

Returning Home Program

Department of Corrections Eligibility Worksheet



Screening:

DOC may choose to exclude individuals with a conviction for arson, manufacturing or distributing methamphetamines, or sexual offenses.

Yes	No	
		The family will lease in a TBRA service area (Anchorage, Fairbanks, Homer, Juneau, Ketchikan, Kodiak, Mat-Su Valley, Petersburg, Sitka, Soldotna/Kenai, Valdez, Wrangell).
		The returning citizen is under a DOC supervision requirement at the time of referral to AHFC.
		No adult in this household is subject to a <u>lifetime</u> registration requirement on a sex offender registry.
		No person in this household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

If "Yes" to all above, proceed. If "No" to any of the above, contact your supervisor or region chief.

Prepare and Submit Packet:

All forms are available at the local AHFC office or AHFC's web page for Partner Applications (<https://www.ahfc.us/tenants/rental-programs/applications>). Completed packets are submitted directly to AHFC, Serene Boyland (sboyland@ahfc.us).

Selection and Referral:

Applications are forwarded from AHFC's Central Office to the local AHFC office for processing. The local AHFC office will contact the applicant family to give a deadline to complete the electronic eligibility screening.

Eligibility:

AHFC will screen each household to determine if a debt is owed due to prior housing assistance participation. AHFC may negotiate a payment agreement with a family to enable them to participate in Returning Home.



During the eligibility process, AHFC collects all relevant family information to make a final eligibility determination. Family documentation should be current or dated within 60 days of the interview appointment date. Families need to provide the following:

1. Proof of Social Security Number for all household members
2. Picture identification for all household members 18 years of age and older
3. Proof of age for all household members 62 years of age and older
4. Proof of birth/custody for all household members 17 years of age and younger
5. Proof of citizenship status for any household member claiming eligible, noncitizen status
6. Proof for all income sources – this includes earned (wages, self-employment, etc.) and unearned income (Social Security, ATAP/TANF, Child Support, Unemployment, Veteran's benefits, etc.). Documentation must show the full amount received each period (day, month, week) and should cover two to three months of payments
7. Proof for all asset sources – this includes checking, savings, money markets, stocks, bonds, trust funds, retirement pensions, IRAs or 401Ks, etc.
8. Full-time enrollment status for any household member (persons 18 years of age and older) claiming student status at a post-secondary institution.

Voucher Receipt:

If a family is determined eligible, AHFC issues a voucher with a family budget (shopping guidelines) so that the family can select a unit to rent in the community. The family receives an initial period of 120 days to select a unit. Extensions of 90day periods may be available if the family needs additional time to shop for a unit.