

Chapter 2

Eligibility and Admission

HUD Regulation - 24 CFR 960.202

- (a) Selection policies, generally.
- (1) The PHA shall establish and adopt written policies for admission of tenants.
 - (2) These policies shall provide for and include the following:
 - (i) Targeting admissions to extremely low income families as provided in paragraph (b) of this section.
 - (ii) Deconcentration of poverty and income-mixing in accordance with the PHA Plan regulations (see 24 CFR part 903).
 - (iii) Precluding admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the residents or the project environment;
 - (iv) Objective and reasonable policies for selection by the PHA among otherwise eligible applicants, including requirements for applications and waiting lists (see 24 CFR 1.4), and for verification and documentation of information relevant to acceptance or rejection of an applicant, including documentation and verification of citizenship and eligible immigration status under 24 CFR part 5; and
- (c) Adoption and availability of tenant selection policies. These selection policies shall:
- (1) Be duly adopted and implemented;
 - (2) Be publicized by posting copies thereof in each office where applications are received and by furnishing copies to applicants or tenants upon request, free or at their expense, at the discretion of the PHA; and
 - (3) Be consistent with the fair housing and equal opportunity provisions of §5.105 of this title; and
 - (4) Be submitted to the HUD field office upon request from that office.

AHFC Policy

AHFC has established an application and selection process that treats applicants fairly and consistently and provides an effective method for determining eligibility. AHFC will carefully review all information provided by a family and those factors authorized by this chapter.

Admission and eligibility criteria for AHFC properties with designated housing plans may vary from the policy and procedures outlined in this chapter and exhibits. See Special Programs exhibits for specific designated housing plans.

1. Reasonable Accommodation

A Reasonable Accommodation process is available to those applicants requiring additional assistance due to a disability. Assistance is also available for limited English proficiency applicants. An applicant can inquire at the local AHFC office for information and assistance with these processes.

2. Application Information

AHFC provides information regarding housing options to families. AHFC is also available to assist a family with completion of their application. An applicant may obtain an application by:

- Picking it up at a local AHFC office,
- Accessing it on the AHFC web site (www.ahfc.us/publichousing/rental-programs/applications/), or
- Asking AHFC to mail it.

Whenever requested, AHFC will provide applications to social service and advocacy agencies for the convenience of their clients.

2.A Application Submittal

AHFC will accept applications for all open waiting lists. Applications may be submitted to AHFC by mail, by facsimile, electronically (when specified), or in person.

AHFC serves a number of communities in Alaska with a variety of programs. Each area's application captures family interest for their particular programs. An applicant must complete a separate application for each geographic area in which the applicant wishes to apply.

2.B Application Process

Applications will be processed in the order they are received. Applications, whether eligible or ineligible, will be acknowledged by written notification to the applicant.

- Incomplete applications will be returned with instructions to complete the missing information.
- Applications for closed waiting lists will be shredded.

2.B.1. Closed Waiting List Applications

AHFC will notify applicants for closed waiting lists in writing. AHFC will hold the application and any supporting documentation for a minimum of **ten (10) calendar days** from the date of the Closed Waiting List Application letter before destroying it.

2.B.2. Current Program Participants

During the period a family (head, spouse, or co-head) is receiving rental assistance under the public housing program, they may not apply to the same waiting list from which they were housed. Applications submitted under this circumstance will be considered ineligible.

All tenant participants may remain on or apply for other AHFC voucher rental assistance or other AHFC community public housing programs.

2.B.3. Re-Entry into the Step Program

Step participants who exit and re-enter the same or a different Step program prior to the completion of Year 5 (or any extension period granted to the family), within less than one calendar year of participation, will not restart the Step program over at Year 1. This includes current participants who reach the top of a waiting list and are offered assistance for a different program (public housing to voucher, voucher to public housing, or public housing and public housing in a different community).

- Families who exit or move programs in Step Year 1 will begin at month 1 of Step Year 2.
- Families who exit or move in Step Years 2 through 5 (and any extension period) will begin at month 1 of the Step Year at time of move/exit.

2.B.4. Families Completing Step Program Assistance

Families that have completed the full five-year Step term (and any extensions), but choose to remain in the public housing unit, may apply for any open waiting lists, including the program waiting list for the property where they currently reside. If the family meets waiting list eligibility requirements:

- The family will be placed on the waiting list for a unit based on their family composition at the time of the new application submittal (see the Occupancy Standards exhibit).
- The family may be required to move from their current unit when assistance becomes available.
- The family may begin the Step program again at Year 1.

2.B.5. Eligible Applicants

If an applicant is determined eligible, his/her name will be added to the waiting list in order of the date and time the application was received. AHFC will provide a written notification to the applicant.

For those applications submitted through a lottery process, applications are not ranked until the submittal period has ended. Once all applications are entered, applications are randomized and assigned a ranking. The ranking determines the order of the waiting list.

2.B.6. Ineligible Applicants

HUD Regulation 24 CFR 960.208

Notification to applicants.

(a) The PHA must promptly notify any applicant determined to be ineligible for admission to a project of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination.

AHFC Policy

Applicants determined ineligible will receive a written notification. The written notification will provide the applicant with their right to appeal the decision. See the Applicant Informal Review Process exhibit.

3. Waiting List Management

The Public Housing Program waiting list is maintained separately from the Housing Choice Voucher and S8N Multifamily Housing program waiting lists. See Waiting List Management for AHFC's procedures including opening, closing, purging, ranking, and selecting from a waiting list.

3.A Application Status Changes

Applicants may request changes to their application while on a waiting list. See Waiting List Management for AHFC's procedures.

3.B Money Owed to AHFC

For individuals that owe money to AHFC due to prior program participation, they may be accepted on a waiting list. AHFC must be paid in full prior to an offer of admission.

3.C Preferences

See Local Preferences for available AHFC application preferences.

3.D Occupancy Standards

AHFC will place families on waiting lists by bedroom size according to the family's size and composition factors. See the Public Housing Program Occupancy Standards exhibit.

4. Eligibility Criteria

HUD Regulation – 24 CFR 960.201(a)

Who is eligible?

(1) Basic eligibility. An applicant must meet all eligibility requirements in order to receive housing assistance. At a minimum, the applicant must be a family, as defined in § 5.403 of this title, and must be income-eligible, as described in this section. Such eligible applicants include single persons.

(2) Low income limit. No family other than a low income family is eligible for admission to a PHA's public housing program.

AHFC Policy

1. Family – see the Qualify as a Family exhibit
2. Income – see the Meet Income Eligibility Requirements exhibit
3. Citizenship – see the Meet Citizenship Requirements exhibit
4. Screening – see the Meet Screening Criteria exhibit

4.A Initial Eligibility Interview

See the Initial Examination Process for how AHFC manages the interview process.

4.B Senior/Disabled Housing Eligibility

The head of household, spouse, or co-head of a family (or single person) must be 62 years of age or older or a person with a disability to be housed in the following Senior/Disabled developments.

- Fairbanks - Golden Ages, Southhall Manor
- Juneau - Mountain View
- Ketchikan - Seaview Terrace
- Sitka - Swan Lake Terrace
- Wasilla - Williwa Manor

The Fair Housing Act prohibits owners from discrimination on the basis of familial status, making it illegal to discriminate against families with children, unless the housing is exempt as housing for older persons under the Fair Housing Act. Currently, AHFC senior/disabled properties are not classified as housing for older persons. Families, not AHFC, will decide whether a property is suitable for children (e.g., decisions about high-rise units with balconies, properties with no green space or playground equipment, etc.).

4.C Chugach Manor Eligibility

See the Chugach Manor Designated Housing Plan for details. To be eligible:

- The head of household, spouse, or co-head of an applicant family (or single person) must be 62 years of age or older; or
- The head of household, spouse, or co-head must be a person with a disability and a household member must require the features of an accessible unit.

4.D Offer of Assistance

HUD Regulation – 24 CFR 960.208(b)

When a determination has been made that an applicant is eligible and satisfies all requirements for admission, including the tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined.

AHFC Policy

1. Once the applicant or individual has met all screening criteria, AHFC may extend an offer of assistance. See Pre-Occupancy Briefing for guidelines on conducting the pre-occupancy briefing.
2. Documentation verifying a family's eligibility for admission will be no older than 60 days from the date of the pre-occupancy briefing or lease signing, whichever is earliest. This does not include "permanent" verifications such as a previous tenancy, picture identification, or social security number.

4.E Denial of Assistance

HUD Regulation – 24 CFR 960.208(a)

The PHA must promptly notify any applicant determined to be ineligible for admission to a project of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination.

AHFC Policy

See Applicant and Tenant Grievances.

5. Continuously Assisted

AHFC Policy

A continuously assisted family is defined as a family that has received rental assistance within the last 90 days. For families that have exhausted their rental assistance and are reapplying, continuously assisted will not apply. These families must meet all initial eligibility requirements.

6. File Maintenance and Archiving

HUD Regulation – 24 CFR 960.201(c)

Reporting. The PHA must comply with HUD-prescribed reporting requirements that will permit HUD to maintain the data, as determined by HUD, necessary to monitor compliance with income eligibility and targeting requirement.

See Quality Assurance and File Maintenance for instructions on archiving applications and waiting list documentation.

Numbered Memo

21-21 Grievance Policy and Procedures