

North Andover Housing Authority

Cathy Hoog, Executive Director



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WAGE MATCH POLICY

Board Adopted May 31, 2016

This Wage Match Policy applies to all administrative employees of the North Andover Housing Authority who are responsible for the management of state housing program tenants, including tenants in conventional housing and MRVP. All Massachusetts housing authorities and non-profit agencies that administer state-funded housing programs must participate in the Wage Match Program. The pertinent Law and regulations can be found at section 3 of M.G.L. c. 62E and 760 CMR 6.00.

The Wage Match system information is exchanged via the statewide network. The housing authority will transmit data via the internet Wage Match System to the Department of Housing and Community Development (DHCD) and they will then transmit the data to the Department of Revenue (DOR). DOR will match the data against its wage reporting files, provide the information to DHCD, and in turn DHCD will forward the information to the housing authority. The housing authority will review the data to determine whether income reported by tenants for determining rent is correct.

The housing authority shall conduct wage match for every adult member (aged 18 and over) of the tenant household residing in state housing programs. Tenants must be informed about the wage match program and must authorize the use of their Social Security numbers for the program.

Because the housing authority will have access to "personal data" as defined by M.G.L. c.66A, the housing authority will ensure confidentiality of information requested and received through the wage match system. The housing authority is subject to and must comply with all applicable laws and regulations relating to confidentiality and privacy, including but not limited to M.G.L. c. 62E, M.G.L. c. 66A and 760 CMR 4.00. The Executive Director is responsible for ensuring that the employee(s) understand the serious nature of any misuse of the system or the information obtained.

The North Andover Housing Authority will notify DHCD immediately both orally and in writing if any personal data is improperly used or accessed. The North Andover Housing Authority will cooperate with DHCD to enjoin or prevent misuse of, regain possession of, or otherwise protect the data.

