
Akron Metropolitan Housing Authority (AMHA)
Operating Procedures

Department/Area:

Public Housing Recertification Department

Procedure:

Financial fraud collection for active clients

Purpose:

To ensure proper and timely collection of monies

1. The Financial Fraud Investigators of the Housing Authority will assess accounts owed on a case-by-case basis. The Housing Authority will not enter into a repayment agreement for an amount in excess of \$7,500.00 or for more than 60 months. Criminal charges may be signed for any amount of \$3,000.00 or more.
2. If client owes an amount in excess of \$3,000.00, the case will be reviewed by the Financial Fraud Investigators and Recertification Manager to determine if a repayment agreement can be established or if the case should be referred to Legal.
3. The preferred repayment method is 10% of the total amount due with payments as follows:
 - 12 months up to \$1,000.00
 - 24 months up to \$2,000.00
 - 36 months up to \$3,000.00
 - 48 months up to \$4,000.00
 - 60 months for \$5,000.00 to \$7,500.00
4. The client and AMHA representative will sign an agreement and establish a time frame for repayment, which will include the down payment amount, as well as the monthly amount to be paid.
5. The monthly payment will be included on the client's rent statement, and must be paid on or before the eighth calendar day of each month.
6. The Recertification Department Manager will monitor all payments.
7. If the client defaults on a monthly payment, the client may have their lease terminated and the amount due shall be sent to the Legal Department for collection.

Attachments:

Repayment Agreement