

Exhibit 6-2 Family Moves

Families may move within a jurisdiction and within Alaska between the following jurisdictions: Anchorage, Fairbanks, Homer, Juneau, Ketchikan, Kodiak, Mat-Su, Petersburg, Sitka, Soldotna, Valdez, and Wrangell (see Chapter 1 for a complete discussion of AHFC voucher jurisdictions). This exhibit discusses both moves by applicants from the community in which they applied and by participants to another AHFC jurisdiction.

For moves within the same jurisdiction, see Chapter 6, Moving with Continued Assistance.

6-2.1 REASONABLE ACCOMMODATION

Families may request a reasonable accommodation to extend shopping time, move between jurisdictions for medical or care reasons, acquire documentation in an accessible format, or request additional assistance to help with the moving process. Reasonable accommodation requests will be referred to the local AHFC office.

6-2.2 MOVES BETWEEN JURISDICTIONS

Participants wishing to move between AHFC jurisdictions must meet the criteria governing eligibility to move with continued assistance, found in Chapter 6.

6-2.2.A Family Responsibilities

In order to complete a move to a different jurisdiction with assistance, the family will:

1. Make the desire to move known to AHFC by the completion and submission of a *Request to Move or Port* (form V758).
2. Provide AHFC with current contact information (telephone number and mailing address).
3. Attend appointments for family composition certification, income examination (if required), and voucher issuance.
4. Appear at the receiving office to receive a briefing for that jurisdiction.
5. Utilize the voucher within the timeframes indicated on the voucher (including any AHFC-granted extensions).
6. Advise AHFC of changes in plans. If the family's plans change and they decide not to move or wish to move to a different jurisdiction, the family must contact AHFC to attend a briefing class or obtain additional instructions.

6-2.2.B AHFC Responsibilities

Once a family has submitted a request to move, AHFC will determine if the family is eligible to move from the current jurisdiction to the desired community.

1. If the family is determined eligible to make the move as requested, AHFC will:
 - a. Verify the family's composition to determine the proper subsidy level to assign to the family. Unless the move coincides with the family's regular examination, an income examination will not be conducted.
 - b. Issue a new voucher to the family.
 - c. Coordinate the transfer of the assistance between the sending and receiving jurisdictions to maximize the family's shopping time under the voucher.

2. If the family is determined not eligible to move to the desired community, AHFC will provide written notice of the determination using the *Denial of Move or Port Request* (form V759). Staff will attach the appropriate grievance procedure.

Forms

V758 Request to Move or Port

V759 Denial of Move or Port Request

Administrative Desk Manual

Posting an In-State Move