



# Housing Choice Voucher Recertification Process

All households are required to recertify and allow for an inspection to occur in their unit on a regular basis to continue receiving housing assistance through the voucher program. This process takes place every one to three years depending on family type.

Information needed to recertify includes household composition, income, and assets. The unit must also be inspected based on the current inspection standards set forth by HUD (National Standards for the Physical Inspection of Real Estate [NSPIRE]).

Our goal is to inspect your unit, review your information, recalculate your rent and housing assistance payment, and provide you with 45 days advance notice of any change.

## Recertification Process:

### 120-days prior to recert effective date:

BHP sends initial notice and packet with a due date three weeks later.

### 90-days prior to recert effective date:

BHP will send a second notice for any missing information, or if no packet has been received with a due date of 10 business days later.

### 75-days prior to recert effective date:

If BHP has not received the required documentation, a proposal of termination will be sent with a 10 business day time frame to respond.

### 45-days prior to recert effective date:

BHP sends Notice of Change to both participant and landlord with new rent and housing assistance payment amounts.

## Example with a recertification effective date of July 1:

Date	Action	Due Date
March 1	Initial notice and recert packet sent	March 22
April 1	Second notice sent (if needed)	April 15
April 16	Proposal of termination sent (if required paperwork has not been submitted)	April 26
May 15	Notice of change sent	
July 1	New rent and housing assistance portions go into effect	

The inspection will be set up through our inspector within this timeframe. For information on the NSPIRE standards, please visit HUD's website at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/reac/nspire](https://www.hud.gov/program_offices/public_indian_housing/reac/nspire)

