

Exhibit 2-10

Social Security Number Requirement

AHFC determines eligibility in compliance with all applicable civil rights requirements described in Chapter 1 of this Administrative Plan. Eligibility screening is also conducted in accordance with the following:

- Code of Federal Regulations 24 CFR 5 (General HUD Program Requirements; Waivers)
- Code of Federal Regulations 24 CFR 982 (Section 8 Tenant-Based Assistance: Housing Choice Voucher Program)
- Public and Indian Housing Notice 2016-05, April 7, 2016
- Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs; Final Rule, March 8, 2016
- Alaska Housing Finance Corporation policies

HUD Regulation (24 CFR 982.552(b)(3))

The PHA must deny admission to the program for an applicant, or terminate program assistance for a participant, if any member of the family fails to sign and submit consent forms for obtaining information in accordance with part 5, subparts B and F of this title.

HUD Regulation (24 CFR 5.216(a))

The requirements of this section apply to applicants and participants as described in this section, except that this section is inapplicable to individuals who do not contend eligible immigration status under subpart E of this part (see §5.508).

1. Requirement to Disclose SSN

HUD Regulation (24 CFR 5.210)

This subpart B requires applicants for and participants in covered HUD programs to disclose, and submit documentation to verify, their Social Security Numbers (SSNs).

AHFC Policy

1. All household members, applicant or participant, are required to disclose and verify each member's SSN in accordance with the regulations and AHFC policy cited below.
2. Household members who do not contend to have eligible immigration status are not required to disclose and verify an SSN.

1.A Applicant Families

HUD Regulation (24 CFR 5.216(b))

Each assistance applicant must submit the following information to the processing entity when the assistance applicant's eligibility under the program involved is being determined.

- (1) The complete and accurate SSN assigned to the assistance applicant and to each member of the assistance applicant's household; and
- (2) The documentation referred to in paragraph (g)(1) of this section to verify each such SSN.

1.B Participant Families

HUD Regulation (24 CFR 5.216(e)(1))

- (1) Initial disclosure.
 - (i) Each participant, except those age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010, must submit the information described in paragraph (e)(1)(ii) of this section, if the participant has:
 - (A) Not previously disclosed a SSN;
 - (B) Previously disclosed a SSN that HUD or the SSA determined was invalid; or
 - (C) Been issued a new SSN.
 - (ii) Each participant subject to the disclosure requirements under paragraph (e)(1)(i) of this section must submit the following information to the processing entity at the next interim or regularly scheduled reexamination or recertification of family composition or income, or other reexamination or recertification for the program involved:
 - (A) The complete and accurate SSN assigned to the participant and to each member of the participant's household; and
 - (B) The documentation referred to in paragraph (g)(1) of this section to verify each such SSN.

AHFC Policy

1. As of January 31, 2010, all participants who were determined eligible prior to that date were required to disclose and provide verification of their SSN at their next annual examination.
2. Participants age 62 or older as of January 31, 2010 who were determined eligible before January 31, 2010 were not required to provide verification of their SSN. These individuals retain this exemption as long as they maintain their eligibility for rental assistance.

3. All eligibility determinations after January 31, 2010 include the requirement that all household members must disclose and provide verification of their SSN.

2. Required Documentation

HUD Regulation (24 CFR 5.216(g))

Required documentation.

(1) SSN. The documentation necessary to verify the SSN of an individual who is required to disclose his or her SSN under paragraphs (a) through (e) of this section is:

- (i) A valid SSN card issued by the SSA;
- (ii) An original document issued by a federal or state government agency, which contains the name of the individual and the SSN of the individual, along with other identifying information of the individual; or
- (iii)¹ Such other evidence of the SSN as HUD may prescribe in administrative instructions.

AHFC Policy

Verifications received will be documented in or copied to the file. AHFC will accept the following permanent forms of verification. Once received, these require no additional action.

1. Valid SSN card
2. A confirmation from the SSA website
3. An original document from a federal, state, or local agency with the name of the individual and the social security number

AHFC will accept the following temporary forms of verification. These will require verification by the HUD Enterprise Income Verification (EIV) system.

1. Identification card with the name and social security number issued by:
 - a) A federal, state, or local agency such as a military ID or passport
 - b) A medical insurance company or provider (including Medicare and Medicaid)
 - c) An employer or trade union
2. Benefit award letters or documentation from a government agency including printouts from the State of Alaska Division of Public Assistance system
3. Court records (real estate, tax notices, marriage and divorce, judgment, or bankruptcy records)

¹ Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs; Final Rule, March 8, 2016. Changed "ii" to "iii."

4. Such evidence that HUD may prescribe in administrative instructions

After admission to a housing program, AHFC will compare the EIV printout to the temporary verification.

- If all household members are listed as verified, AHFC will place a copy of the printout with the temporary verification.
- If a household member is listed as not verified, AHFC will require a permanent verification for that member.

2.A Alternate Identification Number

There are instances when an individual may be a member of a family and not have an SSN. In those instances, AHFC will request an alternate identification number from HUD. All family members must have either a SSN or alternate identification number in order to submit a 50058 or 50059.

2.B Documentation Delays

2.B.1. All Applicant Families Except S8 Moderate Rehabilitation

HUD Regulation (24 CFR 5.216(h)(1))

Except as provided in paragraph (h)(2) and (h)(3)² of this section, if the processing entity determines that the assistance applicant is otherwise eligible to participate in a program, the assistance applicant may retain its place on the waiting list for the program but cannot become a participant until it can provide:

- (i) The complete and accurate SSN assigned to each member of the household;

and

- (ii) The documentation referred to in paragraph (g)(1) of this section to verify the SSN of each such member.

AHFC Policy

1. If a family has provided all necessary information to AHFC and appears eligible for assistance, except for a missing SSN verification, AHFC may provide up to 60 calendar days to the family to submit the required proof.
2. Families provided this additional time will retain their waiting list position.
3. Families that fail to provide the required proof prior to the deadline will be re-ranked on the waiting list.

² Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs; Final Rule, March 8, 2016. Added paragraph (h)(3).

2.B.2. Applicant Families for S8 Moderate Rehabilitation

HUD Regulation (24 CFR 5.216(h)(2))

For applicants to the Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) Program for Homeless Individuals under 24 CFR part 882, subpart H, the documentation required in paragraph (g³)(1) of this section must be provided to the processing entity within 90 calendar days from the date of admission into the program. The processing entity shall grant an extension of one additional 90-day period if the processing entity, in its discretion, determines that the applicant's failure to comply was due to circumstances that could not have reasonably been foreseen and were outside the control of the applicant. If, upon expiration of the provided time period, the individual fails to produce a SSN, the processing entity shall follow the provisions of §5.218.

AHFC Policy

1. AHFC requires its partner agency to collect and document verification of SSNs in their file.
2. If additional time is needed, the partner agency may provide the additional time as stated above. The partner agency will document this in the family's file.

2.B.3. Applicant Families with a Child Under Age 6

HUD Regulation (24 CFR 5.216(h)(3⁴))

If a child under the age of 6 years was added to the assistance applicant household within the 6-month period prior to the household's date of admission (or, for the HCV program, the date of voucher issuance), the assistance applicant may become a participant, so long as the documentation required in paragraph (g)(1) of this section is provided to the processing entity within 90 calendar days from the date of admission into the program (or, for the HCV program, the effective date of the Housing Assistance Payment contract). The processing entity must grant an extension of one additional 90-day period if the processing entity determines that, in its discretion, the assistance applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the assistance applicant. If the applicant family fails to produce the documentation required in paragraph (g)(1) of this section within

³ Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs; Final Rule, March 8, 2016. Changed paragraph (h) to (g).

⁴ Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs; Final Rule, March 8, 2016. New paragraph.

the required time period, the processing entity must follow the provisions of §5.218.

AHFC Policy

1. AHFC will not admit any family without proper verification of each family member's SSN.
2. AHFC will grant additional time to a family as specified in section 2.B.1 above.

2.B.4. Participant Families

HUD Regulation (24 CFR 5.216(e)(2))

Subsequent disclosure. Once a participant has disclosed and the processing entity has verified each SSN, the following rules apply:

(i) Addition of new household member who is at least 6 years of age or under the age of 6 and has an assigned SSN. When the participant requests to add a new household member who is at least 6 years of age, or is under the age of 6 and has an assigned SSN, the participant must provide the following to the processing entity at the time of the request, or at the time of processing the interim reexamination or recertification of family composition that includes the new member(s):

- (A) The complete and accurate SSN assigned to each new member; and
- (B) The documentation referred to in paragraph (g)(1) of this section to verify the SSN for each new member.

(ii) Addition of new household member who is under the age of 6 and has no assigned SSN.

- (A) When a participant requests to add a new household member who is under the age of 6 and has not been assigned a SSN, the participant shall be required to provide the complete and accurate SSN assigned to each new child and the documentation referred to in paragraph (g)(1) of this section to verify the SSN for each new child within 90 calendar days of the child being added to the household.
- (B) The processing entity shall grant an extension of one additional 90-day period if the processing entity, in its discretion, determines that the participant's failure to comply was due to circumstances that could not have reasonably been foreseen and were outside the control of the participant. During the period that the processing entity is awaiting documentation of a SSN, the processing entity shall include the child as part of the assisted household and the child shall be entitled to all the benefits of being a household member. If, upon expiration of the provided time period, the participant fails to produce a SSN, the processing entity shall follow the provisions of § 5.218.

(iii) Assignment of new SSN. If the participant or any member of the participant's household has been assigned a new SSN, the participant must submit the following to the processing entity at either the time of receipt of the new SSN; at the next interim or regularly scheduled reexamination or recertification of family composition or income, or other reexamination or recertification; or at such earlier time specified by the processing entity:

- (A) The complete and accurate SSN assigned to the participant or household member involved; and
- (B) The documentation referred to in paragraph (g)(1) of this section to verify the SSN of each individual.

AHFC Policy

1. AHFC will provide a participant family with 90 calendar days to provide verification of a new member's SSN or a member's changed SSN.
2. Families that cannot provide the documentation within the initial 90-day period may receive an additional 90 calendar days if they can demonstrate that circumstances beyond their control prevented them from meeting the initial deadline.
3. During these 90 day periods, families will be eligible for continued rental assistance.

3. Penalties

3.A Applicants

HUD Regulation (24 CFR 5.218(a))

Denial of eligibility of assistance applicants and individual owner applicants. The processing entity must deny the eligibility of an assistance applicant or individual owner applicant in accordance with the provisions governing the program involved, if the assistance or individual owner applicant does not meet the applicable SSN disclosure, documentation, and verification requirements as specified in §5.216.

AHFC Policy

1. If an applicant family has failed to meet the deadline for submission of required documentation, their application may either be re-ranked on the waiting list or withdrawn depending upon the family's individual circumstances.
2. AHFC will provide a written notification to the family with their application status.

3.B Participants

HUD Regulation (24 CFR 5.218(c))

Termination of assistance or termination of tenancy of participants.

(1) The processing entity must terminate the assistance or terminate the tenancy, or both, of a participant and the participant's household, in accordance with the provisions governing the program involved, if the participant does not meet the applicable SSN disclosure, documentation, and verification requirements specified in §5.216.

(2) The processing entity may defer termination and provide the participant with an additional 90 calendar days to disclose a SSN, but only if the processing entity, in its discretion, determines that:

(i) The failure to meet these requirements was due to circumstances that could not have reasonably been foreseen and were outside the control of the participant; and

(ii) There is a reasonable likelihood that the participant will be able to disclose a SSN by the deadline.

(3) Failure of the participant to disclose a SSN by the deadline specified in paragraph (c)(2) of this section will result in termination of the assistance or tenancy, or both, of the participant and the participant's household.

AHFC Policy

1. If a participant family has failed to meet the deadline for submission of required documentation, their rental assistance will be terminated.
2. AHFC will provide a written notification to the family with their assistance status.

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