

**HOUSING CHOICE VOUCHER (HCV) ADMINISTRATIVE 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?
AP	None	<p>Emancipated Minor. An individual who is a minor and is legally free from parental control and supervision meets this definition. A minor who is not "emancipated" may not be a responsible party to the Lease Agreement. If it is unclear whether a minor has been legally declared "emancipated" request a copy of the Emancipation Order or military papers. Emancipation occurs by operation of the law or court order.</p> <p>- Operation of the Law occurs when (1) a person reaches 18 years of age, or (2) during the period when a minor is on active duty with the armed forces of the United States.</p> <p>- Court Order pursuant to a petition filed by a minor with the probate court. The court may issue an "Emancipation Order" if it determines that emancipation is in the best interest of the minor. A copy of the Emancipation Order is required to confirm that the minor is emancipated.</p> <p>*NOTE: Marriage does not automatically emancipate a minor.</p>	Immediately	GL-6	One-Time
AP	The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.	The head of household must have the legal capacity to enter into a lease under state and local law. A minor <b>(17 years old and under)</b> who is emancipated under state law <b>(Emancipation Order or Military papers is required)</b> may be designated as head of household.	Immediately	3-1.D (pg. 3-4)	One-Time
AP	If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied assistance.	If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past <b>three</b> years, the family will be denied assistance.	Immediately	3-III.C (pg. 3-20)	One-Time
AP	Any conviction for drug-related or violent criminal activity within the past 5 years	Any conviction for drug-related or violent criminal activity within the past <b>3</b> years	Immediately	3-III.C (pg. 3-20)	One-Time
AP	Any arrests for drug-related or violent criminal activity within the past 5 years.	Any arrests for drug-related or violent criminal activity within the past <b>3</b> years.	Immediately	3-III.C (pg. 3-20)	One-Time
AP	Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years.	Any record of eviction from public or privately-owned housing as a result of criminal activity within the past <b>3</b> years.	Immediately	3-III.C (pg. 3-20)	One-Time
AP	Any family member has been evicted from federally-assisted housing in the last 5 years.	Any family member has been evicted from federally-assisted housing in the last <b>12 months</b> .	Immediately	3-III.C (pg. 3-21)	One-Time
AP	Any PHA has ever terminated assistance under the program for any member of the family due to violation of any family obligation in the last 5 years.	Any PHA has ever terminated assistance under the program for any member of the family due to violation of any family obligation in the last <b>12 months</b> .	Immediately	3-III.C (pg. 3-21)	One-Time

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AP	If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).	<b>All applications will be accepted, except where the applicant is a minor. PHA may deny an application if applicant owes any PHA money.</b> Eligibility will be determined once the family has reached the top of the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).	Immediately	4-I.D (pg 4-5)	One-Time
AP	The PHA's waiting list will be purged every twelve (12) months to ensure the waiting list is current and accurate. The mailing will request current information and confirmation of continued assistance.	The PHA's waiting list will be purged every twelve months ( <b>we reserve the right to purge more frequently</b> ) to ensure the waiting list is current and accurate. The mailing will request current information and confirmation of continued assistance.	Immediately	4-II.F (pg. 4-10)	One-Time
AP	The head of household and the spouse/co head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.	The head of household and <b>any adult household member 18 years of age and older must</b> attend the interview together.	Immediately	4-III.E (pg 4-14)	One-Time
AP	The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].	The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)]. <b>For voucher issuance associated with adding/deleting family members, refer to Chapter 11.</b>	Immediately	5-II.D (pg. 5-11)	One-Time
AP	Prescription medicines and insulin, but <u>not</u> nonprescription medicines even if recommended by a doctor	Prescription medicines and insulin. <b>Exception to the IRS rule, the PHA will accept nonprescription medicines recommended by doctor for preventive care. Verification must be obtained through recommending physician.</b>	Immediately	6-II.D (pg 6-27)	One-Time
AP	The PHA does not conduct damage claim inspections or an inspection without a Request for Lease Approval.	The PHA does not conduct damage claim inspections or an <b>initial</b> inspection without a Request for Tenancy Approval.	Immediately	8-II.A (pg. 8-8)	One-Time
AP	The PHA will make all HAP abatements effective as of the last day following the expiration of the PHA specified correction period (including any extension).	The PHA will make all HAP abatements effective as of the <b>first</b> day following the expiration of the PHA specified correction period (including any extension).	Immediately	8-II. G (pg. 8-13)	One-Time

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AP	All requests for rent adjustments by the owner must be made at least 60 days prior to the expiration of the HAP contract between the PHA and the owner of the unit. All rents adjustments will be effective on the first day of the new HAP contract between the PHA and the owner not the unit.	All requests for rent adjustments by the owner must be made at least <b>90</b> - 60 days prior to the expiration of the HAP contract between the PHA and the owner of the unit. All rents adjustments will be effective on the first day of the new HAP contract between the PHA and the owner not the unit.	Immediately	8-III.B (pg. 8-15)	One-Time
AP	Completed RTA (including the proposed dwelling lease) must be submitted as hard copies, in-person.	<b>The original</b> completed RTA (including the proposed dwelling lease) must be submitted as hard copies, in-person.	Immediately	9-1.B (pg 9-2)	One-Time
AP	All requests for rent adjustments by the owner must be made at least 60 days prior to the expiration of the HAP contract between the PHA and the owner of the unit. Where the owner is requesting a rent increase, the PHA will determine whether the requested	All requests for rent adjustments by the owner must be made at least <b>90</b> - 60 days prior to the expiration of the HAP contract between the PHA and the owner of the unit. Where the owner is requesting a rent increase, the PHA will determine whether the requested	Immediately	9-I.H (pg. 9-10)	One-Time
AP	The PHA will begin the annual reexamination process 120 days in advance of its scheduled effective date. Generally, the PHA will schedule annual reexamination effective dates to coincide with the family's anniversary date.	The PHA will begin the annual reexamination process <b>90</b> - 120 days in advance of its scheduled effective date. Generally, the PHA will schedule annual reexamination effective dates to coincide with the family's anniversary date.	Immediately	11-I.B (pg. 11-2)	One-Time
AP	Any family member has been evicted from federally-assisted housing in the last five years.	Any family member has been evicted from federally-assisted housing in the last <b>12</b> months.	Immediately	12.I.E (pg. 12-5)	One-Time
AP	Any PHA has ever terminated assistance under the program for any member of the family.	Any PHA has ever terminated assistance under the program for any member of the family <b>within the last 12 months..</b>	Immediately	12.I.E (pg. 12-5)	One-Time
AP	When termination is initiated by the PHA, the notice to terminate will be sent to the family and the owner at least 30 calendar days prior to the effective date of the termination. However, if a family vacates the unit without informing the PHA, 30 days notice will not be given. In these cases, the notice to terminate will be sent at the time the PHA learns the family has vacated the unit.	When termination is initiated by the PHA, the notice to terminate will be sent to the family and the owner at least 30 calendar days prior to the effective date of the termination. However, if a family vacates the unit without informing the PHA, 30 days notice will not be given. In these cases, the notice to terminate will be sent at the time the PHA learns the family has vacated the unit. <b>In the case where the Head of Household has passed away, the contract will terminate the last day of the month in which the tenant passed, given there are no eligible remaining family members still residing in the unit.</b>	Immediately	12-II.F (pg. 12-12)	One-Time

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AP	Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify the PHA by completing an "Available Housing Units" form provided by the PHA and filing the document with the PHA. The PHA will maintain a listing of such owners and provide this listing to the HCV family as part of the informational briefing packet. In the event that an owner wishes to remove the unit from the PHA's available units listing, it is the owner's responsibility to have the unit removed from the PHA's available units listing.	Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify the PHA by completing an "Available Housing Units" form provided by the PHA and filing the document with the PHA. The PHA will <b>post this listing for all HCV families in search of available units.</b> In the event that an owner wishes to remove the unit from the PHA's available units listing, it is the owner's responsibility to have the unit removed from the PHA's available units listing.	Immediately	13-I.B (pg. 13-3)	One-Time
AP	The PHA has adopted a policy that defines when the housing assistance payment by the PHA is deemed received by the owner. The HAP is deemed to be received by the owner on the date the payment is mailed by the PHA to the owner.	The PHA has adopted a policy that defines when the housing assistance payment by the PHA is deemed received by the owner. The HAP is deemed to be received by the owner on the date the payment is mailed by the PHA to the owner. <b>For direct deposits, the HAP is deemed to be received on the date the payment is released from the bank.</b>	Immediately	13-II.B (pg. 13-10)	One-Time
AP	The monthly HAP payments made by the PHA to the owners under the HCV Program shall be distributed to the owners via first class mail to the owner's last address as listed in the PHA's records. The alternative of giving the owners the opportunity to receive HAP payments by direct deposit is currently being researched by the PHA.	The monthly HAP payments made by the PHA to the owners under the HCV Program shall be distributed to the owners via first class mail to the owner's last address as listed in the PHA's records. <b>Direct Deposit is also available if the owner chooses this method of receiving payment. A Direct Deposit form and a voided check or deposit slip must be provided.</b>	Immediately	13-II.C (pg. 13-12)	One-Time
AP	All HAP payments made by the PHA to owners are deemed to be received by the owner on the date that the payment is mailed by the PHA to the owner.	All HAP payments made by the PHA to owners are deemed to be received by the owner on the date that the payment is mailed <b>or released for payment</b> by the PHA to the owner.	Immediately	13-II.C (pg. 13-13)	One-Time
AP	The PHA does not allow owners to pay indebtedness owing to the PHA in installments.	Replace with: <b>At the PHA discretion, owners indebtedness to the PHA, may be repaid in installments.</b>	Immediately	14-II.C (pg. 14-7)	One-Time
AP	Violation of contract obligations	<b>Insert "Termination" in the column</b>	Immediately	14-II.C (pg.14-8)	One-Time
AP	None	Add Section: <b>PART X: AFFIRMATIVELY FURTHERING FAIR HOUSING FOR FAMILY SELF-SUFFICIENCY (FSS)</b>	Immediately	Chapter 16 - Program Administration	One-Time