

**Procedures for Temporary BAH Rate Increase Approval for  
56 Designated Military Housing Areas (MHA) due to Coronavirus 2019**

1. To receive the temporary higher BAH rate, a member must certify that they have incurred higher housing costs because of Coronavirus 2019. See the flow chart for authorization.
2. The member must document the housing cost increase on the Temporary BAH Rate Increase Application.

The member's certification must document the rent and utility expenses after 13 March 2020, the date the President declared a COVID-19 Emergency Declaration.

Submit the application and supporting documentation through the member's Personnel & Administration (P&A) office to CG PSC-PSD-FS. The certification application must be signed by the member and include the command review statement and the commanding officer's (or designee) signature.

The P&A office will scan/email the application to [HQS-SMB-CGPSC-PSDFS-BAH@uscg.mil](mailto:HQS-SMB-CGPSC-PSDFS-BAH@uscg.mil)  
CG PSC-PSD-FS will review certification applications.

- (1) If approved for a temporary BAH rate increase, PSC will approve the application and send it to the member, member's command, SPO, and PPC-MAS.
- (2) If disapproved, PSC will return the worksheet to the member.
- (3) CG PSC-PSD-FS will maintain a record of approved & disapproved applications.

If the total housing expense increase from the member's certification is:

- (1) Less than the member's 2021 BAH rate (or prior individual protected BAH rate, if higher than their 2021 BAH rate), no temporary BAH increase is authorized.
- (2) Higher than the member's 2021 BAH rate (or prior individual protected BAH rate, if higher than the MHA 2021 rate), then the member is authorized the temporary BAH rate effective the latter of the SECDEF approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.
- (3) Active duty members married to active duty members that reside together must submit a joint certification worksheet that uses their combined BAH rates for comparison with their Coronavirus 2019 housing cost increase.

The following BAH rate protection eligibility conditions affect temporary BAH if a member:

- (1) Is promoted/advanced to E5 or above. The member must submit a new worksheet certifying that housing costs exceed the regular BAH rate for the higher grade. If not qualifying as a result of the promotion/advancement, CG PSC-PSD-FS will notify PPC-MAS to change the member's regular BAH rate for the new pay grade.
- (2) Is demoted. The member must submit a new worksheet certifying that housing costs exceed the regular BAH rate for the lower grade. If not qualifying as a result of the demotion, CG PSC-PSD-FS will notify PPC-MAS to change the member's regular BAH rate for the new pay grade.
- (3) Experiences a dependency change from with dependents to without dependents, or vice versa. The member must submit a new application.