

MODEL FORM

Get Information You Need to Determine Absentee Status

Your staff can use the following form to ask households the right questions to determine whether an absence is temporary or permanent. After completing the form, the staff member should place the form in the appropriate household file. This way, when your staff calculates income for the household it will know whether to count the absentee as a household member. Also, you can use the form as backup if the IRS challenges your decision.

ABSENTEE STATUS: HOSPITAL OR NURSING HOME CONFINEMENT

INSTRUCTIONS: Use this form to ask households the right questions to determine whether a member's absence is temporary or permanent. To prevent a discrimination lawsuit, don't ask a household why an absentee is confined, or any other question about the absentee's disability. Place the completed form in the appropriate household file.

BUILDING/UNIT #: _____

ABSENTEE'S NAME: _____

Where is the absentee confined?

Hospital: _____

Nursing Home: _____

When did the absentee's confinement begin? _____

When is the absentee expected to return to the site? _____

The date range is: Firm Estimated

Can't determine because: _____

Type of absence. Based on the information the household has given us, we have determined that the absentee's confinement is:

Temporary. Therefore, the absentee must be treated as a household member, and we must count the absentee's income when recertifying the household [HUD Handbook 4350.3, par. 5-6(B)].

Permanent. Therefore, the household must choose whether we should treat the absentee as a household member [HUD Handbook 4350.3, par. 5-6(D)].

Household decision (*for permanent absence only*). On _____, the household instructed us to treat the absentee as a:

Household member. Therefore, we will count the absentee's income as a part of the household's income when recertifying the household.

Non-household member. Therefore, we will not count the absentee's income as part of the household's income when recertifying the household.

STAFF MEMBER: _____ DATE: _____