

**Summary of Proposed Substantive Changes to the Admissions and Continued Occupancy Policy**

**Effective January 1, 2019**

**Chapter 1:**

**B. Local Objective**

**Changed from:** To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to age, race, color, religion, creed, sex, national origin, handicap or familial status.

**Changed to:** To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal, state and local laws and regulations so that the admissions and continued occupancy are conducted without regard to age, race, color, religion, creed, sex, gender identity or expression, sexual orientation, military status national origin, ancestry, marital status, disability or familial status.

**Reason:** to comply with Federal, state, and local laws and regulations

**K. Terminology**

Removed: entire section

Reason: covered in Glossary

**Glossary:**

Added: OVER-INCOME. Exceeding 120 percent of the Area Median Income.

Reason: To comply with the Housing Opportunity Through Modernization Act of 2016 and the Federal Register, V.83, No. 144, July 26, 2018.

**Chapter 2:**

**G. Criteria for Housing Applicants and Household Members with Criminal Conviction**

Notification of Unsuitability

**Change:** An applicant who is deemed unsuitable as a result of this review ~~can~~ may still be considered eligible for the Housing Choice Voucher Program depending upon qualification under the HCVP Administrative Plan

**Reason:** clarification

**J. Reentry Pilot Program**

**Removed:** with 5 of these reserved for the Juvenile Reentry Assistance Program (JRAP) referrals

**Reason:** JRAP is no longer a part of the Reentry program

## Chapter 4

### B. Waiting List Preferences

**Changed from:** Summit County Children Services (SCCS) Certified Emancipated Youth: for youth eighteen years of age to twenty-one years of age, who are working with SCCS to overcome or prevent homelessness (This will be capped at 50 participants across all programs).

**Changed to:** Summit County Children Services (SCCS) Certified Emancipated Youth and FUP Youth and Families: for youth eighteen years of age to twenty-four years of age, who are working with SCCS to overcome or prevent homelessness or families working with SCCS for whom the lack of adequate housing is a primary factor in the imminent placement of the family's children in out-of-home care or the delay in the discharge of the children from out-of-home care (This will be capped at 50 participants across all programs unless Family Unification (FUP) vouchers are available).

**Reason:** AMHA is currently in the process of applying for additional voucher to administer to the Family Unification Program for eligible youth and families

### K. Offer of Placement on the Housing Choice Voucher Program Waitlist

#### **Remove Section**

**Reason:** Does not apply to ACOP

### Q. Applicant Status After Offer

**Added:** If an applicant refuses the offer of a unit under a site-based waiting list and states that the reason for refusal is lack of interest in the area or development, the applicant will be removed from the waiting list for that development. The PHA will send a letter to the applicant confirming withdrawal from the waiting list.

**Reason:** more efficient management of waiting list

**Removed:** If an applicant is offered a unit at a development that has a Hope VI application pending or has been awarded a Hope VI Grant, and the applicant refuses the offer of housing at this particular site, the refusal will not be counted as such, and the applicant will maintain their present position on the wait list and be offered another appropriate unit at a different location.

**Reason:** Hope VI Grant no longer exists

## Chapter 7

### J. Verification of Waiting List Preferences

**Added:** If the applicant is currently in the custody of Summit County Children Services but placed with a foster family in another county, the applicant will still be considered a resident.

**Reason:** Ohio Revised Code Section 2151.06: a child has the same residence or legal settlement as his parents, legal guardian or his person, or his custodian who stands in the relation of loco parentis.

**Changed from:** Summit County Children Services (SCCS) Certified Emancipated Youth:

for youth eighteen years of age to twenty-one years of age, who are working with SCCS to overcome or prevent homelessness. Applicant Must request SCCS certification of eligibility. Verification will be received from Summit County Children Services, indicating applicant meets the definition as referenced in Chapter 4, page 4-25.

**Changed to:** **Summit County Children Services (SCCS) Certified Emancipated Youth and Family Unification Program (FUP) Youth and Families:** for youth eighteen years of age to twenty-four years of age, who are working with SCCS to overcome or prevent homelessness, or families working with SCCS for whom the lack of adequate housing is a primary factor in the imminent placement of the family's children in out-of-home care or the delay in the discharge of the children from out-of-home care. To be eligible, youth applicant must have had an episode of custody with SCCS and family applicants must have had a case with SCCS. All applicants must request SCCS certification of eligibility.

**Reason:** AMHA is currently in the process fo applying for additional vouchers to administer the Family Unification Program for eligible youth and families.

### Chapter 8

#### B. Reasons for Transfers

**Changed from:** Transfer will be within the housing development unless appropriate unit is not available to meet the family's needs within the development.

**Changed to:** Transfer will be to the first available appropriate unit and will not be limited to a unit within the development.

**Reason:** to match current practice

#### L. Single Family Unit Housing/Scattered Site Division Housing

**Changed from:** Single Family Home Information Line (330-376-9326)

**Changed to:** Resident Services Info Line at 330-376-9699

**Reason:** updated contact information

**Removed:** Section 3 Registry

**Reason:** Section 3 Registry is being reviewed

### Chapter 11

#### A. Eligibility for Continue Occupancy

**Added:** Continue to meet the Public Housing Program income requirements

#### B. Annual Reexamination

**Removed:** as reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

**Reason:** a reasonable accommodation approval is not necessary if a resident requests mail to be sent to a third party.

### J. Over-Income Limit

**Added:** Entire section to meet HOMTA income limit rule.

**Reason:** To comply with the Housing Opportunity Through Modernization Act of 2016 and the Federal Register, V.83, No. 144, July 26, 2018.

### Chapter 12

#### F. Terminations due to Over-Income

**Added:** Entire section to meet HOMTA income limit rule.

**Reason:** To comply with the Housing Opportunity through Modernization Act of 2016 and the Federal Register, V.83, No. 144, July 26, 2018.

### Chapter 14

#### A. Payment Agreement for Families

**Removed:** the payment is not received by the close of business day 5(five) days after the due date.

**Reason:** the payment is considered in arrears if not received by the due date

**Changed:** *will to may*

**Reason:** clarification

#### C. Writing Off Bad Debts

**Added:** The PHA will send written notification of the debt to the last known address provided by the former resident. If the resident wishes to dispute the charges they must submit a request, in writing, within 14 business days from the date of the letter.

**Reason:** to establish a time limit for disputing charges.

### Chapter 18

#### A. Smoke-Free Developments

**Changed:** Developments to Policy

**Reason:** all developments are smoke free

**Removed:** Effective August 1, 2018

**Changed:** will be to are

**Reason:** the effective date will have passed as of the effective date of this revision