

HOUSING CHOICE VOUCHER (HCV) ADMINISTRATIVE PLAN
 PLAN CHANGES
 June 6, 2016

Plan Name	Old Policy	New Policy	When Change Needs to be Made	Location in Plan	Annual or One-Time Change
Admin Plan	<p>Extensions of Voucher Term [24 CFR 982.303(b)] The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54]. PHA's must approve additional search time if needed as a reasonable accomodation to make the program accesible to and usable by a person with disabilities. The extension period must be reasonable for the purpose. The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].</p> <p>PHA Policy The PHA will approve extensions only in the following circumstances: It is necessary as a reasonable accomodation for a person with disabilities. It is necessary due to reasons beyond the family's control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p>	<p>Extensions of Voucher Term [24 CFR 982.303(b)] The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54]. PHA's must approve additional search time if needed as a reasonable accomodation to make the program accesible to and usable by a person with disabilities. The extension period must be reasonable for the purpose. The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].</p> <p>PHA Policy The PHA will approve extensions only in the following circumstances: It is necessary as a reasonable accomodation for a person with disabilities. It is necessary due to reasons beyond the family's control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p>	6/6/2016	P. 5-12	One-Time Change

	Old Policy (continued)	New Policy (continued)	When Change Needs to be Made	Location in Plan	Annual or One-Time Change
	<p>- Serious illness or death in the family</p> <p>- Other family emergency</p> <p>- Obstacles due to employment</p> <p>- Whether the family has already submitted requests for tenancy approval that were not approved by the PHA</p> <p>- Whether family size or other special requirements make finding a unit difficult</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request.</p> <p>All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).</p> <p>The PHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.</p> <p>The maximum voucher term (including both the initial term and all extensions) shall not exceed 120 calendar days.</p>	<p>- Serious illness or death in the family -</p> <p>Other family emergency</p> <p>Obstacles due to employment -</p> <p>Whether the family has already submitted requests for tenancy approval that were not approved by the PHA -</p> <p>Whether family size or other special requirements make finding a unit difficult Any</p> <p>request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request.</p> <p>All requests for extensions to the voucher term must be submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).</p> <p>The PHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision. The maximum voucher term (including both the initial term and all extensions) shall not exceed 180 calendar days.</p>	6/6/2016	P. 5-12	One-Time Change