I. DEFINITIONS

Moving to Work

CURRENT GROSS INCOME. The gross income (total income without any deductions or allowances) the family expects to receive in the next 12 months based on a review of their current income. Current generally refers to the period approximately 180 days prior, or more recent, to the household’s effective date.

PRIOR YEAR GROSS INCOME. See definition of Retrospective Gross Income.

RETROSPECTIVE (PRIOR YEAR) GROSS INCOME. The gross income (total income without any deductions or allowances) received by the household during the prior 12 months ending 120 days before the recertification effective date. The period always begins on the first day of the month and ends on the last day of the month. The retrospective period is fixed; it does not change or update after it is communicated to the household. All income received during this time period will be counted, regardless of length of time or amount received, with the exception of HUD allowable exclusions and household members who turned 18 during the retrospective period. Earned income received by a household member turning 18 during the retrospective period will not be included.

STANDARD RENT HOUSEHOLDS. TTP is determined by the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income;
- 10 percent of the family's monthly income;
- If the family is receiving payments for welfare assistance from a public agency and a part of those payments is specifically designated to meet the family's housing costs, the portion of those payments which is so designated; or
- The minimum rent.

TIERED RENT HOUSEHOLDS. Total Tenant Payment (TTP) is determined by which tier the household’s retrospective annual gross income (current households) and current gross income (new admissions) falls into. Income recertifications occur triennially. Households cannot have interim recertifications, but may qualify for temporary hardships to reduce their TTP.

WORK-ABLE FAMILY. A family whose head (including co-head), spouse, or sole member is a person who is not considered disabled (see definition of “disabled person”) and is less than 62 years of age.
**Reason** - added to match current practice.

**IV. SELECTION PREFERENCES**

**C. Rent Burden or Homeless Preference**

c. Management will make a reasonable estimate of the cost of such utilities, using the Housing Choice Voucher Program Utility Allowance Schedule; or the most recent month’s cost of utilities owed by family. If rent burden cannot be determined by current utility cost, then the average monthly payments the family actually made for these utilities in the most recent 12 month period; however, if information is not obtainable for the entire period, the average of at least the past three months will be used. Management will choose which method to use to calculate utility expenses. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in Family Income.

Reason – added to match current practice and to match the ACOP and Admin Plan.

**VII. TENANT SELECTION AND ASSIGNMENT PLAN**

**C. Updating the Waiting List**

The Waiting List for the Development will be updated at least approximately annually. Management will send a letter and a notice requesting confirmation of Applicant Household’s intent to remain on the Waiting List to each Applicant Household on the Waiting List (a “Reply Card”). The Reply Card must be returned within thirty (30) days after the date the letter was mailed. If no Reply Card is returned, Management will place the Pre-Application Form in the inactive file, remove the Applicant Household from the Waiting List; no further notification will be sent as the reply card will indicate that failure to respond will result in removal from the Waiting List.

Reason – to match the current ACOP.

**H. Verification Procedures/Final Eligibility Determination.**

1. **Contacting Persons for Final Screening and Interview**

b. If after one two documented efforts an Applicant Household cannot be reached the applicant’s name will be removed from the Waiting List.

d. However, if there is no response within three days, or if the household again fails to attend the interview, the Pre-Application Form will be placed in the inactive file and Management will notify the Applicant Household that it has been will be removed from the Waiting List.

Reason – added to match current practice and to match the ACOP and Admin Plan.
VIII. MOVE IN AND LEASE SIGNING

D. Payments Required Upon Move In

Prior to receiving apartment keys and taking possession of the new apartment, the Household must pay the prorated first month’s rent. All households shall also pay a security deposit in the amount of one (1) month’s rent or Total Tenant Payment (TTP). These payments may only be made in the form of a cashier’s check or money order.

Reason – added to match current practice.

MTW Addendum

For further information on the MTW Program for qualifying households, please reference the LIPH Admissions and Continued Occupancy Policy and the HCVP Administrative Plan. In all cases, the most restrictive program requirements continue to apply.

Reason – added to match current practice.