

**CITY OF WICHITA HOUSING AUTHORITY  
PUBLIC HOUSING**

**ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP)**

Revisions approved by the Wichita Housing Authority Board on March 15, 2016

**TABLE OF CONTENTS**

I	Nondiscrimination	1
II	Eligibility for Admission	1
III	Processing Applications for Admission	5
IV	Leasing	8
V	Unit Size and Type Required	9
VI	Determination of Rent	10
VII	Tenant Selection Process	21
VIII	Re-examination and Eligibility for Continued Occupancy	22
IX	Establishing Rents between Regularly Scheduled Reexaminations	26
X	Misrepresentation	26
XI	Definition of Income	31
XII	Repayment Agreement Policy	31
XIII	Write-off of Uncollectable Accounts	31
XIV	Unit Transfer Policy	33
XV	Public Housing/Section 8 Program Transfer Policy	33
XVI.	Evicting and Terminating Assistance for Criminal Activity	34
XVII	Upfront Income Verification Policy	35
XVIII	Community Service Policy	36
	Appendix 1: Acceptable Forms of Verification	38
	Glossary of Terms	61

CITY OF WICHITA HOUSING AUTHORITY  
PUBLIC HOUSING

ADMISSIONS & CONTINUED OCCUPANCY POLICY  
(ACOP)

The purpose of the ACOP is to establish guidelines for the Public Housing staff to follow in determining eligibility for admission and continued occupancy. These guidelines are governed by the requirements set forth by the United States Department of Housing and Urban Development (HUD) with latitude for local policies and procedures. These policies and procedures for admissions and continued occupancy are binding upon applicants, residents and the Public Housing Program. The City of Wichita Housing Authority Board (WHAB) has approved these policies and amendments.

I. NONDISCRIMINATION

The City of Wichita Public Housing Program (WHA-PH) shall not discriminate because of race, color, sex, age, disability, religion, familial status, marital status or national origin in the leasing, rental, or other disposition of housing or related facilities (including land) included in any project development or project under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended or in the use or occupancy thereof. WHA-PH will comply with all laws relating to Civil Rights, including the Housing and Community Development Act Amendments (HCDA) of 1981, and Housing and Urban-Rural Recovery Act (HURRA) of 1983, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern) and any applicable State laws or local ordinances or any legislation protecting individual rights of resident, applicants or staff that may subsequently be enacted.

II. ELIGIBILITY FOR ADMISSION

WHA-PH records with respect to applications for admission to any assisted under the United States Housing Act of 1937, as amended, shall indicate as to each application the date and time of receipt; the determination of the local authority as to eligibility or ineligibility of the applicant; where eligible, the unit size for which the applicant is eligible; and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.

To be eligible for admission an applicant must meet the following conditions:

- A. The applicant must qualify as a family. According to Notice PIH 2014-20 (HA) and 24 CFR 5.404, the term family includes but is not limited to the following regardless of actual or perceived sexual orientation, gender identity, or marital status:
1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or
  2. A group of persons residing together and such group includes, but is not limited to:
    - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
    - (ii) An elderly family;
    - (iii) A near-elderly family;
    - (iv) A disabled family;
    - (v) A displaced family; and
    - (vi) The remaining member of a tenant family.
  3. Two or more persons residing together in a stable family-type relationship, including single pregnant women with no other children (regardless of delivery date) or a single person in the process of securing legal custody and/or adoption of any individual, who has not obtained the age of 18 years, who meets all other requirements;
  4. A head of household, spouse, or sole family member who is at least 62 years of age, or a disabled person, and may include two or more elderly, disabled or handicapped persons, living with another person who is determined to be essential to their care and wellbeing (see Glossary for definition of “Live-in-Aide”);
  5. The remaining member of a tenant family (for continued occupancy purposes only), who is at least 18 years of age, or the age of majority as designated by state law;
  6. One or two near elderly persons at least 50 years old, but under the age of 62 years, and does not qualify as an elderly family, or a displaced person, or as the remaining member of a tenant family, but will qualify to occupy Greenway Manor or McLean Manor pursuant to the Designated Housing Allocation Plan; or
  7. A displaced person who is displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws, as well as the conversion, sale or closing of an applicant’s building.

- B. The applicant must be income eligible. The applicant's total family annual income as defined in Section XI, shall not at the time of admission, exceed the HUD approved amounts posted on the Wichita Housing Authority official bulletin board(s). An applicant must head a household where at least one member of the household is either a citizen or eligible non-citizen (24 CFR Part 5, Subpart E) and must provide a Social Security number for all family members age 6 and older. An applicant must not have any outstanding debts to the Wichita Housing Authority or any other public housing authority.
- C. The applicant may be denied admission to the public housing program, if such admission would prove detrimental to the program or its residents. The criteria for tenant selection shall be reasonably related to individual behavior of an applicant over the most recent 24 month period and shall not be related to those which may be imputed to a particular group or category of persons of which an applicant may be a member. However, before such determination is made, consideration shall be given to favorable changes in the family's pattern of behavior, such as a lapse of 12 months since a conviction and to other extenuating circumstances, which offer reasonable assurance that the family meets the WHA-PH admission standards. Any person, whether adult or juvenile, meeting the definition of offender and/or required to register pursuant to any provision of the Kansas Offender Registration Act, [K.S.A. 22-4901 *et seq.* and amendments thereto] will not be eligible for public housing.
- D. Applicants for assistance and participants must submit their complete and accurate social security numbers and cards. In addition, all family members must disclose their social security number and cards. This includes subsequent declaration in instances where a household adds a new member.
- E. An authorized representative of WHA-PH shall document pertinent information and deny applicants relative to, but not limited to the below.
  - 1. History of recent criminal activity – includes cases in which a member of the family who is expected to reside in the household was or is engaged in serious or violent or of sale or use of illegal drugs, or other serious criminal behavior.

WHA-PH will consider the following factors when evaluating an applicant's criminal record:

- a. Whether the applicant's offense bears a relationship to the safety and security of other residents;
- b. The level of violence, if any of the offense for which the applicant was convicted;
- c. The length of time since the conviction;
- d. The number of convictions that appear on the applicant's criminal history;
- e. If the applicant is now in recovery for an addiction, whether the applicant was under the influence of alcohol or illegal drugs at the time of the offense;

- f. Any rehabilitation efforts that the applicant has undertaken since the time of the conviction; and
- g. If the applicant have a Certificate of Release from the state parole board or other court document showing the sentence has been discharged.

In a decision about criminal activity, WHA-PH has the discretion to consider all of the circumstances of the case. In appropriate cases, WHA-PH may permit admission and continued occupancy of family members not involved in criminal activity and may impose a condition that the person who engaged in the illegal activity will not reside in the unit. WHA-PH also may require a family member who has been convicted of engaging in illegal use of drugs to present evidence of successful completion of a treatment program as a condition of admission or being allowed to remain in the unit.

- F. Pattern of behavior – includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy by neighbors. Such behaviors must be documented by witnesses, family members, and or criminal convictions.
- G. Confirmed drug addiction – includes standards pursuant to Section 576 of the *Quality Housing and Work Responsibility Act of 1998* that prohibit admission to the low-income public housing for any household with a member who WHA-PH determines is illegally using a controlled substance. Households with a member with respect to whom WHA-PH determines that it has reasonable cause to believe that such household member’s illegal use (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents shall also be denied admission. Reasonable cause shall be documented in writing by witnesses, family members, and or criminal convictions.

In determining whether to deny public housing admission to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, WHA-PH shall consider whether such household member has done the following:

- a. Successfully completed a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
- b. Been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
- c. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

WHA-PH will accept a certificate from a drug or alcohol rehabilitation program and allow the applicant entrance to the program or continued occupancy or readmission to the program for a tenant.

- H. Rape or sexual deviation – includes individuals who have been involved as offenders in rape, indecent exposure, sale of sexual relations, carnal abuse, and impairing the morals of a minor. Exception may be permitted in the case of an individual under 16 years when he/she was involved in such offense and evidence from a reliable source shows that the individual may be considered rehabilitated.
- I. Initiating threats – behavior in a manner of indicating intent to assault persons, employees or tenants of previous housing.
- J. Abandonment of a previous housing unit – abandonment of the unit without advising the housing agency officials so that staff may secure the unit and protect its property from vandalism.
- K. Non-payment of rightful obligations – excluding legal bankruptcy and cases where such nonpayment is a direct result of illness or injury as documented by medical records. Applicant must establish a repayment agreement with debts that result in civil suits such as unpaid rent to former landlords.
- L. Intentionally falsifying an application for housing – including giving false information regarding family income, size, or utilization of an alias on the application for housing.
- M. Documented record of recurring or ongoing conduct of serious disturbance of neighbors, destruction of property or other disruptive or dangerous behavior – behavior which consists of patterns which endanger the life, safety, morals or welfare, or right to peaceful enjoyment of other persons by physical violence, gross negligence or irresponsibility; which damage the equipment or premises in which the applicant resides or which are seriously disturbing to neighbors or disrupt sound family and community life, indicating the applicant's inability to adapt to living in a family setting. Includes neglect of children, which endangers their health, safety, or welfare; judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, alcoholism or frequent loud parties, which have resulted in serious disturbances to neighbors.
- N. Documented history of grossly unsanitary or hazardous housekeeping – includes the creation of a fire hazard through acts such a hoarding rags and papers, damage to premises and equipment, if it is established that the family is responsible for the condition; infestation, foul odors (including pet odors), depositing garbage, or pet waste in areas other than those specifically designated, or neglect of the premises. This category does not include families, whose housekeeping is found to be disorderly, where such conditions do not create a problem from neighbors.
- O. Documented history or incidents of property destruction.
- P. WHA-PH is not required nor obligated to assist applicants who were former Public Housing residents or Section 8 Housing Choice Voucher clients who owe the Wichita Housing Authority or any other federally subsidized housing program money.
- Q. Elderly or handicapped applicants or tenants may not be denied admission or continued occupancy in rental housing built exclusively for occupancy by the elderly or handicapped by reason of ownership of a common household pet which is eligible under the terms of the WHA-PH Pet Policy.

### III. PROCESSING APPLICATIONS FOR ADMISSION

- A. Upon the opening of the application process, each family seeking admission to the low-income public housing program must complete an online preliminary application. Each applicant will receive a confirmation number generated by the online application and be entered onto the WHA-PH waiting list.

The applicant will be later notified as to the scheduled time of a mandatory preoccupancy meeting at which time a formal application will be completed. Such notification shall indicate that the attendance at the preoccupancy meeting is mandatory and is a condition of placement. In the event that no other applicants exist on the waiting list for a particular bedroom size, the requirement to attend a preoccupancy meeting may be waived by staff. Otherwise, failure to attend the scheduled meeting will result in a determination of ineligibility and the applicant's name will be purged from the waiting list.

Applicants may submit a written request to be put back on the waiting list based on the time and date of their application. The request must state why they did not attend the meeting. WHA-PH staff will reply in writing informing the applicant that they will be put back on the waitlist and will be required to attend the next available meeting. If they miss the next available meeting they will be removed from the waiting list, but will be allowed to reapply to the WHA-PH program in the future.

- B. The formal application will request all information relative to previous housing, total family income, total income from assets, value of assets, medical expenses (elderly, disabled or handicapped only), handicapped assistance expense, full-time student status, child care expense, family requesting larger units than applicable, and family type composition.

1. The above information will require verification of third parties. Third party oral verification must be properly documented as to time, date, source, and signed by the WHA-PH staff member who made the contact. When written or oral third party verifications are impossible to obtain, applicable documents may be photocopied except when prohibited by law (i.e. government checks). Sources of information may include, but not limited to, the applicant, (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances.

All verifications shall be maintained in the applicant's file. All applicants must provide contact and place information concerning where they lived during the most recent 12 months. Contact information shall include the name, address, and phone number of the owner, administrator, family member, friend, or other person who was responsible at the applicant's current or previous lodging, including, but not limited to, rental home, homeless shelter, place of refuge, hotel/motel, and/or family member's residence, foreclosed home, or they will be considered ineligible. Homeless families without an address may give contact information for such places as the United Methodist Open Door Homeless Resource Center, Center of Hope, Salvation Army, Saint Anthony Family Shelter, or other place that will accept mail for them.

2. Verified information will be analyzed and a determination will be made with respect to the following:
  - a. Eligibility of applicant with respect to back monies owed to the Wichita Housing Authority or previous non-compliance with a federally subsidized rental assistance program;
  - b. Eligibility of applicant as a family;
  - c. Eligibility of applicant with respect to income limits for admission;
  - d. Eligibility of applicant with respect to standards for admission as described in Section II;
  - e. Size of unit required for family; and
  - f. Rent, which the family should pay.

Failure to provide a lodging reference or failure of one or more lodging providers to respond with verification within 15 days will automatically be an ineligible determination wherein the lodging provider refuses to cooperate as verified by WHA-PH staff.

3. Each applicant, determined to be ineligible, shall be promptly notified of such determination in writing stating the reason for ineligibility and a record of such determination will be maintained in the applicant's folder. Such notice shall state that the applicant has the right to a private conference with a person outside the decision chain, if requested within ten days from the date of the notice.

WHA-PH shall, within ten working days of the receipt of a written request for a private conference from an ineligible applicant, notify them in writing of the time and date of the meeting and include a list of the negative circumstances that caused them to be deemed ineligible for program admission including, but not limited to, not providing required documents; negative civil, criminal or sexual offender crimes within the last five years; drug-related convictions within the last 12 months; owing money to a former lodging provider, the WHA or another public housing authority; being evicted or having a negative termination within the last three years from WHA-PH; negative housing history and/or lodging references within the last 12 months; income exceeds 80 percent of the area median income for the Wichita, Kansas MSA. The meeting notification will say what the ineligible applicant needs to bring to explain the mitigating circumstances.

After the conclusion of the private conference, a decision will be made upon the merits of the evidence presented. Any individual who was a party to the original eligibility decision will not make the decision. Within fifteen days, the written decision shall be forwarded to the applicant, and a copy retained in the applicant's file.

Necessary documentation to remedy negative events:

- i) In a case of the applicant had served time in a correctional facility they would need to provide a Certificate of Release from the state's parole board or other official documentation for the same purpose.
  - ii) Negative or undeterminable lodging references – bring rental receipts, copies of money orders used to pay rent, positive letters from former lodging providers who did not respond to WHA-PH reference checks, documentation from homeless shelters stating the applicant obeyed shelter rules and got along with other lodgers.
  - iii) Receipts or other documentation verifying debts to former lodging providers had been paid or repayment agreements had been established; debts to WHA or other public housing authorities had been paid in full.
  - iv) Documentation to verify household income. Ineligible applicants must bring documentation of all sources of income.
- A. Total family income will be determined in accordance with the definition in Section VI of this policy and adjusted income and Total Tenant Payment (TTP) will be computed in accordance with Section VI.
  - B. When the applicant has been offered one unit and the offer has been refused the application will be purged from the waiting list.
  - C. If more than 90 days elapse between the date of the determination of the family's eligibility and the date the family is scheduled for admission, all eligibility factors will be rechecked by telephone or other means for changes.
  - D. If an applicant has not responded to a unit offer mailed to the last known address within three business days from the date of the notice was mailed, the application will be purged from the waiting list.

#### IV. LEASING

- A. Lease Agreement – prior to admission, a lease agreement shall be signed by the family head and spouse or other responsible member, and executed by Public Housing. The head of a family is the responsible person who is legally and morally responsible for the group and who is actually looked to and held accountable for the family's need. The household head and spouse also are required to sign an Applicant/Tenant Certification, Federal Privacy Act Statement and Disposal Assets Certification. The Form HUD-9886, Authorization for the Release of Information must be signed and dated by each head of household, spouse and any other adult family members. The WHA-PH will retain the certification for at least three years.

WHA-PH shall amend the lease with an addendum under the following circumstances:

1. At a regularly scheduled or interim reexamination of income (the Notice of Rent Adjustment issued to amend the dwelling lease need only be signed by the WHA-PH with the original sent to the tenant retaining a copy in the tenant file);

2. A change in family composition, unit size, or transfer;
3. At the time of transfer for any tenant moving from one dwelling unit in a project to any other dwelling unit in a project to any other dwelling unit in a project; and
4. Any appropriate rider prepared to amend any provision of the lease.

All addenda shall be made a part of the lease agreement. Conditions and requirements of the lease become a part of this Admissions and Continued Occupancy Policy (ACOP) by reference.

- B. Utility Deposits – prospective tenants responsible for furnishing the utilities must assure WHA-PH that the necessary utility service(s) for the anticipated unit will be obtained in order to comply with the requirement of a safe, sanitary and healthful living environment.
- C. Security Deposit – prospective tenants must deposit with WHA-PH an amount established by Board adopted resolutions concerning Security Deposits and the Pet Policy. These deposit amounts will be posted on the project bulletin board. New tenants may pay the security deposit in up to three monthly installments.

V. UNIT SIZE AND TYPE REQUIRED

The following suggested standards are used to determine the number of bedrooms required to accommodate a family of a given size, except that such standards may be waived when a vacancy problem exists, and it is necessary to achieve or maintain full occupancy.

A. NUMBER OF BEDROOMS	NUMBER OF PERSONS	
	MINIMUM	MAXIMUM
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12

- B. An unborn child will be considered a person for occupancy purposes.
- C. Dwelling units will be assigned so that:
  1. Adults and children will not be required to share a bedroom;
  2. For reasons of health (old age, physical disability, etc.) separated bedrooms may be provided for an individual family member if verified as to need by a licensed physician;
  4. The living room or a basement will not regularly be used as a bedroom;

5. Social factors such as differences in age or in siblings shall be taken into account in determining unit size. Two children of the same sex will share a bedroom. Children of the opposite sex, both under the age of five (5), will share a bedroom;
6. Children or grandchildren who are away at school, but who live with the family during school recess will be included in determining unit size; and
7. Foster children will be included in determining unit size.

D. Exceptions to Occupancy Standards

1. Person with Disability – WHA-PH may grant an exception upon request as a reasonable accommodation for persons with disabilities if the need is appropriately verified.
2. Circumstances may dictate a larger size than the occupancy standards permit when persons cannot share a bedroom because of a need for medical equipment due to its size and/or function. Verification from a doctor must accompany requests for a larger bedroom to accommodate medical equipment.
3. In order to provide an increased sense of security for public housing residents the HUD approves WHA to use five (5) single-family dwelling units to be occupied by licensed police officers for added security for public housing tenants. Police officers not have to be income eligible to qualify for admission to the WHA's Public Housing Program.
4. WHA-PH may offer a family a unit that is larger than required by Public Housing's occupancy standards in the event of a deficiency of qualified applicants on the waiting list for the applicable bedroom size.

- E. Offering handicap accessible units to disabled applicants or tenants. When an accessible unit becomes vacant, WHA-PH shall offer it first to a tenant living in the same project or comparable project who has need for ADA features found in the vacant unit. If no such tenant exists, the unit will be offered to an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit. (F.R. dated June 2, 1988, 24 CFR, Part 8, Section 8.27)

## VI. DETERMINATION OF RENT

### Part I – Determination of Total Tenant Payment

The total tenant payment is equal to the highest of:

1. 10% of the family's monthly income
2. 30% of the family's adjusted monthly income
3. The Minimum rent is \$50. (Approved by WHAB 10-02-12)
4. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage.

#### A. Minimum Rent.

The Wichita Housing Authority has set the minimum rent at \$50.00. However, if the family requests a financial hardship exemption, the WHA will suspend the minimum rent for the family beginning the month following the family's financial hardship request. The suspension will continue until WHA can determine whether a financial hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent, nor will they be evicted for not paying the minimum rent.

#### Procedures for Participant Notification

WHA staff shall notify all participant families subject to a minimum rent of their right to request a financial hardship exemption from paying minimum rent.

WHA staff shall notify all Public Housing tenants at their annual recertification appointment of their right to request a financial hardship exemption from minimum rent.

WHA staff shall notify all families at the time of lease-up of their right to request a minimum rent financial hardship exemption.

WHA staff shall document resident files showing that the family was notified of the right to request a minimum rent financial hardship exemption at the time of lease-up and annual recertification.

1. A financial hardship exists in the following circumstances:
  - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;

b. When the family would be evicted because it is unable to pay the minimum rent;

c. When the income of the family has decreased because of changed circumstances, including loss of employment; and

f. When a death has occurred in the family.

g. Other circumstances determined by WHA or HUD.

2. No hardship. If WHA determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring participants to make back payments of minimum rent to the WHA for the time of suspension.

3. Temporary hardship. If WHA determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the month following the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. WHA will offer a reasonable repayment agreement for the amount of back minimum rent owed by the family.

4. Long-term hardship. If WHA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

5. Appeals. The family may request a Private Conference to appeal WHA's determination regarding the hardship. Requests for a Private Conference must be submitted in writing to WHA and within 10 days of WHA's determination. No escrow deposit will be required in order to access the informal hearing procedures.

## B. Income and Allowances

The WHA shall define income and allowances as the following:

“Income”: The types of money that are to be used as income for the purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented.

“Annual income” is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. “Gross income” is the amount of income prior to any HUD allowable expenses or deductions, and does not include income that has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

“Adjusted income” is defined as the annual income minus any HUD allowable deductions.

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. “Elderly” allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child-care is necessary to allow an adult member to work or attend school (including vocational training). This amount cannot exceed the income a family receives from working. It also cannot exceed the market rate for a day care provider in the area.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

C. Disallowance of earned income from rent determinations

The rent for qualified families may not be increased as a result of the increased income due to such employment during the 12-month period beginning on the date on which the employment begins. A family qualified for the earned income exclusion is a family that occupies a dwelling unit in a public housing development, is paying income-based rent; and

1. Whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years previous to becoming employed. The HUD definition of “previously unemployed” includes a person who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.
2. Whose earned income increases as a result of increased earnings by a family member during participation in any family self-sufficiency or other job training program; or

The HUD definition of economic self-sufficiency program is: any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Amounts to be excluded are any earned income increases of a family member during the self-sufficiency or job training program and not increases that occur after participation, unless the training provides assistance, training or mentoring after employment. The amount of TANF received in the six-month period includes

monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.

3. Who is or was, within six months, assisted under any State program for TANF and whose earned income increases, if the amount received under TANF was at least \$500 for the six-month period. The amount that is subject to the disallowance is the amount of incremental increase in income. The incremental increase in income is calculated by comparing the amount of the family member's income before the beginning of qualifying employment to the amount of such income after the beginning of employment.

Initial Twelve-Month Exclusion:

During the cumulative 12-month period beginning on the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the HA will exclude from annual income any increase in income of the family member as a result of employment over the prior income of that family member.

Second Twelve-Month Exclusion:

Upon the expiration of the 12-month period referred to above, the rent payable by a family may be increased due to the continued employment of the family member above, except that during the 12-month period beginning upon such expiration the amount of the increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable except for this exclusion.

Maximum Four-Year Disallowance:

The earned income disallowance is limited to a lifetime 48-month period for each family member. For each family member, the disallowance only applies for a maximum of 12 months total exclusion of incremental increase, and a maximum of 12-month phase in exclusion during the 48-month period starting from the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period, and continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month total exclusion and the second 12-month Housing phase in exclusion).

No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

Tracking the Earned Income Exclusion:

The earned income exclusion will be reported on the HUD 50058 form. Documentation will be included in the family's file to show the reason for the reduced increase in rent. Such documentation will include:

- a. Date the increase in earned income was reported by the family;

- b. Name of the family member whose earned income increased;
- c. Reason (new employment, participation in job training program, within 6 months after receiving TANF) for the increase in earned income;
- d. Amount of the increase in earned income (amount to be excluded);
- e. Date the increase in income is first excluded from annual income;
- f. Date(s) earned income ended and resumed during the initial cumulative 12-month period of exclusion (if any);
- g. Date the family member has received a total of 12 months of the initial exclusion;

Date the 12-month Housing phase in period began;

Date(s) earned income ended and resumed during the second cumulative 12-month period phase in exclusion;

Date the family member has received a total of 12 months of the phase in exclusion; and ending date of the maximum 48-month (four years) disallowance period (48 months from the date of the initial earned income disallowance).

WHA-PH will maintain a tracking system to ensure correct application of the earned income disallowance. Public Housing's policy is not to raise rent between annual recertifications, except in the case of a change in family composition. Residents must report all changes in the household composition. Public Housing's policy is not to raise rent between annual recertifications, except in the case of a change in family composition. However, if the family has an increase in earned income and wishes to benefit from the earned income exclusion, the family must report the increase in income within 10 calendar days of the date of the increase. If WHA-PH determines that the family is a qualified family, the 12-month exclusion will begin on the first day of the month after the family reports the increase in income. At annual recertification, the remainder of the 12-month full exclusion will be applied. After the 12-month full exclusion ends, the 12-month phase-in exclusion will begin. The family will be required to report any change in income or family composition during this period (while full or housing phase in exclusion is applied).

The earned income disallowance is only applied to determine the annual income of families residing in Public Housing, and is not used in determining the annual income of applicants for purposes of eligibility or income targeting for admission.

#### D. Training programs funded by HUD

All training income from a HUD sponsored or funded training program, whether incremental or not, is excluded from the resident's annual income while the resident is in training. Income from a Resident Services training program, which is funded by HUD, is excluded. Upon employment Public Housing, the full amount of employment income received by the person is counted. There is no 18-month exclusion of income for wages funded under the 1937 Housing Act Programs, which includes public housing and Section 8.

E. Averaging income

Income from the previous year may be analyzed to determine the amount to anticipate when third party or check-stub verification is not available. When Annual Income cannot be anticipated for a full twelve months, Public Housing will average known sources of income that vary to compute an annual income. If there are bonuses or overtime, which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year, will be used. If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month. The method used depends on the regularity, source and type of income.

F. Income of person permanently confined to nursing home

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, WHA-PH will calculate the Total Tenant Payment by excluding the income of the person permanently confined to the nursing home and not giving the family deductions for medical expenses of the confined family member.

G. Regular contributions and gifts [24 CFR 5.609(a)(7)]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment. Any contribution or gift received on a regular basis regardless of frequency will be considered a “regular” contribution or gift. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. This information will be requested from the family and will be averaged over a twelve-month period and included in the calculation of Total Tenant Payment. It does not include casual contributions or sporadic gifts.

H. Alimony and child support [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment. If the amount of child support or alimony received is less than the amount awarded by the court, WHA-PH must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

WHA-PH will accept as verification that the family is receiving an amount less than the award if WHA-PH receives verification from the agency responsible for enforcement or collection. It is the family’s responsibility to supply a copy of the divorce decree.

I. Lump-sum receipts [24 CFR 5.609(b)(5), (c)]

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, which have accumulated due to a dispute, will be treated the same as periodic payments, which are deferred due to delays in processing.

In order to determine amount of retroactive resident rent that the family owes as a result of the lump sum receipt WHA-PH will always calculate retroactively to date of receipt.

WHA-PH will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer. WHA-PH will determine the amount of income for each certification period, including the lump sum, and recalculate the resident rent for each certification period to determine the amount due Public Housing. The amount owed by the family is a collectible debt even if the family becomes unassisted.

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

#### J. Contributions to retirement funds - assets

Contributions to company retirement/pension funds are handled as follows:

While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

#### K. Assets disposed of for less than fair market value

WHA-PH must count assets disposed of for less than fair market value during the two years preceding certification or recertification. WHA-PH will count the difference between the market value and the actual payment received in calculating total assets. Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

#### L. Child care expenses

Un-reimbursable child care expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or attend full-time vocational training. In the case of a child attending private school, only before or after-hours care can be counted as child care expenses.

Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered *unable* to care for the child include:

The abuser in a documented child abuse situation, or

A person with disabilities or an older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Child care expenses must be reasonable. Reasonable is determined by what the typical childcare rates are in Public Housing's jurisdiction. Allowability of deductions for child care expenses is based on the following guidelines:

Child care for work: The maximum childcare expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

Child care for school: The number of hours claimed for childcare may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).

#### M. Medical expenses [24 CFR 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide. Acupressure, acupuncture, physical therapy including exercise and chiropractic services may be considered allowable medical expenses if these services are recommended as a specific treatment by the family's primary physician. The cost of transportation to and from medical appointments and treatments will be an allowable medical expense and will be calculated at the current IRS rate.

#### N. Proration of assistance for "mixed" families [24 CFR 5.520]

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members. "Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.

Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.

Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

O. Income changes resulting from welfare program requirements

WHA-PH will not reduce the public housing rent for families whose welfare assistance is reduced specifically because of:

1. Fraud;
2. Failure to participate in an economic self-sufficiency program; or
3. Noncompliance with a work activities requirement.

However, WHA-PH will reduce the rent if the welfare assistance reduction is a result of:

1. The expiration of a lifetime time limit on receiving benefits; or
2. A situation where the family has complied with welfare program requirements but cannot or has not obtained employment, such as the family has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

A family's request for rent reduction shall be denied upon the WHA-PH obtaining written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance.

WHA-PH has taken a proactive approach to culminating an effective working relationship between the Wichita Housing Authority and the local welfare agency for the purpose of targeting economic self-sufficiency programs throughout the community that are available to public housing residents.

P. Utility allowance and utility reimbursement payments

If the cost of utilities (excluding telephone) is not included in the Resident Rent, a utility allowance will be deducted from the total tenant payment. The Utility allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption utilities in an energy conservative household, *not* on a family's actual consumption. When the Utility Allowance exceeds the family's Total Tenant Payment, WHA-PH will provide a Utility Reimbursement Payment to the family each month. Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for eviction.

Q. Acceptable forms of verification

Acceptable forms of verification are listed in Appendix 1.

PART 2 - Family Rent Choice

WHA-PH shall provide information to enable each family residing in a public housing unit to elect annually whether the rent paid by such family shall be 1) determined based on family income; or 2) the flat rent. WHA-PH may not at any time fail to

provide both such rent options for any WHA-PH unit owned, assisted or operated by Public Housing.

- A. Flat rents. Notice PIH 2015-13 (HA) implemented the statutory changes contained within, Section 238 of Title II of Public Law 113-235, the Department of Housing and Urban Development Appropriations Act of 2015. The FY 2015 Appropriations Act amended Section 210 of Title II of P.L. 113-76, the Department of Housing and Urban Development Appropriations Act of 2014.

Fair Market Rents (FMRs) are gross rent estimates that cover the shelter rent plus the cost of all necessary utilities regardless of who actually pays the utilities. No later than 90 days after HUD issues new FMRs, WHA-PH will compare the current flat rent amount for each size unit according to number of bedrooms. WHA-PH will ensure flat rents are at least 80 percent of the FMR minus utilities tenants are required to pay for themselves.

On an annual basis, the flat rental amount will apply to all new program admissions the next business day following the Wichita Housing Authority Board formally adopting the new flat rental amounts. Flat rent policy revisions will be entered into the ACOP. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at their next annual recertification.

Using Notice PIH 2015-13 (HA) as guidance, the WHA-PH will cap flat rent increases at 35 percent of the amount tenants currently pay.

WHA-PH will present rent payment options to new tenants when they enter the program and existing tenants at the time of their recertification. All will be able to choose the lower option of either income based rent or flat rent.

B. Income-based rents

The monthly Total Tenant Payment amount for a family shall be an amount, as verified by WHA-PH that does not exceed the greatest of the following amounts:

30 percent of the family's monthly adjusted income; or

10 percent of the family's monthly gross income; or

Public Housing's Minimum TTP of \$50.

C. Switching rent determination methods because of hardship circumstances

In the case of a family that has elected to pay Public Housing's flat rent, WHA-PH shall, no later than the first of the month following the month the family reported the hardship, provide for the family to pay rent in the amount determined under income-based rent, during the period for which such choice was made for the following hardship circumstances:

Situations in which the income of the family has decreased because of changed circumstances, loss of or reduction of employment through no fault of the individual, death in the family, and reduction in or loss of income or other assistance;

An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

Such other situations as may be determined by Public Housing.

All hardship situations must be verified. If a family has switched from flat rent to income-based rent because of hardship, the family shall remain on income-based rent until the next scheduled annual recertification, at which time WHA-PH shall allow the family to elect whether to pay flat rent or income-based rent.

#### D. Public Housing's flat rent methodology

WHA-PH staff has set a flat rent for each public housing unit, set at least 80 percent of the most recently HUD issued fair market rents. Increases will not exceed \$35 of the existing payment. Tenant paid utilities will be subtracted from the flat rent.

#### E. Annual recertification

During the annual recertification process, the family will be provided a form from WHA-PH, on which the family will indicate whether they choose flat rent or income-based rent. The form will state what the flat rent would be, and an estimate, based on current information, what the family's income-based rent would be. This form will be retained in the resident's file.

### VII. TENANT SELECTION POLICIES

#### A. WHA-PH will place applicants based on a broad range of income for the following purposes:

1. To avoid concentration of the most economically and socially deprived families in any one or all the Public Housing projects and
2. To attain a tenant body in each project composed of families with a broad range of income and rent-paying ability, which is generally representative of the range of incomes of lower and very low-income families in Public Housing, as set forth in Section II. B. of this policy. However, not less than 40 percent shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30 percent of the area median income in accordance with HUD Regulations.

#### B. Public Housing will select applicants for low to moderate-income in the order of application date, and time.

#### C. Preferences in the Selection of Tenants. **The WHAB approved the deletion of all preferences beginning with the 2016 Annual Plan.** Applicants on the waiting list, who have been granted a preference, will be housed first in the appropriate bedroom size. When all preferenced applicants have been housed in the appropriate bedroom

size, the application date and time shall be used for remaining applicants on the waiting list. Public Housing will grant a preference to an applicant for any of the following circumstances:

1. Displaced households by governmental action, or a household whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws, as well as the conversion, sale or closing of an applicant's building
2. Households with at least one adult member who is consistently employed a minimum of 30 hours per week and those unable to work because of age (62 and older) or a determination of disability. Employed means working and earning wages.

WHA-PH staff will verify all preferences at the Preoccupancy Meeting. In the event staff is unable to verify the applicant's eligibility for the preference, the applicant will be placed back on the waiting list without a preference with the original date and time of application.

- D. In the event that it is determined that WHA-PH, through the normal tenant selection process, is unable to achieve an acceptable income mixture in its developments, the offering process may include skipping families on the waiting list specifically to target families with lower or higher incomes. This policy of skipping, if implemented, will be uniformly applied. For the purposes of this income targeting policy, income levels will be determined by methods pursuant to the Final Rule to Deconcentrate Poverty and Promote Integration in Public published in the *Federal Register/Vol. 65, No. 247/December 22, 2000* and updates.
- E. WHA-PH may allow a police officer who is not otherwise eligible for residency in public housing to reside in a public housing dwelling unit. The number of police officers admitted shall not exceed more than one officer for each public housing concentration. The admission of a police officer shall only be permitted for the purpose of increasing security for the residents of a public housing project.

A police officer is defined as a person who is a full-time Federal, Kansas, Sedgwick County or City of Wichita licensed professional law enforcement officer. Police officers who occupy a Public Housing dwelling shall pay monthly rent in the amount not to exceed one half (1/2) of the appropriate flat rent scheduled for the relative bedroom size.

#### VIII. REEXAMINATION AND ELIGIBILITY FOR CONTINUED OCCUPANCY

- A. Reexaminations – The income of all families in occupancy shall be reexamined at least annually and upon determination of anticipated annual income as defined in this policy for the ensuing year, the Total Tenant Payment (TTP) shall be adjusted accordingly.
- B. Interim Reexamination – When it is not possible to determine the anticipated annual income with any reasonable degree of accuracy at the time of admission (initial certification) or regular reexamination (regularly scheduled certification), due

consideration should be given to tenants past income and interim reexamination scheduled in 60 days.

An interim reexamination will be conducted if the tenant has misrepresented the facts upon which rent is based (in such cases, any increase in rent may be made retroactive).

### C. Initial Certification and Reexamination Procedures

At least annually, the Public Housing resident is required to provide accurate and current information relating to the household. The resident will be interviewed by WHA-PH Property Managers and the head of household shall complete and sign an application for continued occupancy and other forms required by HUD.

1. Approximately 60 to 90 days before the annual recertification, the Authorization for Release of Information (Form HUD-9886) must be signed by all adult (18 years and older) family members.
2. At the time of reexamination the head of household and spouse will be required to sign the Application/Tenant Certification, Disposal of Assets, and Federal Privacy Act Statement. (See Section IV of this policy)
3. Employment and income data, assets, full-time student status, medical expenses (elderly families only), child care expense, family type (elderly, handicapped or disabled status (unless receiving income from an agency where such status is required)), a larger unit that occupancy standards and eligible student – alien status (when applicable) handicapped assistance expenses must be verified, documented and placed in the tenant's folder. Acceptable forms of verification are detailed in Appendix 1.
4. In accordance with Section 512 of the *Quality Housing and Work Responsibility Act of 1998*, HUD regulations, HUD notices and HUD directives, non-exempt households will be required to provide to the WHA-PH written third party documentation that each adult resident of Public Housing contributed eight (8) hours per month of community service or participated in an economic self-sufficiency program for eight (8)-hours per month or eight (8) hours per month of combined activities of community service and participation in a self-sufficiency program. Public Housing staff members shall verify participation in community service and self-sufficiency programs. Community service and self-sufficiency programs shall be approved by WHA-PH prior to the resident's participation. For the purposes of the community service requirement, work activities are defined in Section 407(d) of the Social Security Act [42 U.S.C. 607(d)]. An exempt work activity shall not include employment less than an average of fifteen hours (15) per week for each monthly period.

WHA-PH is not permitted to renew the lease or continue assistance if non-exempt residents fail to comply with the service requirement or *Agreement to Cure Community Service Noncompliance*. All public housing residents are responsible to notify WHA-PH in writing and provide documentation that they qualify for an exemption, if they claim to be exempt from the Community Service requirement, and sign an exemption certification. A licensed physician

must certify disability exemptions or the need for a care taker and the date of exemption will be effective on the date the certification is signed by the physician. Retroactive certifications or exemptions will not be permitted.

It is the responsibility of non-exempt residents to complete the eight (8) hour per month requirement. The community service and self-sufficiency requirement shall not be interpreted by Public Housing as a 96 hour per year requirement and a resident should complete the requirement at a rate of eight (8) hours per month to avoid a potential noncompliance should a total disability occur.

In the event a member of a household executes an *Agreement to Cure Community Service Noncompliance* with WHA-PH granting the household a one-year lease renewal and another member of the household, due to an exemption status change, fails to complete the eight (8) hour per month requirement, the ending date of the executed *Agreement to Cure Community Service Noncompliance* will be final with no further extensions. It shall be the responsibility of any non-exempt resident to complete the required service hours without any additional agreements and the original terms of the *Agreement to Cure Community Service Noncompliance* shall be binding upon the entire household.

In the event a noncompliant resident vacates their unit to avoid the non-renewal of lease agreement and termination of assistance for the remaining household, the noncompliant resident will not be able to reoccupy any WHA-PH unit for a period of at least three (3) years subsequent to his/her vacate date.

5. Third party verification is preferred. Oral third party verifications are acceptable, if properly documented, and photocopying the verification documents when not prohibited by law (i.e., government checks) is acceptable. WHA-PH may document that the verification documents were viewed by recording the document source, date, time, amount, etc. The documented information must be signed by WHA-PH staff and all verifications maintained in the tenant's folder.
6. When families report zero income, and have no income excluded for rent computation, WHA-PH staff will examine the family's circumstances every 180 days until they have a stable income. Staff will request zero income families to complete a zero income form. The form asks residents to estimate how much they spend on: telephone, cable TV, food, clothing, transportation, health care, child care debts, and other household items and whether any of these costs are being paid by an individual outside the family. If any such payments are received they are to be considered income.
7. Verified information will be analyzed and the family will be recertified for eligibility. Each family will be reexamined least annually on the anniversary date of their lease. The process should start 60 to 90 days before the effective date of the regularly scheduled reexamination date.
8. Tenants will be provided with at least 30 days written notice of any rent increase. Rent decreases are effective the first of the next month.

#### D. Eligibility for Continued Occupancy

Families (as defined in Section II of this policy) are eligible for continued occupancy, and renewal of a lease will not be refused, or eviction proceedings commenced based on the income of the family unless WHA-PH has identified for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding 30 percent of their income.

E. Action Following Reexamination

1. A new certification/recertification of tenant eligibility form will be prepared and a new lease addendum will be prepared. (See Section IV of this policy).
2. If any change “in the size of unit occupied” is indicated, the tenant may be transferred to a unit of an appropriate size and a new lease will be executed. If an appropriate unit is not available, the tenant will be placed on a transfer list and may be moved to such unit when it does become available.
3. If the reexamination and redetermination of income resulted in a determination that an increase in the tenant’s rent is required; the rent shall be increased on the first of the month following on the first of the month following at least 30 days notice.

- F. As a part of the record of each family reexamined, the Property Management Supervisor or designee will certify that the determinations on the application for continued occupancy and recertification of tenant eligibility form.

IX. ESTABLISHING RENTS BETWEEN REGULARLY SCHEDULED REEXAMINATIONS

- A. Interim Rent System. Rent and other charges as fixed in Section VII C above will remain in effect for the period between regularly scheduled reexamination unless:
1. There is a substantial increase or decrease in total family income (wages, entitlements, etc.) that would result in a change in the tenant’s rent. Significant increase or decrease is defined as 10%. Decreases in rent will be effective on the first day of the month following that in which the change is reported. An increase in the tenant’s rent will be effective the first day of the month following 30 days written notice.
  2. There is a change in family composition:
    - a. Loss of lease through death, divorce, or other circumstances, or the addition of a family member;
    - b. Loss or addition of principal income recipient through divorce, death, marriage or other continuing circumstances; or
    - c. Loss or addition of a family member with an income.
  3. Tenants are required to report all such changes as they occur.

4. Addition of family members must be authorized by WHA-PH prior to move in and should not create an overcrowded situation.

B. Interim reexaminations DO NOT affect regularly scheduled reexamination dates.

#### X. MISREPRESENTATION

The tenant is to be notified in writing of any misrepresentations or lease violations revealed through the annual reexamination, rent reviews, or other occurrences and any other corrective action required by Public Housing.

#### XI. DEFINITION OF INCOME

Total Family Income – Total family income means income from all sources of the head of the household and spouse, and each additional member of the family residing in the household who is at least eighteen years of age, anticipated to be received during the twelve months following admission or reexamination of the family income, exclusive of the income of full-time students (other than the head or spouse) and income which is temporary, non-recurring, or sporadic, as defined in this Section. Total family income shall include the portion of the income of the head of the household or spouse temporarily absent, which, in the determination of Public Housing, is (or should be) available to meet the family's needs.

##### A. Annual Income Inclusion

Total family income includes, but is not limited to, the following:

1. The full amount, before any payroll deduction, of wages and salaries, including compensation for personal services (such as commissions, fees, tips and bonuses);
2. Net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine net income from a business;
3. Interest, dividends, and net income of any kind from real estate or personal property where the family has net income assets in excess of \$5,000. Annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD;
4. The full amount received from periodic payments from annuities, social security, periodic payment from insurance policies, retirement income, pensions, periodic benefits for disability or death, and other similar types of periodic receipts;
5. Payments in lieu of earnings such as unemployment and disability compensation, social security benefits workers compensation and dismissal wages;

6. Welfare assistance including an amount specifically designated for shelter and utilities that is subject of adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
  - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
  - b. The maximum amounts that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph A 6 (b) shall be the amount resulting from one application of the percentage;
7. Periodic and determinable allowances such as alimony and regular contributions or gifts, including amount received from any persons not residing in the dwelling;
8. All regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances, allowances for dependents, etc.) received by a member of the United States Armed Forces; and
9. Payments to the head of household for support of a minor or payments nominally to a dependent for his support but controlled for his benefit by the head of the household or a resident family member, other than the head of household, responsible for his support;

Note: A dependent is defined as a member of the family household other than the family head or spouse who is under 18 years of age, or is a disabled person, handicapped person, or a full-time student. Payments received for support of a dependent is not considered the dependent's income and are to be included in the annual income.

A full-time student is defined as a person, other than the head of household or spouse, who:

- a. Is attending a recognized high school on a full-time basis;
- b. Is carrying twelve semester hours (nine semester hours in the case of a graduate student) at one of the local colleges, universities or institutes recognized by the Veteran's Administration as educational institutions acceptable in applying the standards of the GI Bill; or
- c. Is enrolled in and attending for a total number of required clock hours per week, one of the local institutions, trade, business schools or hospitals recognized by the Veteran's Administration as educational institutions.

B. Income does not include:

1. Income from the employment of children, including foster children, under the age of 18 years;

2. Payments received for the care of foster children;
3. Lump-sums 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;
4. Amounts received by the family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member in a household in which the head or spouse is elderly, handicapped, or disabled;
5. Income of a live-in aide, as defined in 24 CFR 813.102;
6. Amounts of educational scholarships paid directly to the student or the educational institution, and amount paid by the government to a veteran for use in meeting the costs of tuition fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
  - a. The amounts received under training programs funded by HUD;
  - b. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS) ; or
  - c. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out of pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
8. Temporary, nonrecurring, (including gifts) or sporadic income. Sporadic is defined as income all employment lasting a sufficient duration to take effect on rent under the required federal notice provisions. Individuals who receive income from the performing or visual arts, or work as artisans or craftsmen are considered to be self-employed;
9. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937;
10. Relocation payments make pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4636);

11. The value of the allotment provided to an eligible house for coupons under the Food Stamp Act of 1997 (U.S.C. 2017(b)) whether stamps or cash;
12. Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g)), 5058 such as VISTA, Foster Grandparents, Senior Companions;
13. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626 (a));
14. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459(e));
15. Payments or allowances made under the Department of Health and Human Service's Low-Income Energy Assistance Program (42 U.S.C. 8624 (e));
16. Payments received from programs funded in whole or in part under Workforce Investment Act of 1998 (29 U.S.C. 2931);
17. Income derived from the disposition of funds of the Grand River Bank of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04);
18. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program, or scholarships funded under the Bureau of Indian Affairs student assistance programs, that are made available to cover the cost of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C. 108uu);
19. Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 (f));
20. Monies earned as official census takers;
21. Payments received after January 1, 1989, from Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation M.D.L. no 381;
22. Payments received after April 23, 1993, from a foreign government for reparations pursuant to claims filed under laws of the government by persons who were persecuted during the Nazi Era; or any family receiving reparation payments that has been requested to repay assistance under this definition shall not be required to make further repayments on or after April 23, 1993;
23. Payment received from earned income tax credits;
24. Resident Service stipends;
25. Adoption assistance payments;
26. Student financial assistance;

27. Earned income of full-time students;
  28. Adult foster care payments;
  29. Compensation from State or local job training programs; and training of resident management staff;
  30. Property tax rebates;
  31. Home care payments for developmentally disabled;
  32. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum;
  33. Earned income received after a period of one year's unemployment for recertifications purposes during the first twelve month period beginning on the date employment commences and the second twelve month period to the extent that the amount of the monthly rental increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable [Section 3 of 42 U.S.C. 1437 (a)];
  34. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);
  35. Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637 (d));
  36. Any allowance to a child suffering from spina bifida who is the child of a Vietnam veteran (38 U.S.C. 1805); or
  37. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant (42 U.S.C. 10602).
- C. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to redetermination at the end of the shorter period.

XII. REPAYMENT AGREEMENT POLICY (rescinded 12/12/06)

XIII. WRITE OFF OF UNCOLLECTABLE ACCOUNTS

It shall be the Policy of the WHA-PH to write off any account balances of former tenants. The Housing Manager shall submit a memo to the Housing Director, requesting an amount to be written off for the period. If the director approves the write off with his/her signature, the WHA Systems Administrator shall make the appropriate data adjustments relative to writing off tenant accounts receivable from the housing authority operating computer system. Subsequent to the completion of the write off procedure, the appointed

WHA accountant will be responsible to make adjusting entries to the City of Wichita's financial computer system's tenant accounts receivable balance to agree with the operating computer system's tenant accounts receivable total balance.

Written off tenant's account receivables will then be turned over to the Kansas Setoff Program for possible future recoveries.

#### XIV. UNIT TRANSFER POLICY

It is the policy of WHA-PH to permit residents to transfer within or between housing developments when it is necessary to comply with occupancy standards or when it will help accomplish the affirmative housing goals of the Public Housing. WHA-PH will always consider transfer requests as a reasonable accommodation for a person with a disability. The transfer policy will be carried out in a manner that does not violate fair housing.

A. Transfers at the request of WHA-PH – WHA-PH may require that a family transfer to another unit at the same housing development or to another housing development site when their present housing unit is no longer suitable as determined by Public Housing. These transfers may be made at the discretion of WHA-PH for the following reasons:

1. A family will be required to transfer to another unit if its composition no longer conforms to Public Housing's occupancy standards (i.e. the unit is too large or too small for the family size over one bedroom size). A family will be allowed to remain in a Public Housing unit as long as the family is only over or under-housed by one bedroom unit size to allow for temporary family size fluctuations, subject to occupancy standards found at V.A. WHA-PH will offer the family the first available vacancy of appropriate size at the same housing development site. However, if circumstances, such as severe overcrowding exist, WHA-PH may offer the family appropriate housing at another housing development.
2. Transfer due to accessible unit requirement - When a non-disabled family has been housed in a unit with adaptations for a person with disabilities, WHA-PH may require the family to transfer to another unit if the accessible unit is needed for an eligible disabled family. Before placing a non-disabled family in a modified unit, the WHA-PH must first offer the unit to disabled residents requiring a transfer to an accessible unit. Next, WHA-PH will offer the modified unit to an eligible disabled applicant.
3. Special circumstances – WHA-PH may require transfers under special circumstances due to modernization and/or remodeling of a unit. In such cases, a family may be required to temporarily transfer to another unit at the same housing development or to another housing development site or to temporarily relocate to a location agreed upon by the family and Public Housing.
4. Transfers due to uninhabitable conditions – WHA-PH will require that a family transfer to another unit if their unit is determined to be uninhabitable and the condition was not the result of the resident's neglect or actions. Families residing in units where severe threats to health or safety exist will be transferred as soon as possible. If a unit becomes uninhabitable due to conditions caused by the resident,

household members, pets, or guests, the situation will be addressed through the lease violation process and the resident shall not have the rights set forth above.

#### B. Transfers at the request of the resident

A resident shall have resided at their housing development site for a minimum of 24 months before being eligible to transfer. Each resident may not request more than one transfer every four years. (Exceptions to this standard will be made for medical situations.) Furthermore, WHA-PH will consider, in approving transfer requests other than those for health and safety reasons, whether the resident is in good standing with Public Housing. Good standing means the resident has demonstrated prompt rent paying habits; the resident has demonstrated and maintained adequate housekeeping standards; the resident has a good overall record since living in Public Housing.

#### C. Transfer Request Procedure

Residents requesting to transfer to another unit or development are required to submit a Resident Request to Transfer Form to the Housing Services office. The form will include the reason for the transfer and must include documentation verifying the reason for the transfer request. Within ten calendar days, the Property Management Supervisor will review the request for transfer and determine if additional documentation is needed to support the request. The Property Management Supervisor will determine if the resident is in good standing with Public Housing, has resided at the housing development for a minimum of 24 months and has not transferred from another site within the last four years. Once the resident has been determined to be “in good standing” WHA-PH will notify the resident that their name has been placed on the transfer list for the location and/or bedroom size desired; however, WHA-PH will be mindful that a primary concern is to maintain a 97% occupancy rate. In the event of a vacancy problem, transfers will not be made with the exception of ADA requests. In all cases as outlined above there needs to be written assurances from the appropriate professional groups or government agencies that the conditions in which the client is requesting to be transferred does actually exist. If the request is denied, the family will be sent a letter stating the reason for denial, and offering the family an opportunity for an informal conference.

#### D Security deposits

WHA-PH will charge the families for any damages to the previous unit that exceed that unit’s security deposit. If there is a balance left on the original security deposit, it will be applied to the new unit security deposit and the family must pay the balance due on the new unit security deposit at move in date. Any charges due prior to move out will be collected by Public Housing; move out charges will be posted to the new unit and will be collected. The balance of a security deposit paid on the old unit will be transferred from the first residence minus any damage or cleaning charges applicable to the old unit. The resident will be required to pay the balance due on the security deposit on the new unit at the time of move in so that the security deposit paid is in accordance Public Housing policy. The resident will be billed for any additional charges that exceed the security deposit at first residence, which occur as a result of the resident moving out of the unit.

E. Resident's responsibility

Residents are responsible for all moving costs related to their transfer, except in cases where the transfer is at the request of WHA-PH for the modernization or demolition of a unit. Upon approval of the transfer, residents must complete their move within three calendar days. The resident will be charged rent on both units until the keys from the old unit are turned in to Public Housing.

XV. PUBLIC HOUSING/SECTION 8 PROGRAM TRANSFER POLICY

A. Purpose and Scope

This Policy is to address the requirements, standards and criteria to assure a harmonious transition when a WHA client is afforded an opportunity to transfer between the Section 8 Housing Choice Voucher (HCV) Program and the Public Housing Program. This Policy will be binding upon staff members of both WHA-Section 8 HCV and WHA-PH when housing offers are being made to applicants who are already housed in another WHA program.

B. Transfer eligibility

Clients currently housed in either the Section 8-HCV or Public Housing programs for less than one year will not be eligible to transfer from one program to another. In the event that a housed client comes to the top of the list, their status will be held at the top of the relative waiting list until such time that the applicant formally requests a transfer with the management of the program in which the client is housed with at that time. Housed clients will not be automatically invited to a Briefing Session or Preoccupancy Meeting after the one-year period prior to a transfer request initiated by the housed client. Applicants will be informed of this Policy at each respective Briefing Session or Preoccupancy Meeting prior to being housed in either program and will be given the opportunity to make an informed decision of which program to pursue.

C. Procedures prior to making an offer

Prior to inviting an applicant who is currently housed in a WHA program, to attend a formal application session or Preoccupancy Meeting, the individual responsible for mailing the invitations will give at least seven (7) days' notice to the Leasing Specialist or Property Manager whose client is being solicited by another program. This will allow the Leasing Specialist or Property Manager adequate time to inform the offering program staff of any appropriate background information that the Leasing Specialist or Property Manager may have to offer. The notice will also provide time for the Leasing Specialist or Property Manager to counsel with their client. The notice shall be made to the Leasing Specialist or Property Manager directly via e-mail. The name of the Leasing Specialist or Property Manager shall be obtained from the ECS housing eligibility module.

E. Thirty-day notice

All public housing tenants must give notice in accordance with the Kansas Residential Landlord and Tenant Act prior to vacating their unit. Rent will be charged against the

tenant's security deposit if proper notice is not been given and damages in excess of normal wear will have to be paid prior to the actual transfer.

F. Client move out

The Section 8 HCV Leasing Specialist or WHA-PH Property Manager doing the transfer lease-up will notify the WHA staff person in the alternate program at least 10 days prior to the lease-up date in order to coordinate the move and to verify the latest status of the client with regard to background and any outstanding account balances. Staff members will follow the appropriate procedures for transferring a client out of the tenant database system. Staff members will notify the person responsible for the PIC submission that the move out is completed in the system. Personnel responsible for the PIC submission shall notify the appropriate Housing Leasing Specialist or Property Manager when the PIC submission is complete. The Housing Leasing Specialist or Property Manager will notify the Housing Leasing Specialist or Property Manager of the alternate program that the move out process is complete by providing a copy of the end of participation 50058 form, and the move-in process will then be completed in the new program.

XVI. EVICTING AND TERMINATING ASSISTANCE FOR CRIMINAL ACTIVITY

- A. When evaluating circumstances surrounding a tenant's possible eviction for criminal activity WHA-PH will consider:
1. The seriousness of the offending action, especially with respect to how it would affect other residents;
  2. The extent of participation or culpability of the leaseholder, or other household members, in the offending action, including whether the culpable member is a minor, a person with disabilities, or a victim of domestic violence, dating violence, sexual assault, or stalking;
  3. The effects that eviction will have on other family members who were not involved in the action or failure to act;
  4. The effect on the community of the termination, or of the WHA-PH's failure to terminate the tenancy;
  5. The effect of WHA-PH's decision on the integrity of the public housing program;
  6. The demand for housing by eligible families who will adhere to lease responsibilities;
  7. The extent to which the leaseholder has shown personal responsibility and whether they have taken all responsible steps to prevent or mitigate the offending action; and
  8. The length of time since the violation occurred, the family's recent history, and the likelihood of favorable conduct in the future.

## XVII. UP-FRONT INCOME VERIFICATION POLICY

Public Housing will utilize up-front income (UIV) verification methods, including the Enterprise Income Verification (EIV) system, whenever possible as well as any other verification method that might become available. When HUD announces the availability of the UIV system or any future systems, additional UIV tools will be used, including a centralized computer matching system. Third party verification may continue to be used to complement up-front income verification. WHA-PH would use the Work Number if it could afford it. In 2013 the Work Number informed WHA that it would not offer the service at no cost, but did not reveal how much the service would cost.

UIV may be used in lieu of third party verifications when there is not a substantial difference between UIV and tenant reported income. HUD defines substantial difference as \$200 or more per month.

If the income reflected on the UIV verification is less than that reflected on the tenant provided documentation, WHA-PH will use tenant provided documents to calculate anticipated annual income as long as the difference is within the aforementioned \$200 threshold. The income reflected on the UIV verification must not be more than 90 days old.

If the income reflected on the UIV verification is greater than current tenant provided documentation, WHA-PH will use UIV income data to calculate anticipated annual income as long as the difference is within the above mentioned \$200 threshold, unless the tenant provides documentation of a change in circumstances. The tenant supplied documents must not be more than 90 days old.

In cases where UIV data is substantially different than tenant reported income, WHA-PH will utilize written third party verification to verify the information. When WHA-PH cannot readily anticipate income, such as in cases of seasonal employment, unstable working hours and suspected fraud, WHA-PH will review historical income data for patterns of employment, paid benefits and receipt of other income to anticipate income. WHA-PH will analyze all data and attempt to resolve any income discrepancy. The most current verified income data would be used to calculate anticipated annual income.

If WHA-PH is unable to anticipate annual income using current information due to historical fluctuations in income, WHA-PH may average amounts received/earned to anticipate annual income. If the tenant disputes UIV SS/SSI benefit data, WHA-PH will request the tenant to provide a current original SSA notice or benefit letter within 10 business days of being notified of the dispute.

## XVIII. COMMUNITY SERVICE POLICY

In accordance with Section 512 of the *Quality Housing and Work Responsibility Act of 1998* and HUD regulations, non-exempt adults (age 18 and over) will be required to provide to the WHA-PH written third party documentation that each adult resident of public housing contributed eight (8) hours per month of community service, participated in an economic self-sufficiency program for eight (8) hours per month or eight (8) hours per month of combined activities of community service and

participation in a self-sufficiency program. This is also a requirement of the City of Wichita Dwelling Lease Agreement.

**Exempt Residents:** The Admissions and Continuing Occupancy Policy (ACOP) presents how the PHA determines if an individual is exempt from the CSSR and the documentation needed to support the exemption. Exemptions for adult residents unable to participate, as codified at 24 CFR 960.601, include persons who are:

- A. 62 years or older;
- B. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c),
  1. who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or
  2. is a primary caretaker of such individual;
- C. Engaged in work activities at least 30 hours per week (Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is “engaged in work activities,” the person must be participating in an activity that meets one of the following definitions of “work activity” contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
  1. Unsubsidized employment;
  2. Subsidized private-sector employment;
  3. Subsidized public-sector employment;
  4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  5. On-the-job-training;
  6. Job-search and job-readiness assistance;
  7. Community service programs;
  8. Vocational educational training (not to exceed 12 months with respect to any individual);
  9. Job-skills training directly related to employment;
  10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;

11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate; and,
  12. The provision of childcare services to an individual who is participating in a community service program;
- D. Able to meet requirements under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which PHA is located including a State-administered Welfare-to-Work program; or,
- E. A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State in which the PHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Community Service is volunteer work, which is being administered through the United Way of the Plains Volunteer Center. Service opportunities include, but are not limited to work with non-profit organizations such as Boy Scouts, Habitat for Humanity, Kansas African Museum, Kansas Foodbank, Mid-American All-Indian Center, Multiple Sclerosis Society, Salvation Army, United Methodist Urban Ministry, and Wichita Indochinese Center.

Public Housing staff shall verify participation in community service and self-sufficiency programs as a part of the annual recertification process. Noncompliant households will be notified of any noncompliance with the Community Service Requirement and the household's lease will terminate due to the nonrenewal of the annual lease term.

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>• Age.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Military Discharge papers</li> <li>• Valid US passport</li> <li>• Naturalization certificate</li> <li>• Social Security Administration Benefits printout</li> <li>• Valid driver's license</li> </ul>		

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Alimony or child support.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of separation or divorce agreement provided by ex-spouse or court indicating type of support, amount, and payment schedule.</li> <li>Written statement provided by ex-spouse or income source indicating all of above.</li> <li>If applicable, written statement from court/attorney that payments are not being received and anticipated date of resumption of payments.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with ex-spouse or income source documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of most recent check, recording date, amount, and check number.</li> <li>Recent original letters from the court.</li> </ul>	<ul style="list-style-type: none"> <li>Notarized statement or affidavit signed by applicant indicating amount received.</li> <li>If applicable, notarized statement or affidavit from applicant indicating that payments are not being received and describing efforts to collect amounts due.</li> </ul>	<ul style="list-style-type: none"> <li>Amounts awarded but not received can be excluded from annual income only when applicants have made reasonable efforts to collect amounts due, including filing with courts or agencies responsible for enforcing payments.</li> </ul>

**Appendix 1: Acceptable Forms of Verification**

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Assets disposed of for less than fair market value.</li> </ul>	<ul style="list-style-type: none"> <li>None required.</li> </ul>	<ul style="list-style-type: none"> <li>None required.</li> </ul>	<ul style="list-style-type: none"> <li>None required.</li> </ul>	<ul style="list-style-type: none"> <li>Certification signed by applicant that no member of family has disposed of assets for less than fair market value during preceding two years.</li> <li>If applicable, certification signed by the owner of the asset disposed of that shows:                             <ul style="list-style-type: none"> <li>Type of assets disposed of;</li> <li>Date disposed of;</li> <li>Amount received; and</li> <li>Market value of asset at the time of disposition.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Only count assets disposed of within a two-year period prior to examination or re-examination.</li> </ul>

**Appendix 1: Acceptable Forms of Verification**

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Auxiliary apparatus.</li> </ul>	<ul style="list-style-type: none"> <li>Written verification from source of costs and purpose of apparatus.</li> <li>Written certification from doctor or rehabilitation agency that use of apparatus is necessary to employment of any family member.</li> <li>In case where the disabled person is employed, statement from employer that apparatus is necessary for employment.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with these sources documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>Copies of receipts or evidence of periodic payments for apparatus.</li> </ul>		<ul style="list-style-type: none"> <li>PH must determine if expense is to be considered medical or disability assistance.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Care attendant for disabled family members.</li> </ul>	<ul style="list-style-type: none"> <li>Written verification from attendant stating amount received, frequency of payments, hours of care.</li> <li>Written certification from doctor or rehabilitation agency that care is necessary to employment of family member.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with source documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>Copies of receipts or cancelled checks indicating payment amount and frequency.</li> </ul>	<ul style="list-style-type: none"> <li>Notarized statement or signed affidavit attesting to amounts paid.</li> </ul>	<ul style="list-style-type: none"> <li>PH must determine if this expense is to be considered medical or disability assistance.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES			Verification Tips	
	Third Party <sup>a</sup>		Documents Provided by Applicant		
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Child care expenses (including verification that a family member who has been relieved of child care is working, attending school, or looking for employment).</li> </ul>	<ul style="list-style-type: none"> <li>Written verification from person who provides care indicating amount of payment, hours of care, names of children, frequency of payment, and whether or not care is necessary to employment or education.</li> <li>Verification of employment as required under Employment Income.</li> <li>Verification of student status (full or part-time) as required under Full-Time Student Status.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with these sources (child care provider, employer, school) documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>Copies of receipts or cancelled checks indicating payments.</li> <li>For school attendance, school records, such as paid fee statements that show that the time and duration of school attendance reasonably corresponds to the period of child care.</li> </ul>	<ul style="list-style-type: none"> <li>For verification of “looking for work,” details of job search effort as required by PH written policy.</li> </ul>	<ul style="list-style-type: none"> <li>Allowance provided only for care of children 12 and younger.</li> <li>When same care provider takes care of children and disabled person, PH must prorate expenses accordingly.</li> <li>PH should keep in mind that costs may be higher in summer months and during holiday periods.</li> <li>PH must determine which family member has been enabled to work.</li> <li>Care for employment and education must be prorated to compare to earnings.</li> <li>Costs must be “reasonable.”</li> </ul>

**Appendix 1: Acceptable Forms of Verification**

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>• Citizenship</li> </ul>			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Citizens must sign declaration certifying U.S. Citizenship.</li> </ul>	<ul style="list-style-type: none"> <li>• PH may require applicants/residents to provide verification of citizenship.</li> </ul>

<ul style="list-style-type: none"> <li>• Current net family assets.</li> </ul>	<ul style="list-style-type: none"> <li>• Verification forms*, letters or documents received from financial institutions, stock brokers, real estate agents, employers indicating the current value of the assets and penalties or reasonable costs to be incurred in order to convert non-liquid assets into cash.</li> <li>• *Direct third party bank verification forms required on bank deposits over \$5,000. Bank account statements will be acceptable for balances of \$5,000 and under.</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone or in-person contact with appropriate source, documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>• Passbooks, checking, or savings account statements, certificates of deposit, property appraisals, stock or bond documents, or other financial statements completed by financial institution.</li> <li>• Copies of real estate tax statements, if tax authority uses approximate market value.</li> <li>• Quotes from attorneys, stockbrokers, bankers, and real estate agents that verify penalties and reasonable costs incurred to convert asset to cash.</li> <li>• Copies of real estate closing documents that indicate distribution of sales proceeds and settlement costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Notarized statement or signed affidavit stating cash value of assets or verifying cash held at applicant's home or in safe deposit box.</li> </ul>	<ul style="list-style-type: none"> <li>• Use current balance in savings accounts and average monthly balance in checking accounts for last 6 months.</li> <li>• Use cash value of all assets (the net amount the applicant would receive if the asset were converted to cash).</li> <li>• <b>NOTE:</b> This information can usually be obtained simultaneously when verifying income from assets and employment (e.g., value of pension).</li> </ul>
--	--	--	---	---	--

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES			Verification Tips	
	Third Party <sup>a</sup>		Documents Provided by Applicant		Self-Declaration
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Disability status.</li> </ul>	<ul style="list-style-type: none"> <li>Verification from medical professional stating that individual qualifies under the definition of disability.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with medical professional verifying qualification under the federal disability definition and documentation in the file of the conversation.</li> </ul>		<ul style="list-style-type: none"> <li>Not appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>If a person receives Social Security Disability solely due to a drug or alcohol problem, the person is not considered disabled under housing law. A person that does not receive Social Security Disability may still qualify under the definition of a person with disabilities.</li> <li>PH not seek to verify information about a person's specific disability other than obtaining a professional's opinion of qualification under the definition of a person with disabilities.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>• Dividend income and savings account interest income.</li> </ul>	<ul style="list-style-type: none"> <li>• Verification form completed by bank.</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone or in-person contact with appropriate party, documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of current statements, bank passbooks, certificates of deposit, if they show required information (i.e., current rate of interest).</li> <li>• Copies of Form 1099 from the financial institution, and verification of projected income for the next 12 months.</li> <li>• Broker's quarterly statements showing value of stocks/bonds and earnings credited to the applicant.</li> </ul>	<ul style="list-style-type: none"> <li>• Not appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• PH must obtain enough information to accurately project income over next 12 months.</li> <li>• Verify interest rate as well as asset value.</li> </ul>

**Appendix 1: Acceptable Forms of Verification**

<b>Factor to be Verified</b>	<b>ACCEPTABLE SOURCES</b>				<b>Verification Tips</b>
	<b>Third Party<sup>a</sup></b>		<b>Documents Provided by Applicant</b>	<b>Self-Declaration</b>	
	<b>Written<sup>b</sup></b>	<b>Oral<sup>c</sup></b>			
<ul style="list-style-type: none"> <li>• Employment Income including tips, gratuities, overtime.</li> </ul>	<ul style="list-style-type: none"> <li>• Verification form completed by employer.</li> <li>• TASS/SWICA up-front income verification via PIC system and signed by client</li> <li>• Work Number</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone or in-person contact with employer, specifying amount to be paid per pay period and length of pay period. Document in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>• W-2 Forms, if applicant has had same employer for at least two years and increases can be accurately projected.</li> </ul>		<ul style="list-style-type: none"> <li>• Always verify: frequency of gross pay (i.e., hourly, biweekly, monthly, bimonthly); anticipated increases in pay and effective dates; overtime.</li> </ul>

**Appendix 1: Acceptable Forms of Verification**

<b>Factor to be Verified</b>	<b>ACCEPTABLE SOURCES</b>			<b>Verification Tips</b>
	<b>Third Party<sup>a</sup></b>		<b>Documents Provided by Applicant</b>	
	<b>Written<sup>b</sup></b>	<b>Oral<sup>c</sup></b>		
<ul style="list-style-type: none"> <li>• Family composition.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Divorce actions</li> <li>• Drivers' licenses</li> <li>• Employer records</li> <li>• Income tax returns</li> <li>• Marriage certificates</li> <li>• School records</li> <li>• Social Security Administration records</li> <li>• Social service agency records</li> <li>• Support payment records</li> <li>• Utility bills</li> <li>• Veterans Administration (VA) records</li> </ul>	<ul style="list-style-type: none"> <li>• PH may seek verification only if the owner has clear written policy.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES			Verification Tips	
	Third Party <sup>a</sup>		Documents Provided by Applicant		
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Family type. (Information verified only to determine eligibility for project, preferences, and allowances.)</li> </ul>	<ul style="list-style-type: none"> <li>Disability Status: statement from physician or other reliable source, if benefits documenting status are not received. See paragraph 3.25 B.1 for restrictions on this form of verification.</li> <li>Displacement Status: Written statement or certificate of displacement by the appropriate governmental authority.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with source documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>Elderly Status (when there is reasonable doubt that applicant is at least 62): birth certificate, social security records, driver's license, census record, official record of birth or other authoritative document or receipt of SSI old age benefits or SS benefits.</li> <li>Disabled, blind: evidence of receipt of SSI or Disability benefits.</li> </ul>	<ul style="list-style-type: none"> <li>Elderly Status: Applicant's signature on application is generally sufficient.</li> </ul>	<ul style="list-style-type: none"> <li>Unless the applicant receives income or benefits for which elderly or disabled status is a requirement, such status must be verified.</li> <li>Status of disabled family members must be verified for entitlement to \$480 dependent deduction and disability assistance allowance.</li> <li>PH may not ask the nature/extent of disability.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Full-time student status (of family member 18 or older, excluding head, spouse, or foster children).</li> </ul>	<ul style="list-style-type: none"> <li>Verification from the Admissions or Registrar's Office or dean, counselor, advisor, etc., or from VA Office.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with these sources documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>School records, such as paid fee statements that show a sufficient number of credits to be considered a full-time student by the educational institution attended.</li> </ul>		
<ul style="list-style-type: none"> <li>Immigration Status.</li> </ul>	<ul style="list-style-type: none"> <li>Verification of eligible immigration status must be received from DHS through the DHS SAVE system or through secondary verification using DHS Form G-845.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant/resident must provide appropriate immigration documents to initiate verification.</li> </ul>	<ul style="list-style-type: none"> <li>Noncitizens must sign declaration certifying the following:  <ul style="list-style-type: none"> <li>Eligible immigration status; or</li> <li>Decision not to claim eligible status.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PH must require noncitizens requesting assistance to provide verification of eligible immigration status.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES			Self-Declaration	Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant		
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Income maintenance payments, benefits, income other than wages (i.e., welfare, Social Security [SS], Supplemental Security Income [SSI], Disability Income, Pensions).</li> </ul>	<ul style="list-style-type: none"> <li>Award or benefit notification letters prepared and signed by authorizing agency.</li> <li>TASS/SWICA up-front verification via PIC system and signed by client</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with income source, documented in file by the owner.</li> <li><b>NOTE:</b> For all oral verification, file documentation must include facts, time and date of contact, and name and title of third party.</li> </ul>	<ul style="list-style-type: none"> <li>Current or recent check stubs with date, amount, and check number recorded by the owner.</li> <li>Award letters or computer printout from court or public agency.</li> <li>Copies of validated bank deposit slips, with identification by bank.</li> <li>Most recent quarterly pension account statement.</li> </ul>		<ul style="list-style-type: none"> <li>Checks or automatic bank deposit slips may not provide gross amounts of benefits if applicant has deductions made for Medicare Insurance.</li> <li>Pay stubs for the most recent four to six weeks should be obtained.</li> <li>Copying of U.S. Treasury checks is not permitted.</li> <li>Award letters/printouts from court or public agency may be out of date; telephone verification of letter/printout is recommended.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>• Interest from sale of real property (e.g., contract for deed, installment sales contract, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Verification form completed by an accountant, attorney, real estate broker, the buyer, or a financial institution which has copies of the amortization schedule from which interest income for the next 12 months can be obtained.</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone or in-person contact with appropriate party, documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the contract.</li> <li>• Copy of the amortization schedule, with sufficient information for the owner to determine the amount of interest to be earned during the next 12 months.</li> <li>• <b>NOTE:</b> Copy of a check paid by the buyer to the applicant is not acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Only the interest income is counted; the balance of the payment applied to the principal is merely a liquidation of the asset.</li> <li>• PH must get enough information to compute the actual interest income for the next 12 months.</li> </ul>	

<ul style="list-style-type: none"> <li>• Medical expenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Verification by a doctor, hospital or clinic, dentist, pharmacist, etc., of estimated medical costs to be incurred or regular payments expected to be made on outstanding bills which are not covered by insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone or in-person contact with these sources, documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of cancelled checks that verify payments on outstanding medical bills that will continue for all or part of the next 12 months.</li> <li>• Copies of income tax forms (Schedule A, IRS Form 1040) that itemize medical expenses, when the expenses are not expected to change over the next 12 months.</li> <li>• Receipts, cancelled checks, pay stubs, which indicate health insurance premium costs, or payments to a resident attendant.</li> <li>• Receipts or ticket stubs that verify transportation expenses directly related to medical expenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Notarized statement or signed affidavit of transportation expenses directly related to medical treatment, if there is no other source of verification.</li> </ul>	<ul style="list-style-type: none"> <li>• Medical expenses are not allowable as deduction unless applicant is an elderly or disabled family. Status must be verified.</li> </ul>
---	---	---	---	--	---

**Appendix 1: Acceptable Forms of Verification**

<b>Factor to be Verified</b>	<b>ACCEPTABLE SOURCES</b>				<b>Verification Tips</b>
	<b>Third Party<sup>a</sup></b>		<b>Documents Provided by Applicant</b>	<b>Self-Declaration</b>	
	<b>Written<sup>b</sup></b>	<b>Oral<sup>c</sup></b>			
<ul style="list-style-type: none"> <li>• Need for an assistive animal.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter from medical provider.</li> </ul>				

**Appendix 1: Acceptable Forms of Verification**

Factor to be Verified	ACCEPTABLE SOURCES			Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	
	Written <sup>b</sup>	Oral <sup>c</sup>		
<ul style="list-style-type: none"> <li>Net Income for a business.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Form 1040 with Schedule C, E, or F.</li> <li>Financial Statement(s) of the business (audited or unaudited) including an accountant's calculation of straight-line depreciation expense if accelerated depreciation was used on the tax return or financial statement.</li> <li>Any loan application listing income derived from business during the preceding 12 months.</li> <li>For rental property, copies of recent rent checks, lease and receipts for expenses, or IRS Schedule E.</li> </ul>	

**Appendix 1: Acceptable Forms of Verification**

<b>Factor to be Verified</b>	<b>ACCEPTABLE SOURCES</b>				<b>Verification Tips</b>
	<b>Third Party<sup>a</sup></b>		<b>Documents Provided by Applicant</b>	<b>Self-Declaration</b>	
	<b>Written<sup>b</sup></b>	<b>Oral<sup>c</sup></b>			
<ul style="list-style-type: none"> <li>• Recurring contributions and gifts.</li> </ul>	<ul style="list-style-type: none"> <li>• Notarized statement or affidavit signed by the person providing the assistance giving the purpose, dates, and value of gifts.</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone or in-person contact with source documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Notarized statement or affidavit signed by applicant stating purpose, dates, and value of gifts.</li> </ul>	<ul style="list-style-type: none"> <li>• Sporadic contributions and gifts are not counted as income.</li> </ul>
<ul style="list-style-type: none"> <li>• Self-employment, tips, gratuities, etc.</li> </ul>	None available.	None available.	<ul style="list-style-type: none"> <li>• Form 1040/1040A showing amount earned and employment period.</li> </ul>	<ul style="list-style-type: none"> <li>• Notarized statement or affidavit signed by applicant showing amount earned and pay period.</li> </ul>	

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES			Verification Tips	
	Third Party <sup>a</sup>		Documents Provided by Applicant		Self-Declaration
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>• Social security number.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Social Security card (preferred)</li> <li>• Driver's license with SSN</li> <li>• Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union.</li> <li>• Earnings statements on payroll stubs</li> <li>• Bank statement</li> <li>• Form 1099</li> <li>• Benefit award letter</li> <li>• Retirement benefit letter</li> <li>• Life insurance policy</li> <li>• Court records</li> </ul>	<ul style="list-style-type: none"> <li>• Certification that document is complete/accurate unless original Social Security card is provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals who have applied for legalization under the Immigration Reform and Control Act of 1986 will be able to disclose their social security numbers but unable to supply cards for documentation. Social security numbers are assigned to these persons when they apply for amnesty. The cards go to DHS until the persons are granted temporary lawful resident status. Until that time, their acceptable documentation is a letter from the DHS indicating that social security numbers have been assigned.</li> </ul>
<ul style="list-style-type: none"> <li>• Unborn children.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant/tenant self-certifies to pregnancy.</li> </ul>	<ul style="list-style-type: none"> <li>• PH may not verify further than self-certification.</li> </ul>

### Appendix 1: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	Self-Declaration	
	Written <sup>b</sup>	Oral <sup>c</sup>			
<ul style="list-style-type: none"> <li>Unemployment compensation.</li> </ul>	<ul style="list-style-type: none"> <li>Verification form completed by source.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with agency documented in a file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>Copies of checks or records from agency provided by applicant stating payment amounts and dates.</li> <li>Benefit notification letter signed by authorizing agency.</li> </ul>		<ul style="list-style-type: none"> <li>Frequency of payments and expected length of benefit term must be verified.</li> <li>Income not expected to last full 12 months must be calculated based on 12 months and interim recertification completed when benefits stop.</li> </ul>
<ul style="list-style-type: none"> <li>Welfare payments (as-paid states only).</li> </ul>	<ul style="list-style-type: none"> <li>Verification form completed by welfare department indicating maximum amount family may receive.</li> <li>Maximum shelter schedule by household size with ratable reduction schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone or in-person contact with income source, documented in file by the WHA.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum shelter allowance schedule with ratable reduction schedule provided by applicant.</li> </ul>	<ul style="list-style-type: none"> <li>Not appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Actual welfare benefit amount not sufficient as proof of income in “as-paid” states or localities since income is defined as maximum shelter amount.</li> </ul>

**Appendix 1: Acceptable Forms of Verification**

Factor to be Verified	ACCEPTABLE SOURCES			Verification Tips
	Third Party <sup>a</sup>		Documents Provided by Applicant	
	Written <sup>b</sup>	Oral <sup>c</sup>		
<ul style="list-style-type: none"> <li>• Zero Income.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant/Tenant self-certifies to zero income.</li> <li>• PH may require applicant/tenant to sign verification release of information forms for state, local, and federal benefits programs, as well as the HUD 9887 and HUD 9887-A.</li> <li>• PH may require the tenant to reverify zero income periodically</li> </ul>

## GLOSSARY OF TERMS

**ACC RESERVE ACCOUNT** – the account established and in accordance with HUD regulations. It is the amount left in the Annual Contributions Contract that was not used.

**ADJUSTED INCOME** – same as Income after Allowances. Income, which remains after exclusion of such amounts or type of income as the Secretary, may prescribe. After October 1, 1994, the definition will be Annual Income less:

- a. \$480 for each dependent,
- b. \$400 for any Elderly family,
- c. Medical expenses in excess of three percent (3%) of Annual Income for any Elderly family,
- d. Handicapped Assistance Expense, or
- e. Child Care expenses.

**ALLOWANCE FOR UTILITIES AND OTHER SERVICES (“ALLOWANCE”)** – an amount determined by the WHA as an allowance for the cost of utilities (except telephone) and charges for other services payable directly by the family.

**ANNUAL CONTRIBUTIONS CONTRACT** – a written agreement between HUD and a PHA to provide annual contributions to the PHA to cover the cost of the bonds issued to finance the construction of public housing program(s).

**ANNUAL INCOME** – the anticipated total annual income, before deductions, of an eligible family from all sources for the 12 month periods following the date of determination of income including all net income derived from assets. The annual income shall include the greater of the actual (real) income derived from all net family assets or a percentage of the value of such assets based on the current passbook saving rate (imputed income) as determined by HUD.

**ANNUAL INCOME AFTER ALLOWANCES** – same as Adjusted Income.

**ASSETS** – the value of equity in real property, savings, stocks, bonds, checking, and other forms of capital investment. (The value of necessary items of personal property such as furniture and automobiles is not to be considered as an asset).

**CHILD CARE EXPENSES** – amounts anticipated to be paid by the family for the care of children 13 years of age during the period of which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for childcare, and in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

**CONTRACT RENT** – means the rent charged a tenant for the use of a dwelling accommodation and equipment (such as ranges and refrigerators, but not furniture), services and reasonable amounts of utilities determined in accordance with the PHA’s schedule of allowances for utilities supplied by the project. Contract rent does not include charges for utility consumption, or other miscellaneous charges.

**DEPENDENT** – a member of the Family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a full-time student.

**DISABLED PERSON** – a person under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102 of the Development Disabilities Services Facilities construction Amendments of 1970 (442 U.S.C. 2691(1)).

**DISPLACED PERSON** – a person displaced by governmental action or a person whose dwelling unit was extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster relief laws.

**ELDERLY FAMILY** – a family whose head or spouse (or sole member) is a person who is an Elderly, Disabled, or Handicapped Person. It may include two or more Elderly, Disabled or Handicapped Persons living together, or one or more such persons living with one or more persons who are determined to be essential to their care or well being.

**ELDERLY PERSON** – a person who is at least 62 years of age.

**ELIGIBILITY INCOME** – the tenant’s annual income which is below the Income Limits issued by HUD annually. For assets, income included the higher of (1) actual income from assets, (2) if Net Family Assets exceed \$5,000, passbook rate, as established by HUD.

**EVICTION** – this means the dispossession of the tenant from the leased unit as a result of the termination of the lease prior to the end of a term, for serious or repeated violation of material terms of the lease, such as failure to make payments due under the lease or to fulfill the tenant obligations set forth in HUD regulations, Federal, State, or Local laws; or for other good cause.

**EXCESS MEDICAL EXPENSES** – any medical expenses incurred by Elderly families in excess of three percent of Annual Income, which are not reimbursable from any other source.

**FAMILY** – family includes, but is not limited to, an Elderly Family or Single Person as defined in 24 CFR Part 912.1, the remaining member(s) of a tenant family, and a Displaced Person.

**FOSTER CHILDCARE PAYMENT** – payment to eligible households by state, local or private agencies.

**FULL-TIME STUDENT** – a person, other than the head of household or spouse, who:

- a. is attending a recognized high school on a full-time basis;
- b. is carrying twelve (12) semester hours (nine (9) semester hours in the case of a graduate student) at one of the local colleges, universities or institutes recognized by the Veteran’s Administration as education institutions acceptable in applying the standards of the GI Bill; or
- c. is enrolled in and attending for a total number of required clock hours per week, one of the local institutions, trade, business schools or hospitals recognized by the Veteran’s Administration as educational institutions.

**GROSS RENT** – see definition under Total Tenant Payment.

**HANDICAPPED ASSISTANCE EXPENSES** – reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a

handicapped or disabled family member and that are necessary to enable a family member (including the handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

**HANDICAPPED PERSON** – a person having a physical or mental impairment that (a) is expected to be of a long-continued and indefinite duration, (b) substantially impedes his or her ability to live independently, and (c) is such a nature that such ability could be improved by more suitable housing conditions.

**HUD** – the Department of Housing and Urban Development or its designee.

**INCOME** – income from all sources of each member of the household as determined in accordance with criteria established by HUD, as defined in Section X.A. of this policy.

**INCOME FOR ELIGIBILITY** – the anticipated total annual income of a family for the twelve (12) month period following the date of determination of income, computed in accordance with 24 CFR 913.106.

**LEASE** – a written agreement between a PHA and a family eligible for Public Housing for the leasing of an existing housing unit which agreement is in compliance with the provision of 24 CFR Part 966.

**LOWER INCOME FAMILIES** – a family whose Annual Income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than eighty percent (80%) of the median income for the area on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.

**MEDICAL EXPENSES** – those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance, including medical insurance premiums, payments on accumulated major medical bills, dental expenses, prescription medicines, eyeglasses, hearing aids, and batteries, cost of live-in-resident assistance and transportation expenses directly related to medical treatment.

**MINOR** – see definition under Dependent.

**MONTHLY ADJUSTED INCOME** – one twelfth of Annual Adjusted Income.

**MONTHLY INCOME** – one twelfth of gross Annual Income.

**NEAR ELDERLY PERSON** – a person who is at least fifty (50) years of age, but under the age of sixty-two (62) years of age.

**NEGATIVE RENT PAYMENT** – now called utility reimbursement.

**NET FAMILY ASSETS** – value of equity in real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

In cases where a trust fund was established and the trust is not revocable by, or under the control of, any member of the household, the value of the trust fund will not be considered an asset so

long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual Income under 24 CFR 913.106.

In determining the Net Family Assets, PHAs and Owners shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received therefore.

**LIVE-IN-AIDE** – a person who resides with an Elderly, Disabled or Handicapped person or persons, and is (1) determined to be essential to their care and well-being, (2) is not obligated for the support of the person, and (3) is not eligible to the remaining member of the family.

**PUBLIC HOUSING AGENCY (PHA)** – any state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or to assist in the development or operation of housing for lower income families, as used in 24 CFR Part 913, PHA includes an Indian Housing Agency.

**RECERTIFICATION** – sometimes called re-examination. The process of securing documentation to show that tenants meet the eligibility requirements for continued federal assistance.

**REMAINING MEMBER OF THE TENANT FAMILY** – person(s) left in assisted unit who may or may not normally qualify for assistance under his/her own circumstances (e.g., widow age 47, not disabled or handicapped).

**SECRETARY** – the Secretary of Housing and Urban Development (HUD).

**SECURITY DEPOSIT(S)** – an amount deposited with the PHA, set by PHA policy, which cannot exceed the Family's Total Tenant Rent or such reasonable fixed amount as determined by the PHA and approved by HUD.

**TENANT RENT** – the amount payable monthly by the family as rent to the PHA. Where all utilities (except telephone) and other essential housing services are supplied by the PHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the PHA and the cost hereof is not included in the amount paid as rent. Tenant Rent equals Total Tenant Payment less the Utility Allowance.

**TOTAL TENANT PAYMENT** – the monthly amount calculated under 24 CFR 913.107. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.

**UTILITY ALLOWANCE** – if the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD under 24 CFR Part 965, 880 of the monthly costs of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.

**VERY-LOW INCOME FAMILY** – a lower Income Family who's Annual Income does not exceed fifty percent (50%) of the median income for the area, as determined by HUD

WELFARE ASSISTANCE – welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by federal, state or local governments.

NOTE: Citizenship/Alien Status: Deferred pending final regulations.