

**LOW RENT PUBLIC HOUSING (LRPH) ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP)
PLAN CHANGES
April 16, 2009**

Plan Name	Old Policy	New Policy	When Change Needs to Be Made?	Location in Plan?	Annual or One-Time Change?
ACOP	555 Walnut Street (City of Abilene Office)	534 Cypress Street, Suite #200, Abilene, TX 79601	Immediately	1-11 a.	One-Time
ACOP	N/A	Add "2100/2250 Vogel Avenue, Abilene, TX 79603"	Immediately	1-11 a.	One-Time
ACOP	Maintain community-wide Housing Hot Line that provides information on all housing programs, eligibility criteria, and the estimated waiting period for assistance. The Housing Hot Line telephone numbers is 915-676-2255 ext. 1900.	Remove-Hot Line no longer exists	Immediately	1-11 c.	One-Time
ACOP	Any and all information, which would lead one to determine the nature and/or severity of a disability, must be kept in a separate folder and marked "confidential." The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. The Housing Administrator and/or Housing Program's Coordinator must approve all requests for access and granting of accommodations based on this information.	Any and all information, which would lead one to determine the nature and/or severity of a disability, must be kept in a separate folder and marked "confidential." The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. The Public Housing Manager and/or Executive Director must approve all requests for access and granting of accommodations based on this information.	Immediately	1-11 G. p.3	
ACOP	Ability to Meet PHA's Admission Criteria. Suitability screening resources can include, but are not limited to: Tenant Tracker; Previous PHA records; Personal interviews with applicant and family members; Interviews with current or previous landlords, employers, credit bureaus, family, social workers, parole officers; Police records; Home visits; and, School records.	Ability to Meet PHA's Admission Criteria. Suitability screening resources can include, but are not limited to: Tenant Tracker(rental, credit, criminal histories); Previous PHA records; Personal interviews with applicant and family members; Interviews with current or previous landlords, employers, credit bureaus, family, social workers, parole officers; Police records; Home visits; and, School records.	Immediately	2-12 4.	One-Time
ACOP	The PHA will complete a criminal background check on all adult members and youth, age 16 and over, of the applicant's household, or any member for which criminal records are available.	The PHA will complete a criminal background check on all adult members and youth, age 18 and over, of the applicant's household, or any member for which criminal records are available.	Immediately	2-14 (4)	One-Time
ACOP	Full time students who attend school away from the home will be treated in the following manner: 1. A student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of unit size. 2. Full time students who attend school away from the home and live with the family during school recess will be considered temporarily absent from the household. 3. Full time students who attend school away from the home and live with the family during school recess will be considered permanently absent from the household.	Full time students who attend school away from the home will be treated in the following manner: 1. A student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of unit size.	Immediately	6-8 1.-3.	One-Time

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ACOP	Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets. Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump-sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments that have accumulated due to a dispute will be treated the same as periodic payments that are deferred due to delays in processing.	Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets. Lump-sum payments caused by delays in processing periodic payments (unemployment, welfare assistance or child support) are counted as income. Lump-sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments that have accumulated due to a dispute will be treated the same as periodic payments that are deferred due to delays in processing. Periodic and determinable allowances, such as alimony and child support, and regular contributions of gifts received from organizations or from persons not residing in the dwelling are included in Annual Income. This is treated the same as periodic payments that are deferred due to delays in processing.	Immediately	6-11 J.	One-Time
ACOP	J. LUMP-SUM RECEIPTS [24 C.F.R. § 5.609 (b)(5), c]	J. LUMP-SUM RECEIPTS [24 C.F.R. § 5.609 (b)(4), c]	Immediately	6-11 J.	One-Time
ACOP	Reasonable child card expenses: As defined by the Authority, may not exceed \$45.00 per week per child.	The amount deducted shall reflect reasonable charges for child care.	Immediately	6-14	One-Time
ACOP	The amount of the Pet Deposit is \$50. (Typographical error.)	The amount of the Pet Deposit is \$250.00, \$150 for the Elderly.	Immediately	9-5 F.	One-Time
ACOP	1. An initial refundable security deposit payment of \$50.00 on or prior to the date the pet is properly registered and brought into the unit. The security deposit may be waived for a service animal for a disabled person as a reasonable accommodation. 2. Monthly payments in an amount of no less than \$10.00 until the specified deposit have been paid. The PHA reserves the right to change or increase the required deposit by amendment to these rules. 3. Pet deposit and pet waste removal charges (\$5.00 per occurrence) are not part of rent payable by the tenant. 4. The pet deposit shall be refunded when the tenant moves out or when the Resident no longer keeps a pet, whichever is earlier. 5. The pet must be maintained within the Resident/Pet Owner's unit. When outside the unit, dogs and cats must be kept on a leash or carried and under the control of the Resident/Pet Owner or other responsible individual AT ALL TIMES. Pets are not allowed in the Community Room or other Housing Authority Offices (services animals excepted.)	1. An initial refundable security deposit payment of \$250.00 on or prior to the date the pet is properly registered and brought into the unit. The security deposit may be waived for a service animal for a disabled person as a reasonable accommodation. The pet must be maintained within the Resident/Pet Owner's unit. When outside the unit, dogs and cats must be kept on a leash or carried and under the control of the Resident/Pet Owner or other responsible individual AT ALL TIMES. Pets are not allowed in the Community Room or other Housing Authority Offices (services animals excepted.) 2. Pet waste removal charges (\$10.00 per occurrence) are not part of rent payable by the Resident. 3. The pet deposit shall be refunded when the Resident moves out or when the Resident no longer keeps a pet, whichever is earlier.	Immediately	10-3 E.	One-Time

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ACOP	The PHA will process rent adjustments for all increases in income that are reported between regularly scheduled recertifications. Rent increases (except those due to misrepresentation) require 30-days notice.	The PHA will process rent adjustments for all increases in income at the time of the scheduled annual recertification, except those due to misrepresentation. The Public Housing Manager reserves the right to change this procedure at any time.	Immediately	11-8 b.	One-Time
ACOP	All references to "City of Abilene."	Change to "Abilene Housing Authority."	Immediately	All	One-Time