

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

Effective January 1, 2023

Glossary:

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: to include definitions that are included in the Moving to Work (MTW) Addendum.

Chapter 2:

G. CRITERIA FOR HOUSING APPLICANTS AND HOUSEHOLD MEMBERS WITH CRIMINAL CONVICTIONS

Drug Convictions (excluding minor misdemeanors)

Not eligible for housing for three (3) years after completion of sentence

Reason: to allow eligibility to those individuals who have minor misdemeanors for drugs

Chapter 4:

Full Term First Birthday Preference: for applicants referred by the Full Term First Birthday Greater Akron program, which works to promote healthy full term pregnancies and ensure every child celebrates a first birthday. (This preference will be capped at 30 participants across all programs.)

Reason: to increase cap from 20 to 30 due to being a part of the Healthy Beginnings at Home Collaborative with the Full Term First Birthday Greater Akron/Summit County Public Health.

Rent Burden or Homeless or Substandard Preference:

“Rent” is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of resident supplied utilities which can be either:

The PHA’s 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 the 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, or if information is not obtainable for the entire period, the average of at least the past three months.

Reason: to match current practice

Chapter 7:

H. VERIFYING NON-FINANCIAL FACTORS

Documents considered acceptable for the verification of date of birth and legal identity for minors may be one or more of the following:

Certificate of Birth / Record of Birth

Adoption papers

Custody agreement

School records

Health and human services identification card

Any other state, local, national, or international official documents containing a birth date of comparable reliability

Reason: To match documents for adults that are accepted as additional documents as proof of identity when other documents are not available.

Chapter 11:

B. ANNUAL REEXAMINATION

Increases In Income and Rent Adjustments

Households ~~Any household member~~ reporting less than \$2000 annually as income, who experiences an increase in income will be required to report, in writing, within 10 calendar days and recertify.

~~A person with income joins the household.~~

Reason: to clarify household over family member, duplication and to match the Administrative Plan

Chapter 12:

B. TERMINATION BY PHA

Failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or **Annual** Rent Recertifications;

Reason: to include triennials through the tiered-rent process for Moving to Work

Chapter 14:

B: DEBTS DUE TO FRAUD/NON REPORTING OF INFORMATION

The preferred repayment method is 10% of the total amount due with payments as follows:

12 months up to \$1,000.00

24 months up to \$2,000.00

36 months up to \$3,000.00

48 months up to \$4,000.00

60 months for \$4,001.00 to \$7,500.00

The client and the PHA representative will sign an agreement and establish a time frame for repayment, ~~which will include the down payment amount~~, as well as the monthly amount to be paid. **All repayments over \$5,000 will require a 10% down payment.**

Reason: to match current practice since Covid-19 started

C. WRITING OFF DEBTS

~~Once a resident has vacated the premises in public housing, all the resident’s remaining balance is considered as bad debt. Attempts continue by both the agency and an outside party (collection agency) to further collect on the debt written off.~~ **Once a resident has vacated the public housing program, any remaining balance owed the agency is classified as bad debt. However, the agency will continue efforts to collect the debt, which may include use of collection organizations or other third parties.**

Reason: to match current practices.

MTW Addendum

AMHA has submitted all waivers in this addendum to HUD for approval. ~~Upon approval, all waivers will be effective July 1, 2022 unless otherwise stated by HUD.~~ **Each waiver includes the date it was submitted, expected approval date, and approval status.**

Reason: to match with how HUD is approving waivers

A. SUMMARY OF MTW WAIVERS

AMHA Summary List of HCVP Waivers for 1/1/23 Supplement								
Waiver	Program	Safe Harbor Waiver	Agency Specific Waiver	Impact Analysis	Hardship Policy	Type of Waiver	Supplement Section	ACOP Chapter
Alternative reexamination schedule for some elderly/disabled households (triennial)	PH & HCVP			Y	Y	MTW Waiver - 3a. & 3b.	C.3 Reexaminations	6, 8, 11
Standardized medical deduction	PH & HCVP			Y	Y	MTW Waiver - 1.t., 1.u.	C.1 Tenant Rent Policies	6, 7, 11

Reason: to enroll some elderly/disabled households in triennial reexaminations and to allow a standardized medical deduction.

B. TIERED RENT WAIVERS (MTW Operations Notice; PIH Notice 2020-21)

Following the enrollment period described above, all newly admitted eligible families (head of household, co-head or spouse is not disabled or age 56 or older) will participate in tiered rent, elimination of deductions, and an alternative re-examination schedule as described in this section.

Tiered Rent

Submitted: 4/15/22, Expected Approval: 7/1/22, Partial Approval: 6/29/22, Pending Full Approval

Elimination of Deductions

Submitted: 4/15/22, Expected Approval: 7/1/22, Approved: 6/29/22

For households in the tiered rent group, AMHA will not apply the allowances or deductions typically used to calculate “adjusted income” (**dependent deductions, childcare deductions, or Earned Income Disallowance**). Instead, income will be defined as total annual income or gross income (retrospective gross income for current households and current gross income for new admissions). The household’s contribution will be based on 28% of gross income. Households may qualify for a hardship based on common deductions. See the Hardship Policy section in this addendum.

Alternative Reexamination Schedule for Households

Work-able households: Submitted: 4/15/22, Expected Approval: 7/1/22, Partially Approved: 6/29/22, Pending Full Approval

Elderly/disabled households: Submitted: 10/4/22, Expected Approval: 1/1/23, Pending Approval

Waives certain provisions of sections 3(a)(1) and 3(a)(2)(E) of the 1937 Housing Act and 24 CFR 960.257(a)-(b).

Work-able households: For households in the tiered rent group, income reexaminations will occur every three years. If a household’s income increases into a higher tier, its rent will not change until the triennial income reexamination. After three years, each household will have a triennial income reexamination and be placed in the tier that matches their annual retrospective gross income (gross income in the prior year). In between triennial reexaminations, the household’s rent will not change unless it receives a hardship (see Hardship Policy section) or if a household transfers to a new unit. If a household transfers to a new unit, its tier will remain the same, but its rent will be recalculated based on the gross rent of the new unit.

Elderly/disabled households: If a household meets the following three criteria, it will be enrolled in triennial reexaminations.

- the head of household, co-head, and/or spouse is elderly or disabled,
- the only current income in the household is fixed income (e.g., social security, pension), and
- there are no minors in the household.

For these households, the standard rent calculation method will be used and households will continue to receive the elderly/disabled allowance and be eligible to claim unreimbursed medical expenses, if applicable. If a household’s income increases in between triennial reexaminations, the household’s rent will not increase. The households may request an interim reexamination for a decrease in income in accordance with Chapter 12 of this plan. Triennial reexaminations for these households are expected to begin in 2024. At that time, all newly admitted households who meet the above criteria will also be enrolled in triennial reexaminations.

Reason: to clarify process, allow for approval from HUD and to enroll some elderly/disabled households in triennial reexaminations and to allow a standardized medical deduction.

C. STREAMLINING WAIVERS

Self-Certification of Assets up to \$50,000

Submitted: 4/15/22, Expected Approval: 7/1/22, Partially Approved: 6/29/22 current households only,
Pending Full Approval

Local Verification Method

Submitted: 4/15/22, Expected Approval: 7/1/22, Pending Approval

Standardized Medical Deduction

Submitted: 10/4/22, Expected Approval: 1/1/23, Pending Approval

Waives certain provisions of sections 3(a)(1), 3(b)(4)-(5), and 8(o)(2)(A)-(C) of the 1937 Act and 24 CFR 5.611 and 982.516.

The standardized medical deduction replaces the existing deduction for unreimbursed medical expenses. Any qualifying household (a household where the head, co-head, or spouse is disabled or age 62 or older) that claims unreimbursed medical expenses will receive the standard deduction of \$500. If the household believes their expenses are greater than \$500, they may submit proof of expenses and receive a hardship. The hardship will provide a deduction equal to the total annual unreimbursed medical expenses for the qualifying household. The standardized medical deduction and any hardships will continue to be reduced by the medical/disability threshold set by HUD (3% of total annual income).

Reason: to clarify process, allow for approval from HUD and to enroll some elderly/disabled households in triennial reexaminations and to allow a standardized medical deduction.

D. HARDSHIP POLICY

Hardship Policy: Elderly/Disabled Households Triennial Recertifications

Households experiencing a decrease in income may request an interim reexamination. If a household believes they have another circumstance that qualifies as a financial hardship, the household must complete the Hardship Request form and attach proof of the hardship. The request will be reviewed and the household notified of the approval or denial in a timely manner. The hardship request will be denied if the form is not accompanied by documentation of the hardship and/or the request would not change the household's rent. In the case of hardship denials, the household will be sent a denial letter stating why they did not qualify.

Hardship Policy: Standardized Medical Deduction

Households with unreimbursed medical expenses greater than \$500 may apply for a hardship. If approved, the hardship will provide a deduction equal to the household's total annual unreimbursed medical expenses (minus HUD's medical/disability threshold).

Hardships may be requested by the household or they may be automatic at the time of annual or triennial recertification.

To request a hardship, the household must complete the Hardship Request form and attach proof of all unreimbursed medical expenses for the prior 12 months. The form will be made available in an accessible

format upon request as a reasonable accommodation. The request will be reviewed and the household notified of the approval or denial in a timely manner.

The hardship request will be denied if the form is not accompanied by documentation of the hardship and/or the request would not change the household's rent. In the case of hardship denials, the household will be sent a denial letter stating why they did not qualify.

Standardized Medical Deduction hardships will last until the household's next annual or triennial reexamination.

If a household is approved for a hardship, and subsequently incurs additional unreimbursed medical expenses while still in hardship status, they may request an additional hardship. The request will be treated as a new hardship request and undergo a new determination with proof of all applicable medical expenses. There is no limit on the number of hardships that a household may receive.

Reason: to define hardship policy for Elderly/Disabled Households Triennial Recertifications and for Standardized Medical Deduction.