



HOMELESSNESS 101: CALCULATING RESIDENT RENT AT-A-GLANCE

COLLECT VERIFIED INFORMATION PER AGENCY'S PP&S

CALCULATE RENT

- Step 1. Determine the amount of Annual Income**
- Categorize income: Included or Excluded
 - Tool: Charts A, B and Second Tab of Rent Calculation Worksheet (RCW)
 - For Supportive Housing Program projects and Section 8 SRO projects: adjust annual income for the *Mandatory Earned Income Disallowance*
 - Enter Data: RCW Lines 1-8
 - For S+C, verify income within eligibility limits
- Step 2. Determine the amount of the Dependent Allowance, if any**
- Count number of dependents
 - Enter Data: RCW Line 11
- Step 3. Determine the amount of the Child Care Allowance, if any**
- Determine amount of:
 - anticipated child care expenses which enables a family member to work or further education, and the name of the family member
 - anticipated reimbursement for child care expenses, and the source of reimbursement
 - anticipated earnings dependent on child care
 - Enter Data: RCW Lines 13-17
- Step 4. Determine the amount of the Disabled (Handicapped) Assistance Allowance, if any**
- Determine amount of:
 - anticipated expenses for attendant care or auxiliary apparatus that enables household member to work
 - those expenses expected to be reimbursed
 - Enter Data: RCW Lines 19-20 and 24
- Step 5. Determine the amount of the Medical Expenses Allowance, if any**
- Determine if a member of the household is at least 62, handicapped or disabled
 - Determine amount of:
 - anticipated expenses for medical care for any family member
 - those expenses expected to be reimbursed
 - Enter Data: RCW Lines 26-27
- Step 6. Determine the Elderly or Disabled Household (Family) Allowance, if any**
- Determine if head, spouse or sole member of household is at least 62 or handicapped or disabled; if so, entitled to \$400 allowance
 - Enter Data: RCW Line 30

- Step 7. Determine the Amount of Resident Rent**
- A. If applicable, enter data: RWC Line 35
 - B. If using excel RCW: See Line 36
 - C. If not using excel RCW: Calculate lines 31-36
 - D. For Section 8 SRO and S+C/SRO, determine if minimum rent must be paid and if household is entitled to a financial hardship exemption; determine if household may pay up to 40% of annual income
- Step 8. Determine the resident rent for units where utilities are not included in rent**
- A. From local PHA schedule of utility allowances, determine amount of allowance
 - B. Enter Data: RWC: Line 37
 - C. Calculate rent by hand for Section 8 SRO and S+C/SRO households paying up to 40% of annual income

MAINTAIN ALL RENTAL CALCULATION DOCUMENTS IN FILE

REVIEW RENTAL AMOUNTS AT LEAST ANNUALLY AND MORE OFTEN IF RENT WILL DECREASE

MEET FINANCIAL MANAGEMENT RESPONSIBILITIES FOR RECEIPT AND EXPENDITURE OF RENT

MONITOR FOR COMPLIANCE AND QUALITY CONTROL