knowledge of when the move will be effective.
- Unit transfers affect the participant’s annual certification date due to HQS inspections.

Suspension vs. Termination

- Suspensions are reported effective the last day of the month.
- Suspensions are for up to four months.
- Back-dating terminations to suspension dates: ‘Effective Date’ policy change.
- Terminations effective the last day of the month.
- Participants need to reapply to the program after termination status.

Head of Household Changes

- Interim certification is required.
- The new participant data will need to be collected by the administrator and documented on the Monthly Log (1).

(Complete Sections 1 through 6 on the Monthly Log (1))
Name Changes

- Head of household name changes should be reported as soon as they are effective.
- Changes from previous name to new name should be documented in the 'Comments' section of the log (reason for change and previous name).

More Tutorials

Submittal
Certifications and Name Changes
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Submittal

- Payment requests due on the 15th of every month
- Secure upload software
- Payment processed by Minnesota Housing
- Payment sent to MMB
- Payment sent to administrators via EFT, wire or check

Thank you!

Direct all questions or concerns to the Rental Assistance Team
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Rental Assistance Team

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