

DATE: **October 13, 2022**
May 20, 2022

PROCEDURAL MEMORANDUM #008-22

SUBJECT: **Revised** Emergency Rental Assistance Program (ERAP) Income Eligibility Income Limits for Program Year 2022.

TO: County ERAP Providers

FROM: Cathy Buhrig
Director
Bureau of Policy

PURPOSE

To inform county ERAP providers of the procedures for using the Housing and Urban Development Average Median Income (AMI) limits for ERAP income eligibility determinations for program year 2022. This change in guidance is effective June 1, 2022. Applications processed in accordance with previous guidance are considered correct based on the guidance at the time of processing.

BACKGROUND

The federal statute establishing ERAP1 provides that providers may determine income eligibility based on either the household's total income for calendar year 2020 or sufficient confirmation of the household's monthly income at the time of application.

For ERAP2, if a provider uses the same income determination methodology that it used in ERAP1, it is presumed to be in compliance with relevant program requirements.

If a household is determined to have met the income requirement for eligibility under ERAP1, the provider may consider the household to be eligible under ERAP2, unless the provider becomes aware of any reason the household does not meet the requirements for ERAP2.

DISCUSSION***Previous guidance for Applications processed during program Year March 2021 thru December 2021.***

ERAP1 and ERAP2 – for the period March 2021 thru December 2021, counties are to use the 2020 AMI limits regardless of whether they use the annual or monthly methodology.

Previous guidance for Applications processed during the period January 2022 thru May 31, 2022.

For ERAP1 if you use the annual methodology, which requires use of 2020 annual income, then use the 2020 AMI.

For ERAP1, if you use the monthly methodology, then use 2021 AMI for the period January 2022 thru May 31, 2022.

For ERAP2, regardless of which methodology used, then use the 2021 AMI for the period January 2022 thru May 31, 2022.

New guidance for applications processed for the period June 1, 2022, thru December 31, 2022.

For ERAP1 and ERAP2 applications processed beginning June 1, 2022, if you use the monthly methodology, then use the corresponding annual AMI based on the income provided with the application. **If a household qualifies based on monthly income, the grantee must redetermine the household income eligibility every three months for the duration of assistance.**

For ERAP1 and ERAP2 if you use the annual methodology, which requires use of 2020 annual income, then use the 2020 AMI.

ERAP providers are required to consider an applicant's reduction in income as a condition of eligibility. Where an applicant's current income has been reduced, utilization of the reduced income for eligibility is applicable rather than using calendar year 2020.

Any applicant determined income eligible and approved under ERAP1 is considered income eligible for ERAP2 unless the agency has information that reflects a change in income and warrants a new income eligibility determination for ERAP2.

The AMI tables for 2020 and 2021 are in Appendix F of the ERAP Instructions and Requirements document revised December 2021. The complete 2020, 2021 and 2022 tables are located on the Department of Human Services [ERAP](#) webpage under Income Eligibility.

NEXT STEPS

1. Share and review this Procedural Memo with appropriate staff.
2. Direct questions regarding this Procedural Memo to RA-PWERAPOIM@pa.gov.
3. This Procedural Memo is in effect until further notice.