

Exhibit 6-5 Policy Overview

Old Policy	New Policy
Exhibit 6-2 Absences from Unit	All in this exhibit

Forms

V741 Briefing Statement and Family Obligations

Administrative Desk Manual

None

Exhibit 6-5

Absences from the Unit

A family is expected to reside continuously in a dwelling unit and may only be absent for brief periods, which is defined as 14 consecutive days. Absence means that no member of the family is residing in the unit [24 CFR 982.312].

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, landlord, or neighbors.

6-5.1 FAMILY NOTIFICATION

1. The family must notify AHFC in writing if an absence will exceed fourteen (14) consecutive days. This requirement is made known in the *AHFC Briefing Statement* and agreed to by the participant.
2. The family must also provide AHFC any reasonable information requested concerning the purpose of a family absence [24 CFR 982.551(i)].

6-5.2 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 24 CFR 982, a family may not combine these unique circumstances to exceed the time limit of any one of them. This policy was approved by the AFHC Board of Directors on September 24, 2009 with Board Resolution 09-29.

6-5.2.A General Absences

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

6-5.2.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 fourteen (14) 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.

6-5.2.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 fourteen (14) days.
3. Extensions due to extenuating circumstances may be granted for up to 30 additional days by the Public Housing Division Director or designee.

6-5.2.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.

6-5.3 TERMINATION OF RENTAL ASSISTANCE

If the family fails to provide proper notice of an absence in excess of 14 days or if a family is absent for longer than the maximum period permitted, housing assistance payments will cease, and the term of the HAP Contract and Lease will terminate. AHFC will withdraw the voucher, and the family will be responsible for paying the entire rent.