

INITIAL AND REMINDER NOTICE SCHEDULE – USDA-RD

For Annual Recertifications

All notices need to be generated and sent “by” the 1st of every month.

Scheduled Annual Recertification Effective Date	90-Day Reminder Notice Date	60-Day Final Reminder Notice Date	30-Day Final Reminder Notice Date
January 1 st	October 1 st	November 1st	December 1 st
February 1 st	November 1 st	December 1st	January 1st
March 1 st	December 1 st	January 1st	February 1st
April 1 st	January 1 st	February 1st	March 1st
May 1 st	February 1 st	March 1st	April 1st
June 1 st	March 1 st	April 1st	May 1st
July 1 st	April 1 st	May 1st	June 1st
August 1 st	May 1 st	June 1st	July 1st
September 1 st	June 1 st	July 1st	August 1st
October 1 st	July 1 st	August 1st	September 1st
November 1 st	August 1 st	September 1st	October 1st
December 1 st	September 1 st	October 1st	November 1st

All Annual Recertifications must be completed and signed at least 30 days “prior” to the due date. This is company policy; and it will allow for Residents to receive a proper advance notice of any rent increase.

1. Always make a photocopy of the “original” notice and place the copy in the resident file with the “certification” paperwork (not the “Notices” section of the file.) Send/deliver the original Notice to the recertifying household. Auditors look for these Notices in the file to ensure that the resident household received the proper (required) notice, especially when a household has not recertified on time.
2. Please ensure, that even if the household has given notice to “move-out” that you still generate and distribute the Notices as mentioned above. Whether moving out or not, residents need to know the requirements and penalties for not recertifying in a timely manner. It is *recommended* that recertifications still be processed for move-outs because residents often change their minds and want to continue as residents.
3. The 30-Day Final Reminder Notice, which includes the 30-Day Termination Notice, is the “last” Reminder Notice that USDA requires the resident to receive. The Resident will go to “Note Rate rent” effective on their recert date if they do not respond. Eviction will be pursued. **NOTE:** Please include a copy of the “pending” termination 3560-8 showing the Note Rate rent. This action can prompt the household to actually complete their recertification before the due date. In this instance if the residents’ rent increases, no additional 30-day notice is required.
4. If any resident cannot complete his/her recertification for any reason, then at least **30-days prior to the effective date of the annual recertification**, you must immediately contact your Compliance Specialist for assistance – no exceptions!