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Forms

LR402 Residential Lease Agreement and Addenda
PM620 Unit Absence Request

Administrative Desk Manual

Exhibit 6-1

Absences from the Unit

A family is expected to reside continuously in the dwelling unit and may only be absent for brief periods. Under the Uniform Residential Landlord and Tenant Act (Alaska Statute, Title 34), a tenant may not be absent from the unit for longer than seven (7) consecutive days without written notice to the landlord. Absence means that no member of the family is residing in the unit.

AHFC may verify family occupancy in the unit, or absence from the unit, by such techniques as home visits or calls or letters to the participant, staff, or neighbors, etc.

6-1.1 FAMILY NOTIFICATION

The family must notify AHFC in writing if an absence will exceed seven (7) consecutive days as stated in the *Public Housing Residential Lease Agreement*.

1. The family must also provide AHFC any reasonable information requested concerning the purpose of a family absence.
2. The family may use form PM620, *Unit Absence Request*, to submit their written request to AHFC.

6-1.2 TIME FRAMES

The following policy explains the reporting requirements and time that a family may be absent while continuing to remain eligible for assistance. A twelve (12) month period is defined as “twelve months from the date of an initial request to be absent”. The reasons outlined below represent unique circumstances. In keeping with the purpose of an absence policy, a family may not combine these unique circumstances to exceed the time limit of any one of them.

6-1.2.A General Absences

General absences from the dwelling unit such as family visits or vacations are limited to thirty (30) days total in any twelve (12) month period.

6-1.2.B Medical Absences

1. Absence from the dwelling unit is limited to a maximum period of sixty (60) days in any twelve-month period due to medical treatment, hospitalization, or rehabilitation; or to provide care for a spouse, child, or parent experiencing a serious health condition.

2. Families requiring these types of absences must request permission from AHFC to be absent from the unit for more than seven (7) days.
3. Extensions due to unforeseeable circumstances regarding hospitalization or rehabilitation of a family member may be granted for up to 30 additional days by the Public Housing Division Director or designee.

6-1.2.C Employment

1. Absence from the dwelling unit is limited to sixty (60) days in any twelve (12) month period resulting from temporary relocation due to employment.
2. Families requiring this type of absence must request permission from AHFC to be absent from the unit for more than seven (7) days.
3. Extensions due to extenuating circumstances may be granted for up to 30 additional days by the Public Housing Division Director or designee.

6-1.2.D Incarceration

Absence from the dwelling unit due to incarceration for vehicular or minor crimes is limited to thirty (30) days in any twelve (12) month period. Refer to Chapter 8, Terminations, for actions to take for crimes that are more serious.

6-1.3 ABSENCE APPROVAL

The Asset Supervisor or designee will evaluate all requests for absences up to 60 days. For initial absences that will exceed 60 days or for extensions beyond the 60-day period, the Public Housing Division Director or designee will evaluate those requests.

- The evaluator will review the request, review any information submitted by the family, notate his/her decision on the form, and sign it.
- Staff may send a copy of the form to the family as the response. Staff does not need to compose a separate letter.
- Staff will place the original *Unit Absence Request* form in the correspondence section of the file.

6-1.3.A Family Disagreement with Decision

If the family disagrees with the evaluator's decision, the family may request to speak to the supervisor. The family may sign, date, and return the form to the evaluator.

- The evaluator will forward a copy of the form to his/her supervisor for review.
- If the family submits a separate request for a review, the evaluator will forward both the written request and a copy of the *Unit Absence Request* to his/her supervisor for review.

6-1.3.B Supervisor Review

The supervisor will review the evaluator's decision, gather any additional information from the family, and decide whether to approve or disapprove the absence request.

- The supervisor will notate his/her decision on the form and sign it.
- The supervisor will send a copy of the form to the family as the response. A separate letter does not need to be composed.

6-1.4 TERMINATION OF RENTAL ASSISTANCE

If the family does not abide by AHFC's decision, fails to follow the absence provisions in the Lease, or exceeds the absence limit, the family's assistance may be terminated. See Chapter 8 for Termination procedures.