

Exhibit 6-3

Family Portability

Qualified families may port to any United States jurisdiction that administers a Housing Choice Voucher program. Likewise, families may port into any AHFC jurisdiction that administers the voucher program (see Chapter 1 for a complete discussion of AHFC voucher jurisdictions).

The PHA that issues the voucher to a family that wishes to move to another jurisdiction is called the initial PHA. The PHA in the jurisdiction where the family wishes to relocate is called the receiving PHA.

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.

2. Incoming Ports

When a family wishes to move to an AHFC jurisdiction with a voucher from another housing authority, AHFC is considered the receiving PHA. AHFC has the following statutory requirements (24 CFR 982.355).

1. AHFC must administer assistance for a family if AHFC has a tenant-based program jurisdiction in the area where the family's unit is located.
2. AHFC will not re-determine eligibility for a family that has leased in the initial PHA's jurisdiction.
3. AHFC will re-determine income eligibility for a family that has not leased in the initial PHA's jurisdiction. The family must meet the income limits for the AHFC jurisdiction to remain eligible for assistance.
4. The initial PHA must provide AHFC with the most recent 50058 report, related verification information, and the voucher.
5. AHFC must promptly notify the initial PHA whether it will absorb or administer the initial PHA's voucher.

6. AHFC must issue a voucher to the family.
 - a) The voucher may not expire before the term listed on the initial PHA's voucher.
 - b) AHFC may not delay issuing the family a voucher unless the delay is necessary to determine income eligibility.
7. AHFC will determine if any extensions to the voucher are granted.
8. AHFC will determine the family's subsidy level.
9. AHFC must promptly notify the initial PHA if the family leases or fails to utilize the voucher before its expiration date.
10. AHFC will perform all the same functions as other voucher files: performing interviews, processing examinations, and conducting inspections.
11. If AHFC decides to administer a port family, AHFC must promptly bill the initial PHA.

2.A Initial Contact

An AHFC field office or the Central Office will receive notice from an Initial PHA that a family is moving to their area prior to the arrival of the family. If the Initial PHA has not sent the required information by the time the family contacts AHFC, the family cannot be assisted until the required information is received.

An incoming portability family is not subject to background screening. However, if evidence of criminal activity comes to light at any time, before or after a HAP Contract is executed, AHFC may screen for criminal activity.

2.B Absorb or Administer

Determinations to absorb or administer depend on voucher utilization, administrative fees, and availability of funding. AHFC's current portability status and administrative fee is in Exhibit 6-4. The Central Office will manage the billing functions.

AHFC may choose to absorb a family any time after they have executed a Housing Assistance Payments (HAP) Contract on behalf of the family.

2.C Voucher Term

Staff will use the term entered by the initial PHA on the family's voucher. Based on the needs of the family, staff may grant extensions to the voucher in accordance with the policies in Chapter 5.

2.D Subsidy Level

When issuing the AHFC voucher, staff will apply the appropriate subsidy level in accordance with the policies in Chapter 5.

2.E Voucher Utilization

As the receiving PHA, AHFC is responsible for notifying the initial PHA when the family leases or fails to lease.

2.E.1. Family Decides Not to Lease

If the family chooses not to lease, AHFC will refer the family back to the initial PHA. AHFC will not issue a voucher for the family to move to another jurisdiction.

2.E.2. Family Leases

HUD has specific timelines for AHFC to follow when billing another PHA after the initial HAP Contract is executed. Staff must promptly post the leasing paperwork and notify the Central Office. The Central Office will contact the initial PHA with the updated family status on the HUD-52665.

2.E.3. Voucher Expires

Staff will complete the HUD-52665 within ten (10) business days to notify the initial PHA if a family fails to submit a *Request for Tenancy Approval* before the expiration of the voucher term.

2.F Ongoing Administration

Under Moving to Work Activity 2014-1 approved by the AHFC Board of Directors on February 27, 2013, AHFC has implemented alternative methods of calculating the income-based rent and instituted an alternate continuing examination procedure.

- When AHFC is administering port-in vouchers, the "Set Aside" procedures for calculating rent and schedule of regular examinations will be utilized.
- When AHFC is absorbing port-in vouchers, or if at any time AHFC decides to absorb port-in vouchers that they have previously administered, the family will be treated like any other AHFC MTW voucher and will be placed in the Classic or Step program. Families qualifying for the Step program will be subject to AHFC's Step rent structure and five year limit on assistance.

See:

- Chapter 1 for definitions of Classic and Step program designations
- Chapter 3 for rent calculation
- Chapter 4 for examination schedules

3. Outgoing Ports

When a family wishes to move from an AHFC jurisdiction with an AHFC voucher to another housing authority, AHFC is considered the initial PHA. AHFC has the following statutory requirements (24 CFR 982.355).

1. If a family wishes to move to an area with more than one PHA, AHFC may choose the receiving PHA.
2. AHFC will determine income eligibility for a family that has not leased in AHFC's jurisdiction before allowing the family to port. The family must meet the income limits for the receiving PHA's jurisdiction to be eligible for assistance.
3. AHFC must advise the family how to contact and receive assistance from the receiving PHA.
4. AHFC must promptly notify the receiving PHA that a family wishes to port to their jurisdiction.
5. AHFC must provide the receiving PHA with the family's most recent 50058 report, related verification information, and the voucher.
6. If a receiving PHA is administering AHFC's voucher, AHFC must promptly reimburse the receiving PHA for HAP and a portion of the administrative fee.
7. If a receiving PHA is administering AHFC's voucher, AHFC must approve a family's request to move to another jurisdiction.

3.A Initial Contact

The family must complete the *Request to Move or Port* (form V758) to begin the port process. The family must:

1. Meet the qualifications to port as stated in Chapter 6, Moves with Continued Assistance.
2. Declare where they wish to port. Staff will check if the receiving jurisdiction administers a voucher program.
3. Meet any applicable MTW restrictions on portability.

3.B MTW Restrictions

Under MTW Activity 2014-1i Portability, approved by the AHFC Board of Directors with Resolution 13-22 on August 21, 2013, the following additional restrictions apply to families wishing to port their AHFC vouchers.

3.B.1. Classic

Other than meeting the general eligibility criteria to port, these families have no restrictions on their ability to port.

3.B.2. Other Set Aside Programs

Individual program restrictions on set aside vouchers may exist. Refer to Chapter 11 and its exhibits for each voucher type and its possible restrictions.

3.B.3. Step Program

Families in this program may only port their voucher to another PHA under the following conditions:

1. If the receiving PHA will absorb the family's voucher;
2. As a reasonable accommodation for a disability;
3. If the family needs to move their voucher in order to receive the protections under the Violence Against Women Act (VAWA). See Exhibit 1-7.

3.C Denial of Portability

Staff will notify the family if portability cannot be approved. AHFC may deny portability based on the reasons below:

1. The family does not meet the eligibility criteria listed above.
2. The family wishes to port to a higher cost area where the receiving PHA will not absorb, and AHFC does not have the funds to pay those costs.

Staff will send the *Denial of Port or Move Request* (form V759) to the family with a copy of the appropriate grievance procedure.

3.D Family Appointment

If a family appears eligible to port, staff will:

1. Review the most recent 50058. If it is more than 90 days old, staff will need to update the family's income, composition, and verifications.
2. Issue a voucher to the family. Staff will complete the HUD-52646 voucher for outgoing port families. Do not issue the AHFC voucher.
3. Provide the family with the receiving PHA's contact information and instruct the family to promptly contact the receiving PHA when they arrive.

3.E Receiving PHA Notification

AHFC must provide prompt notification to the receiving PHA that a family is wishing to lease in their jurisdiction. AHFC will provide the following documentation within three (3) business days of the family's appointment:

1. PHA Outgoing Portability Notice (form V762)
2. Family Portability Information, form HUD-52665

3. The most recent 50058 report including copies of appropriate income verifications
4. A copy of the voucher issued by AHFC
5. A copy of the current EIV report if the family is a current program participant;

Send (email or fax) the following documents to the Central Office the same day the documents are sent to the receiving PHA:

1. PHA Outgoing Portability Notice (form V762)
2. Family Portability Information (form HUD-52665)
3. Voucher (form HUD-52646)

3.F Ongoing Administration

Central Office will administer the voucher once the initial documentation is sent to the receiving PHA. If the family leases and the receiving PHA chooses to administer the voucher, Central Office will request the family's file.

Forms

HUD-52646 Voucher
HUD-52665 Family Portability Information
V750 Incoming Portability Notice
V758 Request to Move or Port
V759 Denial of Port/Move Request
V762 PHA Outgoing Portability Notice

Administrative Desk Manual

Completing the HUD-52665
Portability - Incoming Ports
Portability - Outgoing Ports