



PROGRAM BULLETIN #19-0605

TO: Developers, Owners and Management Agents representing Owner's interest in Housing Tax Credit Developments

FROM: ^{RDC} Robert D. Collier, Senior Vice President of Program Compliance

DATE: May 6, 2019

SUBJECT: 2019 Housing Tax Credit Compliance Monitoring Plan Revision

Attached please find information regarding changes affecting the Housing Tax Credit (HTC) Compliance Monitoring Program during the 2019 calendar year. The attached information was discussed in Program bulletin #19-0105 which was released on May 1, 2019 revising the requirement of MDES verifications for un-employed individuals. The changes noted in program bulletin #19-0105 have been updated on the Affidavit of Non-Employment form and is outlined in detail in the revised 2019 Compliance Monitoring Plan. **Please note that the policies and procedures noted in the revised Compliance Monitoring Plan are effective immediately.** A copy of the updated Compliance Monitoring Plan can be downloaded from our website at www.ms hc.com.

Upon your review of the attached information, should you have any questions, please contact the Compliance Monitoring Division at 601-718-4642 or compliance.htc@ms hc.com.

Enclosures: Revised Affidavit of Non-Employment Form

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NON-EMPLOYMENT AFFIDAVIT

To be completed by any adult household member, including emancipated minors, who claim non-employment status and/or income.

TENANT/APPLICANT: _____ UNIT NO: _____

DEVELOPMENT NAME: _____

DIRECTIONS: Please select all that applies.

1. I am not currently employed in any capacity and do not anticipate the change in my status.
I am not seeking employment.
I have not recently applied for employment.
I have not been offered employment.
I am not under any affirmative obligation to obtain employment.
I do not plan to look for employment due to: _____

2. I am not currently employed in any capacity; however, I anticipate becoming employed in the next 12 months. (Please check one)

A. I have been offered a position with _____ (employer) that will begin _____ (date)

B. I am seeking employment as a _____ (position) and I anticipate earning \$ _____ per _____ (frequency).
My anticipated income is supported by (check all that applies):
 Written confirmation from my new employer
 Previous tax return
 Previous job pay stub/ salary history
 Three current employment advertisements showing average compensation for a similar position
 Other: _____

3. I attest that the following is true regarding benefits related to my unemployment: (Please check one)

I am currently receiving unemployment benefits. (**Attach printout from MDES of unemployment benefits.**)

I am currently receiving other benefits related to my non-employment status (i.e. disability).
Identify source: _____ and amount \$ _____.

I am not currently receiving but do **anticipate** receiving unemployment benefits or other benefits.
If benefits related to your unemployment status (disability, pension, etc.) other than unemployment is anticipated,
Identify source: _____ and amount \$ _____.

I am not currently receiving and do **not** anticipate receiving unemployment benefits or other benefits.

Under penalty of perjury, I certify that the information presented in this affidavit is true and accurate to the best of my knowledge. I further understand that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of my lease agreement.

Tenant/ Applicant Signature Date

WARNING: Section 1001 of Title 18 U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency.