

## **Housing Choice Voucher (HCV) Modified Procedure for Reporting Income**

We at MCHA understand that the COVID-19 pandemic may provide a hardship on some of our tenants with a reduction or loss of wages. Therefore, we are temporarily modifying our procedures for reporting a decrease in income.

If you experience a decrease in income, we will only be verifying the income with the decrease. Unchanged income does not need to be verified. To report the change in income, please provide a statement from your income source stating the change in income. These documents will need to be submitted to MCHA via e-mail, fax, mail or drop box by March 27, 2020 in order to be processed by April 1, 2020. Late submissions will be handled on a first come, first serve basis and are not guaranteed to be processed by April 1, 2020.

After the forms have been submitted, you will be contacted to set up a time to sign the necessary paperwork. We will make an effort to have all paperwork signed by April 1; however, as long as the paperwork has been received by March 27, it will be processed before April 1.

***Thank you for your cooperation!***