

Housing Choice Voucher (HCV) Administration Plan Changes

Old Policy	New Policy	When Change Needs to be Made	Location in Admin Plan	Annual or One-Time Change
<p><u>VERIFICATION OF SOCIAL SECURITY NUMBERS</u></p> <p>If a new member who is at least six years of age is added to the family, the new member's SSN documentation must be submitted at the time the family request to add the new member to the household or no later than by next interim or regular reexamination, whichever comes first. If any member of the family who is at least six years of age obtains a previously undisclosed SSN, or has been assigned a new SSN, the documentation must be submitted at the family's next regularly scheduled reexamination.</p> <p>The PHA must deny assistance to an applicant family if they do not meet the SSN disclosure documentation and verification, and certification requirements contained in</p>	<p><u>VERIFICATION OF SOCIAL SECURITY NUMBERS</u></p> <p>The family must provide documentation of a valid social security number (SSN) for each member of the household, with the exception of individuals who do not contend eligible immigration status. Exemptions also include, existing program participants who were at least 62 years of age as of January 31, 2010, and had not previously disclosed a SSN.</p> <p>Note that an individual who previously declared to have eligible immigration status may not change his or her declaration for the purpose of avoiding compliance with the SSN disclosure and documentation requirements or penalties associated with noncompliance with these requirements. Nor may the head of household opt to remove a household member from the family composition for this purpose.</p> <p>The PHA must accept the following documentation as acceptable evidence of the social security number:</p> <ul style="list-style-type: none"> • An original SSN card issued by the Social Security Administration (SSA) • An original SSA-issued document, which contains the name and SSN of the individual • An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual <p>The PHA may only reject documentation of an SSN provided by an applicant or participant if the document is not an original document or if the original document has been altered, mutilated, is illegible, or appears to be forged.</p> <p>PHA Policy</p> <p>The PHA will explain to the applicant or participant the reasons the document is not acceptable and request that the individual obtain and submit acceptable documentation of the SSN to the PHA within 90 days.</p> <p>In the case of Moderate Rehabilitation Single Room Occupancy (SRO) individuals, the required documentation must be provided within 90 calendar days from the date of admission into the program.</p> <p>The PHA must grant one additional 90-day extension if it determines that the applicant's failure to comply was due to circumstances that were beyond the applicant's control and could not have been reasonably foreseen.</p>	<p>7/1/2016</p>	<p>P. 7</p>	<p>One-Time Change</p>

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<p><u>VERIFICATION OF SOCIAL SECURITY NUMBERS CONTINUED</u></p>	<p><u>VERIFICATION OF SOCIAL SECURITY NUMBERS CONTINUED</u></p> <p>PHA Policy The PHA will grant one additional 90-day extension if needed for reasons beyond the participant’s control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency. If the individual fails to comply with SSN disclosure and documentation requirements upon expiration of the provided time period, the PHA will terminate the individual’s assistance.</p> <p>If the child under six was added to the family in the six month period prior to the household's date of admission, documentation verifying the child's social security information need only be supplied within 90 days of the date of admission (date of lease-up for HCV).</p> <p>One additional 90-day extension must b added, if the PHA determines the applicant's failure to meet the first timeline could not be reasonably foreseen or was outside his or her control.</p>	7/1/2016	P. 11-1	One-Time Change
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<p><u>UTILITY PAYMENT SCHEDULES</u></p> <p><u>Applying Utility Allowances:</u> A PHA-established utility allowance schedule is used in determine family share and PHA subsidy. The PHA must use the appropriate utility allowance for the size of dwelling unit actually leased by a family rather than the voucher unit size for which the family qualifies using PHA subsidy standards.</p>	<p><u>UTILITY PAYMENT SCHEDULES</u></p> <p><u>Applying Utility Allowances:</u> The PHA must use the appropriate utility allowance for the lesser of the size of dwelling unit actually leased by the family or the family unit size as determined under the PHA subsidy standard.</p> <p>In cases where the unit size leased exceeds the family unit size as determined under the PHA subsidy standards as a result of a reasonable accommodation the PHA must use the appropriate utility allowance for the size of the dwelling unit actually leased by the family.</p>	7/1/2016	P. 6-37	One-Time Change

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<p><u>EARNED INCOME DISREGARD (EID)</u></p> <p>Calculation of the Disallowance Calculation of the earned income disallowance for an eligible member of a qualified family begins with a comparison of the member's current income with his or her "prior income".</p> <p>PHA Policy: The PHA defines prior income, or prequalifying income, as the family member's last certified income prior to qualifying for the EID. The family member's prior, or prequalifying, income remains constant throughout the period that he or she receiving the EID.</p>	<p><u>EARNED INCOME DISREGARD (EID)</u></p> <p>Calculation of the Disallowance Calculation of the earned income disallowance for an eligible member of a qualified family begins with a comparison of the member's current income with his or her "baseline income." The family member's baseline income is his or her income immediately prior to qualifying for the EID. The family member's baseline income remains constant throughout the period that he or she is participating in the EID. While qualification for the disallowance is the same for all families, calculation of the disallowance will differ depending on when the family member qualified for the EID. Participants qualifying prior to May 9, 2016, will have the disallowance calculated under the "Original Calculation Method" described below which requires a maximum lifetime disallowance period of up to 48 consecutive months. Participants qualifying on or after May 9, 2016, will be subject to the "Revised Calculation Method" Which shortens the lifetime disallowance period to 24 consecutive months. Under both the original and new methods, the EID eligibility criteria, the benefit amount, the single lifetime eligibility requirement and the ability of the applicable family member to stop and restart employment during the eligibility period are the same.</p> <p>PHA Policy: During the initial 12 month period beginning on the date a qualified family is first employed of the family first experiences an increase in annual income attributable to employment, the PHA must exclude from annual income any increase in income of the qualified family member as a result of employment over prior income of that family member. Upon the expiration of the initial 12 month period, the PHA must exclude from annual income of a qualified family member at least 50% of any increase in income as a result of employment over the family member's baseline income.</p>	<p>7/1/2016</p>	<p>P. 6-10,11</p>	<p>One-Time Change</p>
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<u>ORIGINAL CALCULATION METHOD</u>	<u>REVISED CALCULATION METHOD</u>	7/1/2016	P. 6-10,11	One-Time Change
<p><u>Initial 12-Month Exclusion</u> During the initial 12-month exclusion period, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded. The 12 months are cumulative and need not be consecutive.</p> <p>PHA Policy The initial EID exclusion period will begin on the first of the month following the date an eligible member of a qualified family is first employed or first experiences an increase in earnings.</p> <p><u>Second 12-Month Exclusion and Phase-In</u> During the second 12-month exclusion period, the exclusion is reduced to half (50 percent) of any increase in income attributable to employment or increased earnings. The 12 months are cumulative and need not be consecutive.</p>	<p><u>Initial 12-Month Exclusion</u> During the initial exclusion period of 12 consecutive months, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded.</p> <p>PHA Policy The initial EID exclusion period will begin on the first of the month following the date an eligible member of a qualified family is first employed or first experiences an increase in earnings.</p> <p><u>Second 12-Month Exclusion</u> During the second exclusion period of 12 consecutive months, the PHA must exclude at least 50 percent of any increase in income attributable to employment or increased earnings.</p> <p>PHA Policy During the second 12-month exclusion period, the PHA will exclude 100 percent of any increase in income attributable to new employment or increased earnings.</p>			

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<p>LIFETIME LIMITATION</p> <p>The EID has a four-year (48-month) lifetime maximum. The four-year eligibility period begins at the same time that the initial exclusion period begins and ends 48 months later. The one-time eligibility for the EID applies even if the eligible individual begins to receive assistance from another housing agency, if the individual moves between public housing and Section 8 assistance, or if there are breaks in assistance.</p> <p>PHA Policy</p> <p>During the 48-month eligibility period, the PHA will schedule and conduct an interim reexamination each time there is a change in the family member's annual income that affects or is affected by the EID (e.g., when the family member's income falls to a level at or below his/her prequalifying income, when one of the exclusion periods ends, and at the end of the lifetime maximum eligibility period).</p>	<p><u>LIFETIME LIMITATION</u></p> <p>The EID has a two-year (24-month) lifetime maximum. The two-year eligibility period begins at the same time that the initial exclusion period begins and ends 24 months later. During the 24-month period, an individual remains eligible for EID even if they begin to receive assistance from a different housing agency, move between public housing and Section 8 assistance, or have breaks in assistance.</p>	<p>7/1/2016</p>	<p>P. 6-10,11</p>	<p>One-Time Change</p>

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<p><u>DEFINITION OF EXTREMELY LOW - INCOME FAMILIES</u></p> <p><u>Extremely low-income family.</u> A family whose annual income does not exceed 30 percent of the median income for the area, adjusted for family size.</p>	<p><u>DEFINITION OF EXTREMELY LOW-INCOME FAMILIES</u></p> <p><u>Extremely low-income family.</u> A family whose annual income does not exceed the federal poverty level or 30 percent of the median income for the area, whichever number is higher.</p>	7/1/2016	P.3-10	One-Time Change

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<p><u>EXCLUSION OF MANDATORY EDUCATION FEES FROM INCOME</u></p> <p><u>Tuition:</u> will have the meaning given this term by the institution of higher education in which the student is enrolled.</p>	<p><u>EXCLUSION OF MANDATORY EDUCATON FEES FROM INCOME</u></p> <p><u>Tuition and fees:</u> are defined in the same manner in which the Department of Education defines tuition and fees [Notice PIH 2015-21].</p> <ul style="list-style-type: none"> - This is the amount of tuition and required fees covering a full academic year most frequently charged to students. - The amount represents what a typical student would be charged and may not be the same for all students at an institution. - If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an academic year is used to estimate average tuition. - Required fees include all fixed-sum charges that are required of a large proportion of all students. Examples include, but are not limited to, writing and science lab fees and fees specific to the student's major or program (i.e., nursing program). - Expenses related to attending an institution of higher education must not be included as tuition. Examples include, but are not limited to, room and board, books, supplies, meal plans, transportation and parking, student health insurance plans, and other non-fixed-sum charges. 	<p>7/1/2016</p>	<p>P. 6-22,23</p>	<p>One-Time Change</p>
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<p><u>EXCEPTION PAYMENT STANDARDS FOR PROVIDING REASONABLE ACCOMMODATIONS</u></p> <p>The PHA must request HUD approval to establish payment standards that are higher than the basic range. At HUD’s sole discretion, HUD may approve a payment standard amount that is higher than the basic range for a designated part of the FMR area. HUD may approve an exception payment standard amount (in accordance with program requirements) for all units, or for all units of a given size, leased by program families in the exception area. Any PHA with jurisdiction in the exception area may use the HUD-approved exception payment standard amount. The total population of all HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area.</p>	<p><u>EXCEPTION PAYMENT STANDARDS FOR PROVIDING REASONABLE ACCOMMODATIONS</u></p> <p>The PHA can approve a payment standard of up to 120 percent of the fair market rent (FMR) without HUD’s approval if the payment standard is required as a reasonable accommodation for a family that includes a person its a disability.</p>	<p>7/1/2016</p>	<p>P. 16-4</p>	<p>One-Time Change</p>
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