

Exhibit 4-1

Initial Examination Process

The family must provide accurate and current information on the following:

1. Family composition to determine the correct occupancy standard is applied.
2. Proof of Social Security Numbers for all family members – see Exhibit 3-5 for instruction.
3. Citizenship status for all family members – see Exhibit 2-3.
4. All family members must pass AHFC’s screening process – see Chapter 2 for required screening.
5. Annual income and sources of income of all family members, including assets. See Exhibit 3-1 to determine annual income.

1. Initiating the Initial Examination

As units are anticipated to become available, staff will schedule eligibility examinations for the applicants at the top of the waiting list following the client selection process in Chapter 2.

1.A Notification

Staff will Initiate the Intake Workflow to invite families to complete the certification. The Initiate the Intake Workflow Notification gives the family the option to contact AHFC office for assistance.

The Initiate the Intake Workflow Notification advises the applicant to supply all documents necessary to verify their eligibility, family composition, income, and preference verifications, if applicable. It also prepares the family to sign releases to permit verification of information.

Failure by the family to comply with the directions on the notification will result in the removal of their name from the Public Housing waiting list. Failure to follow up does not affect their position on any other waiting list.

1.B Incomplete Initial Examinations

Staff will give applicants a due date to complete their examination or the application will be withdrawn. Staff may grant an extension in extenuating circumstances.

1.C Preference Ineligibility

If a family was selected due to a preference and the family no longer qualifies for the preference, the family must be re-ranked on the waiting list.

- If the family still falls within the pool of selected applicants after removal of the preference, staff may continue with the eligibility determination.
- If the family's new rank causes them to fall outside the pool of selected applicants, the family must be returned to the waiting list. Staff will use the *Change to Waiting List Application Status*, form AP25, to inform the family of their position change on the waiting list.

Failure to qualify for a preference is not a reason to remove a family from a waiting list.

1.D Documenting the Waiting List Date

Staff will document the applicant file with the date of the waiting list. Staff will put this date on the *File Index* in the field "Waiting List Date Pulled".

1.E Ineligible Applicants

Applicants that do not meet program eligibility or screening criteria will be eligible for the grievance procedure described in Chapter 9. Staff will notify the applicant of ineligibility by sending the *Ineligibility Notice* (form AP10h).

2. The Initial Examination Process

Staff will review forms, verifications and questionnaires uniformly among applicant families. Each family will complete the same forms and supply all information required of them.

- Ask each family the same questions regarding income and family composition.
- Provide reasonably similar explanations about the family's obligations while receiving assistance under the public housing program.

AHFC will personally review each applicant's initial examination prior to offering a unit. Thereafter, AHFC may conduct reviews with the family as necessary. The components of an examination are described below.

2.A Examination Information

The electronic intake certification:

1. Explains the types of information that are needed to determine eligibility, and explain that the same information is required of applicants and participants.
2. Explains that this information is kept in strict confidentiality.
3. Explains that AHFC is required to thoroughly verify all of the information provided.
4. Explains how information is verified (EIV/UIV, wage verification, computer matching, etc.).

5. Explains the consequences for an applicant/participant who furnishes false information.

2.B Data Analysis

The reviewer will:

1. Verify that all questions asked of each family are completed. Evaluate the information and documents provided by the family to determine what needs to be verified.
2. Determine whether or not the family must provide any additional documents or information.
3. Resolve any discrepancies between the family's statements and any UIV, EIV, or other type of verification that AHFC has obtained. For examinations of families coming off the waiting list, see Chapter 3 for further information on verifications.
4. Answer any questions the family has or is unclear about their obligations.
5. Determine if the family qualifies for the Classic or Step program. For a definition of which families qualify for the Classic or Step program, see Chapter 1.
 - a) If an adult claims a disability qualifies him or her for the Classic Program, that person must meet the definition of a Disabled Person (See Exhibit 2-1 for the definition; see Chapter 3, verification section, for verification standards).
 - b) If an adult is unable to verify that she or he meets the disabled person definition (see Exhibit 2-1), but still disputes the classification as a Step Program participant, the person may request a reasonable accommodation.
 - c) Staff will assist the person with the *Reasonable Accommodation Request*, collect any supporting documentation, and forward the package to the Housing Operations Director for a decision.
 - 1) Staff can check "other" as the reason for the request.
 - 2) Staff will not evaluate the request.
 - 3) Staff will log the request in the Reasonable Accommodation log.
 - d) The Housing Operations Director will respond to the person in writing with a copy to staff for the family's file.
6. Provide any information the family may need to understand the program rules and requirements.

2.C Verification Expiration

Because files may be held from one waiting list to the expiration of the next waiting list, verifications may expire. Staff must update any expired verifications before housing an applicant from the pool. See the Data Analysis section of this Exhibit and Chapter 3 for Timing of Verifications.

3. Offer of Assistance

If an applicant meets all program eligibility criteria, staff may tender an offer of admission by offering the applicant an available unit. See Chapter 5 for the briefing process.

4. Changes After Initial Examination

When a family reports changes in income or composition after the initial eligibility determination, but before the effective date of the Lease, AHFC will process those reported changes. See Chapter 5 to apply changes.

5. EIV Reports

See Enterprise Income Verification (EIV) System exhibit for deadlines to pull reports and resolve discrepancies.

Numbered Memo

24-16 Chapter 4, Exhibits 4-1, 4-2 & 4-3