

Current Admin Plan Language: Application Process	Proposed Admin Plan Language: Application Process
<p data-bbox="201 245 905 272">4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16]</p> <p data-bbox="201 318 1037 488">Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA.</p> <p data-bbox="201 529 331 557"><u>PHA Policy</u></p> <p data-bbox="201 602 737 630"><u>Initial Application (pre-application) Process:</u></p> <p data-bbox="201 675 1020 841">The Application process will involve two phases. The first is the “Initial” application for assistance (referred to as a pre-application). The purpose of the pre-application is to determine placement on the waiting list. The pre-application may contain questions designed to obtain the following information:</p> <ul data-bbox="201 886 1020 1393" style="list-style-type: none"> • Names of adult members and age of all members in the household; • Sex and relationship of all household members; • Street address and phone numbers; • Mailing address (if P.O. Box or other permanent address); • Picture I.D. for all family members age 18 years or older; • Amount(s) and source (s) of income received by household members; • Information regarding disabilities to determine qualifications for allowances and deductions; • Information related to qualification for preference or special admissions; • Social Security Numbers • Race/ethnicity; • Citizenship/eligible immigration status; 	<p data-bbox="1068 245 1772 272">4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16]</p> <p data-bbox="1068 318 1860 488">Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well as how such applications will be made available to interested families and how applications will be accepted by the PHA.</p> <p data-bbox="1068 529 1199 557"><u>PHA Policy</u></p> <p data-bbox="1068 602 1604 630"><u>Initial Application (pre-application) Process:</u></p> <p data-bbox="1068 675 1887 841">The Application process will involve two phases. The first is the “Initial” application for assistance (referred to as a pre-application). The purpose of the pre-application is to determine placement on the waiting list. The pre-application may contain questions designed to obtain the following information:</p> <ul data-bbox="1068 886 1887 1393" style="list-style-type: none"> • Names and ages of all members of all members in the household; • Sex and relationship of all household members; • Street address and phone numbers; • Mailing address (if P.O. Box or other permanent address); • Amount(s) and source (s) of income received by household members; • Information regarding disabilities to determine qualifications for allowances and deductions; • Information related to qualification for preference or special admissions; • Social Security Numbers • Race/ethnicity; • Citizenship/eligible immigration status; • Arrest/Convictions for drug-related or violent criminal activity;

- Arrest/Convictions for drug-related or violent criminal activity;
- Request for Specific Accommodation needed to fully utilize program and services;
- Previous address; • Current and previous landlords names and address;
- Emergency contacts and their address and
- Program integrity questions regarding previous participation in HUD programs.

Families will be required to provide proof of identification and only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. This phase results in the family's placement on the waiting list. Upon completion of the initial applications all applicants are given a Section 8 Pre APP I.D. Card which explains the application reporting process.

Pre-application may not require an interview. The information on the application may not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified. Applicants are required to inform the PHA in writing of changes in family composition, income and address. Applicants must respond to requests from the PHA to update information on their application.

Final Determination of Eligibility (Full Application):

The second phase is the "final determination of eligibility" (referred to as the full application"). The full application takes place when the family reaches the top of the waiting list. Under this Phase the families will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list. At this time the PHA ensures that verification of all HUD and PHA eligibility factors is current and in

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Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may also use a one- step application process.

A one-step process may also be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

Families may obtain application forms from the PHA office Monday through Friday during normal business hours. Families may also request, by telephone or by mail, that an application form be sent to the family via fax or first class mail. Applications may also be obtained at www.abileneha.org.

Original completed applications must be returned to the PHA in person, by mail or by fax, Monday through Friday, during normal business hours. The date and time the completed application is received by the PHA is the date the applicant will be placed on the waiting list. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.

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AHA will only accept electronic applications via the on-line application available at www.abileneha.org. AHA will partner with appropriate libraries and community service partners to assure that all individuals interested in applying for housing assistance have computer access. In order to ensure the application process is accessible to all applicants, requests for Reasonable Accommodations will be considered for elderly applicants (62 and over), applicants with disabilities and applicants with limited English proficiency (LEP).

Applicants will be placed on the waiting list based on the information provided in the electronic application form. The date and time the completed electronic application is submitted will be the date and time the applicant will be placed on the waiting list. The system will not accept an incomplete application. Applicants will receive a confirmation number once a completed application is submitted.