

Step Extension Information



The Step Extension Process is designed to support families approaching the end of their Step term who are anticipated to experience a high shelter burden*. The extension combined with Jumpstart participation is meant to help families reach self-sufficiency. **Obtain the Step Extension Application:**

- From your local AHFC representative
- From your Jumpstart representative
- At AHFC's web site at www.ahfc.us/publichousing/step-program/step-extension/

Relief Available: A maximum of two years:

- **Housing Choice Voucher:** Subsidy equal to twenty (20) percent of the local payment standard.
- **Public Housing:** Family pays eighty (80) percent of the unit's contract rent.

Qualifiers: The family must:

1. Have received a Termination of Assistance notice to be eligible to apply; **AND**
2. Be anticipated to have a shelter burden in excess of 50 percent of gross or adjusted monthly income at exit*; **AND**
3. Submit a Step Extension Application with verification of all family members' income and expenses prior to the deadline stated in the Termination of Assistance letter; **AND**
4. Be in compliance with AHFC policies; **AND**

Year 1: The family must also be currently enrolled and active in Jumpstart Level 1 or enroll at least one month prior to their assistance termination date.

Year 2: The family must remain active in Jumpstart Level 1 throughout the initial extension period **and** receive a Jumpstart program recommendation for the final year of extension.

Process Decision: The family is provided with a written determination. This letter includes:

- The decision and the reasons for the decision;

*AHFC's Shelter Burden Calculation

- **Housing Choice Voucher:** Lesser of the gross rent of the unit (Contract Rent plus Utility Allowance) or the family's applicable Payment Standard minus AHFC subsidy divided by family's monthly gross income or monthly adjusted income if considering allowances. AHFC does not consider the amount the family chooses to pay when they rent a unit over the payment standard.
- **Public Housing:** Family's total family contribution (Tenant Rent plus Utility Allowance) divided by family's monthly gross income or monthly adjusted income if considering allowances. If the family is overhoused by choice, AHFC will calculate the shelter burden based on the family's appropriate unit size.

- A determination regarding the amount and duration of any temporary rent reductions, if awarded;
- How to request a review should the family disagree with the decision.

Review of the Decision: If the family disagrees with the Preliminary Review decision, the family must submit a written request for a review to AHFC within ten (10) business days of the date of the written decision.

- Local office decisions may be reviewed by a regional manager.
- Regional manager decisions may be reviewed by the Director of Housing Operations.
- The Director of Housing Operations' decision is a final determination.

Hardship After Deadline: A family may be eligible for an extension after the initial deadline if there is a Bridge-qualified change in family circumstances. The family must verify the change with AHFC.

If the extension request cannot be processed before the scheduled end of assistance, the family will be responsible to pay the scheduled rent for the unit until a decision is made. If the family is found eligible, the Step Extension will be retroactively applicable to the family's examination date.

Jumpstart: call 1-877-AKGOALS (254-6257); email fss@ahfc.us; visit www.ahfc.us/Jumpstart

