

Una versión en Español de este documento está disponible en su Oficina de Gestión, en la Oficina Central del CHA o en la página web de CHA: [www.cambridge-housing.org](http://www.cambridge-housing.org)  
Yon vèsyon Kreyòl Ayisyen pou dokiman enpòtan sa-a disponib nan Biwo Administrasyon-a, nan Biwo Santral CHA, epi nan sit intènèt CHA: [www.cambridge-housing.org](http://www.cambridge-housing.org).  
A versão em Português deste documento está a sua disposição no seu Escritório de Gerencia, no Local Central de Gerencia do CHA, e no Website do CHA: [www.cambridge-housing.org](http://www.cambridge-housing.org)

## PARTICIPANT RESPONSIBILITIES – FEDERAL PUBLIC HOUSING

Cambridge Housing Authority (CHA) takes aggressive action to investigate and prosecute all misrepresentation and fraud. We urge you to be sure that you are meeting your responsibilities so that you can continue to receive assistance and so our programs can serve as many people as possible. The following is a list of PARTICIPANT RESPONSIBILITIES:

1. **REPORT ALL INCOME** received by members of your household and income that you expect to receive in the next year. Many people forget income from second jobs, overtime, part-time jobs and income received from child-support.
2. **REPORT ALL HOUSEHOLD MEMBERS** expected to live in your household in the next year. If your family size increases, we may be able to help you find a larger place to live.
3. **REPORT ALL ASSETS** if total assets including; bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc. that are owned by you, any adult member of your family who is or will be living with you exceeds \$50,000 per year.
4. **REPORT INCREASES IN INCOME only** if your rent is reduced between regularly scheduled rent determinations. Increases must be reported **within thirty (30) days**. Failure to report increases in income after receiving reduced rent may result in **retroactive rent increases, termination from participation, or both**.

Households can request rent reductions due to decreased income or increased unreimbursed medical or childcare expenses between annual rent determinations (“interim recertifications”) **twice every two years**. **Disabled and elderly households** are **not** limited to two interim recertifications per year.

Households requiring additional interim recertifications can apply with their Manager for a Hardship Waiver.

5. **REPORT ANY CHANGES IN HOUSEHOLD COMPOSITION** before a new member is added or subtracted from the household. Moving members into or out of the household without notifying CHA may result in **retroactive rent increases, termination from participation, or both**. With the exception of birth or adoption, all new household members must first be screened and approved by CHA.
6. **RECERTIFICATIONS** with Managers are required for continued participation. If you are unable to keep an appointment, **let us know in advance**. **Remember: It is your responsibility to reschedule appointments. Your continued participation can be terminated for failure to recertify in a timely manner.**

### DRUG OR VIOLENCE RELATED CRIMINAL ACTIVITY OR OTHER LEASE VIOLATIONS COULD RESULT IN TERMINATIONS OF HOUSEHOLDS FROM THE PROGRAM.

If you know of any cases of fraud by tenants or CHA employees, or if you have any questions on the subject, please contact the Deputy Director of Operations at CHA. The Deputy Director can be reached by telephone at (617) 497-4040 ext. 233. Thank you for your assistance.