

Chapter 2 Eligibility and Admission

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.

Eligibility criteria for AHFC's set-aside programs may vary from the policy and procedures outlined in this chapter and exhibits. See Special Programs exhibits for these specific program policies.

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 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 (<https://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. Voucher Participants Waiting List Removal and Denial During Participation

Once a family meets criteria governing eligibility to move (see Leasing chapter), a Step, Classic, or Nonelderly Disabled (NED) voucher participant may transfer their voucher to another AHFC community. Therefore, once a Step, Classic, or NED voucher holder enters into an initial assisted lease agreement:

- they will be removed from all other voucher waiting lists to which they previously applied;
- they will be denied placement on any other Step and Classic waiting lists during their participation

The following families may receive assistance and remain active on voucher waiting lists:

- Families with a time-limited voucher (see above for Step Program voucher exception);
- Families with a Moving Home Program voucher;
- Families with a Project-Based voucher.

All voucher participants may remain on or apply for other AHFC-owned rental assistance programs (Public Housing, Senior Housing, and Affordable Housing).

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. 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.5. Ineligible Applicants

HUD Regulation 24 CFR 982.201(f)

Decision to deny assistance

(1) Notice to applicant. The PHA must give an applicant prompt written notice of a decision denying admission to the program (including a decision that the applicant is not eligible, or denying assistance for other reasons). The notice must give a brief statement of the reasons for the decision. The notice must also state that the applicant may request an informal review of the decision, and state how to arrange for the informal review.

(2) For description of the grounds for denying assistance because of action or inaction by the applicant, see § 982.552(b) and (c) (requirement and authority to deny admission) and § 982.553(a) (crime by family members).

HUD Regulation 24 CFR 982.554

Informal review for applicant.

(a) Notice to applicant. The PHA must give an applicant for participation prompt notice of a decision denying assistance to the applicant. The notice must contain a brief statement of the reasons for the PHA decision. The notice must also state that the applicant may request an informal review of the decision and must describe how to obtain the informal review.

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 Housing Choice Voucher waiting list is maintained separately from the Public Housing 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 Subsidy Standards

AHFC determines family subsidy in accordance with its subsidy standard. See the Subsidy Standards exhibit.

4. Eligibility Criteria

HUD Regulation – 24 CFR 982.201(a)

When applicant is eligible: General. The PHA may admit only eligible families to the program. To be eligible, an applicant must be a "family;" must be income-eligible in accordance with paragraph (b) of this section and 24 CFR part 5, subpart F; and must be a citizen or a noncitizen who has eligible immigration status as determined in accordance with 24 CFR part 5, subpart E. If the applicant is a victim of domestic violence, dating violence, sexual assault, or stalking, 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking) applies.

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 Offer of Assistance

HUD Regulation – 24 CFR 982.201(e)

When PHA verifies that applicant is eligible. The PHA must receive information verifying that an applicant is eligible within the period of 60 days before the PHA issues a voucher to the applicant.

AHFC Policy

Once an applicant or individual has met all screening criteria, AHFC may extend an offer of assistance. Receipt of the voucher is considered the offer of assistance. See Applicant and Participant Briefing for more information.

4.C Denial of Assistance

HUD Regulation – 24 CFR 982.201(f)

Decision to deny assistance –

(1) Notice to applicant. The PHA must give an applicant prompt written notice of a decision denying admission to the program (including a decision that the applicant is not eligible, or denying assistance for other reasons). The notice must give a brief statement of the reasons for the decision. The notice must also state that the applicant may request an informal review of the decision, and state how to arrange for the informal review.

(2) For description of the grounds for denying assistance because of action or inaction by the applicant, see § 982.552(b) and (c) (requirement and authority to deny admission) and § 982.553(a) (crime by family members).

AHFC Policy

See Applicant and Participant Grievances.

5. Continuously Assisted

HUD Regulation – 24 CFR 982.201(d)

Continuously assisted.

(1) An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

(2) The PHA must establish policies concerning whether and to what extent a brief interruption between assistance under one of these programs and admission to the voucher program will be considered to break continuity of assistance under the 1937 Housing Act.

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

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

Numbered Memo

21-21 Grievance Policy and Procedures