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LCHA Housing Counseling Presents



# Recertification

for Public Housing Tenants  
and Voucher Holders

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# Housing Counseling

- Financial Literacy
- Fair Housing
- Budgets / Banking
- Credit
- Rental Counseling
- Home Purchase
- Foreclosure Prevention



LCHA is HUD-Approved Housing Counseling Agency # 80113

# Upcoming Workshops



- Foreclosure Prevention - Take online at your own pace
- Credit Basics: Feb 18th, 2026
- Scam Prevention: Mar 18th, 2026
- Fair Housing: April 15th, 2026
- Safe Banking: May 13th, 2026
- Budgeting on a Fixed Income: Jun 17th, 2026
- Savings: Jul 15th, 2026
- Understanding Your Lease: Aug 12th, 2026
- Preventing Financial Exploitation: Sep 16th, 2026
- Downsizing Debt: Oct 14th, 2026
- The Basics of Estate Planning: Nov 18th, 2026
- Maximizing Benefits: Dec 16th, 2026

**Pre-Purchase / First Time Homebuyers:**  
**contact Housing Counseling for Link.**





# Your Hosts

**Daisy Hurtado**  
Housing Counseling

**Yanitza Montemayor**  
HCV Program Coordinator

**Solomon Jones**  
HCV Contract Manager

847-223-1170

33928 N US Highway 45, Grayslake, IL 60030

[www.lakecountyha.org](http://www.lakecountyha.org)





# Housekeeping

- All participants are muted .
- Turn off your camera – video will be posted to LCHA's YouTube
- Questions go in the chat.
- Q&a sessionafter presentation.
- No offensive or abusive language.
- You will be emailed a copy of this presentation by Friday 1-16-2026.



# Today's Workshop

- 1 Recertifications
- 2 Interims
- 3 Rent Increases
- 4 Q & A



# Recerts



# Recerts

ANNUALLY - EVERY 12 MONTHS

## Notification & Scheduling



- Notice goes out 3months prior
- Caseworker schedules the appt.
- All adults in the household over 18 must attend.
- In Person preferred, with ADA accommodations via Zoom.
- Children may attend with supervision
- Rescheduling allowed with notice.



# Required Documents



## PROOF OF IDENTIFICATION



**GOVERNMENT  
ISSUED PHOTO ID**

(must not be expired)



**BIRTH  
CERTIFICATE**



**SOCIAL SECURITY  
CARD**

**THESE DOCUMENTS REQUIRED  
FOR ALL MEMBERS OF THE  
HOUSEHOLD**

**SOME EXCEPTIONS APPLY**

ALTERNATIVES **MAY** BE ACCEPTED  
CONTACT LCHA TO GET APPROVAL  
TO SUBMIT ALTERNATE DOCUMENTS

# Required Documents

PROOF OF INCOME FOR ALL ADULTS 18 YEARS +

All required documents must be dated within the last 60 days.

## 3 CURRENT CONSECUTIVE PAYSTUBS FOR EARNED INCOME



**EXAMPLES OF  
EARNED INCOME  
INCLUDE:**



- W a g e s
- S a l a r i e s
- O v e r t i m e
- C o m m i s s i o n s
- B o n u s e s / T i p s
- R e g u l a r M i l i t a r y P a y
- I n d e p e n d e n t C o n t r a c t o r I n c o m e
- S e l f e m p l o y e d i n c o m e

# Required Documents

PROOF OF INCOME FOR ALL ADULTS 18 YEARS +



**OTHER TYPES OF  
INCOME MUST ALSO  
BE PROVEN**



- FEDERAL / STATE TAXES + W2'S
- INVESTMENT INCOME STATEMENTS
- TANF OR CASH ASSISTANCE LETTERS
- CHILD/SPOUSAL SUPPORT DOCS
- SS/SSDI/SSI AWARD LETTERS
- VA DISABILITY STATEMENTS
- UNEMPLOYMENT VERIFICATION
- RETIREMENT / PENSION STATEMENTS
- GIFTS FROM FAMILY/FRIENDS

# Income that is NOT included

- SNAP payments
- Income of Foster Children/Adults
- Employment income earned by minors
- Income of a live -in aide
- Some military special pay
- Most student financial aide
- Emergency rental and utilities assistance
- Funds from the family's FSS account
- Worker's compensation

**These are common examples. Ask LCHA about YOUR income!**





# Required Documents



## PROOF OF ASSETS



**BANK  
STATEMENTS**



**PROOF OF  
INVESTMENTS**



**PROOF OF  
RETIREMENT PLANS**

**THESE DOCUMENTS REQUIRED  
FOR ALL MEMBERS OF THE  
HOUSEHOLD**

**ALL PAGES, ALL ACCOUNTS**

**YOUR TEAM NEEDS THE FULL  
DOCUMENT: ALL PAGES, UNALTERED,  
FOR ALL ACCOUNTS.**





# Mandatory Allowances

- \$480 for each dependent .
- \$480 for FULL-TIME Students
- \$400 for any elderly family or disabled family.
- **Childcare expenses** necessary to enable a member of the family to be employed or to further his or her education.
- Unreimbursed **health/medical expenses** of any elderly/ disabled family.\*\*
- Unreimbursed **attendant care expenses** for each disabled family member. \*\*

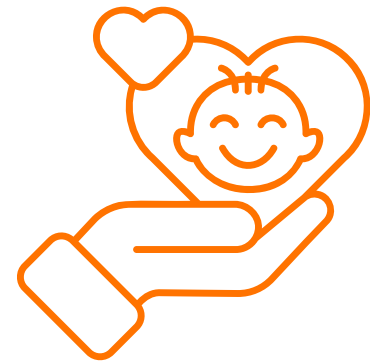
\*\* the sum of these deductions cannot exceed 3% of annual household income

# Required Documents

## FOR MANDATORY ALLOWANCES



### VERIFICATION OF STUDENT STATUS



### PROOF OF CHILDCARE COSTS



### VERIFICATION OF MEDICAL & ATTENDANT CARE COSTS

Invoice and Proof of  
Payment is Required.

- School Registrar
- Medical Care Provider
- Childcare Provider

# Interims





# Interims

## Household & Income Changes

All interim requests must be submitted in writing (email, letter, etc.)

### Notification & Documentation



- 10 business days of the change
- Contact your Cert Specialist
- Docs required: see LCHA forms site link below.
- Voucher size may be impacted
- 45 days from the date of request

<https://www.lakecountyha.org/forms>



# Rent Increases



# Rent Increases

## Household & Income Changes

### Notification & Documentation



- Landlord must inform LCHA.
- Docs REQUIRED 60D before lease ends.
- Tenant must agree to rent increase
- New lease is required.
- Tenant portion may increase.
- Inform LCHA if landlord asks for more than the agreed upon rent.

<https://www.lakecountyha.org/forms>

# Avoiding Common Issues



**Communicate!**



**Attend Appointments!**



**Submit Documents!**



**Avoid Fraud!**



# Q&A





# Get in Touch With LCHA

Contact us to get more info



[info@LakeCountyHA.org](mailto:info@LakeCountyHA.org)



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