

Chapter 5

Briefing, Voucher Issuance, and Shopping

HUD Regulation 24 CFR 982.54(d)

The PHA administrative plan must cover PHA policies on these subjects:

(2) Issuing or denying vouchers, including PHA policy governing the voucher term and any extensions of the voucher term. If the PHA decides to allow extensions of the voucher term, the PHA administrative plan must describe how the PHA determines whether to grant extensions, and how the PHA determines the length of any extension.

(6) Assisting a family that claims that illegal discrimination has prevented the family from leasing a suitable unit;

(7) Providing information about a family to prospective owners;

(9) Subsidy standards;

(14) The process for establishing and revising payment standards, including policies on administering decreases in the payment standard during the HAP contract term;

1. Subsidy and Payment Standards

AHFC will assign a subsidy standard to each family based on the number of persons in the family and its composition. See the Subsidy and Payment Standards exhibit.

2. Briefing

Prior to issuing a voucher to a family, each family receives a briefing covering AHFC and family responsibilities, how to use the voucher, and estimated family subsidy. See the Applicant, Participant, and Owner Briefing exhibit.

2.A Changes After Issuance

See the Initial Examination Process and Interim Examination Process exhibits for changes reported after issuance but before leasing.

3. Offer of Assistance

Voucher issuance is considered the offer of assistance to the family. See the Shopping exhibit.

4. Shopping

Families issued a voucher are responsible for locating a unit suitable for their family. See the Shopping exhibit.

Numbered Memo

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