



**PROGRAM BULLETIN #23-1805**

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

FROM: Robert D. Collier, Senior Vice President of Program Compliance

DATE: May 18, 2023

SUBJECT: 2023 Housing Tax Credit Compliance Monitoring Requirements Updates

Attached please find information regarding changes affecting the Housing Tax Credit (HTC) Compliance Monitoring Program during the 2023 calendar year. The attached information was presented at our 2023 Affordable Housing Conference held recently on May 9-11<sup>th</sup> in Biloxi, Mississippi. The information noted on the document entitled "*Mississippi Home Corporation's 2023 Housing Tax Credit Compliance Monitoring Plan Summary of Updates*" is being forwarded to HTC developers, owners and management agents. Due to the important nature of the materials' content, we are forwarding to you a copy of the updated changes. All of the changes noted therein are outlined in detail in our 2023 Compliance Monitoring Plan. **Please note that the policies and procedures noted in the release of the Compliance Monitoring Plan are effective May 15, 2023.** A copy of the updated Compliance Monitoring Plan can be downloaded from our website at [www.mshomecorp.com](http://www.mshomecorp.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@mshc.com](mailto:compliance.htc@mshc.com).

Enclosures: 2023 HTC CMP Summary of Updates  
2023 Territory Map  
Child Support Affidavit

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**2023 HTC COMPLIANCE MONITORING PLAN**  
**Summary of Updates, Effective May 15, 2023**

**IMPORTANT NOTICE:** Included in this publication is a summary of major changes and/or examples to the HTC Compliance Monitoring Plan. Minor updates, additions, clarifications, grammatical errors have not been identified in this summary.

**CHAPTER 5: INCOME & ASSET DETERMINATION AND RESPONSIBILITIES**

**5.5A Calculation of Annual Income - page 78**

Verbiage regarding obtaining child support verifications from YoungWilliams removed.

**CHAPTER 7: COMPLIANCE REPORTING AND ADMINISTRATIVE RESPONSIBILITIES**

**7.5B Compliance Training - page 119**

Verbiage added to show a minimum of 6 credit hours from outside organizations.

**CHAPTER 9: PROPERTY DISPOSITION & TRANSFERS**

**9.5C Documentation of Building Disposition - page 135**

Verbiage added to include developments whose affordability period has ended.

**CHAPTER 11: NONCOMPLIANCE: PROCEDURES & CONSEQUENCES**

**11.7 Fees & Penalties - page 152**

Research fees changed from \$110 per hour over three hours to \$110 per hour.

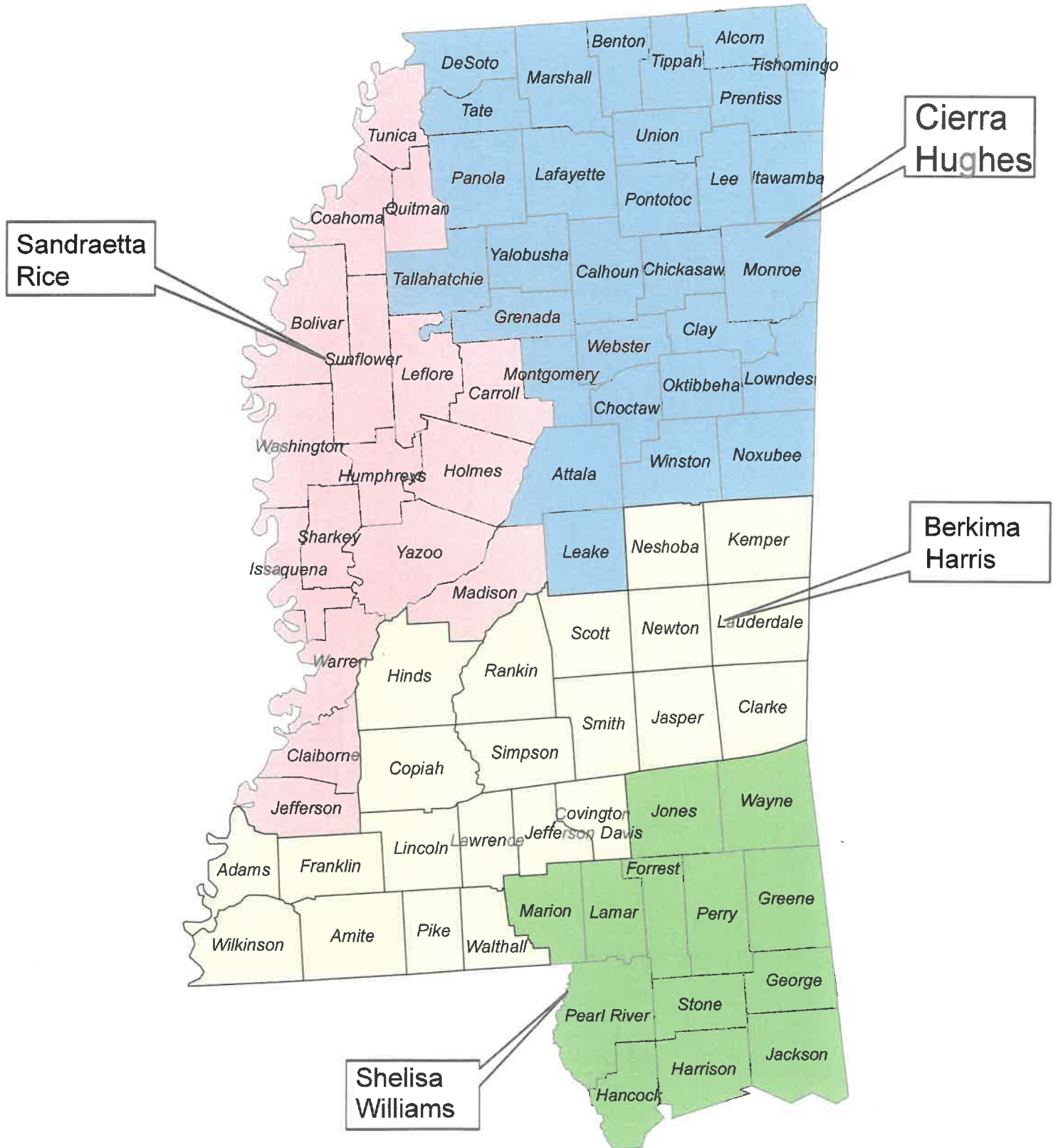
**FORMS**

**Revised:**      **Child Support Affidavit**



MISSISSIPPI HOME CORPORATION

# Mississippi Home Corporation Housing Tax Credit Monitoring Staff Tenant File Audits



Effective May 2023

# CHILD SUPPORT AFFIDAVIT

Please complete one form for each non-custodial parent (with/without a case).

Head of Household Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_

Non-Custodial Parent (NCP): \_\_\_\_\_

I certify that the following is true regarding my current child support situation:

I am obliged/ entitled per court order to receive child support. **Provide supporting documentation such as a court order, child support agreement, print out from DHS (which shows at least 12 months of history), etc.**

I am currently receiving payments:  Yes  No If no, last payment received was on \_\_\_\_\_

How are/were the payments being received?  DHS  Court of Law  Directly from NCP  
 Other (explain): \_\_\_\_\_

Monthly Amount of Award: \$ \_\_\_\_\_ Date of Court Order: \_\_\_\_\_

County & State of Order: \_\_\_\_\_

I am **not** obliged/entitled per court order to receive child support but I (check all that applies):

1.  receive or  anticipate receiving

a.  monetary contributions (**Provide signed copy of the Verification of Regular Contribution form from non-custodial parent**)

b.  third-party benefits related to NCP's relationship to the child (e.g. SSI payments, etc.)

c.  non-cash contributions (i.e. gasoline, diapers, baby formula, medicine, etc) in the amount of \$ \_\_\_\_\_ per \_\_\_\_\_ (frequency) in lieu of child support.

I am **not** obliged /entitled per court order to receive child support. I do **not** anticipate such an order in the next 12 months, and no support is being received. I am not pursuing legal action because (**must check at least one**):

Financial reasons

Responsible party's location is unknown

Incarceration/ Protective Custody

Responsible party is deceased. *If yes, are survivor benefits (e.g. SSI, etc) being received?*  Yes  No

Other (explain): \_\_\_\_\_

I understand that I must notify the owner or management agent of any changes in the status of any child support payments as soon as possible.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
Signature of Applicant/ Resident

\_\_\_\_\_  
Date