

Administrative Plan Proposed Changes for FY 2016

Chapter, Section	Page in 2017 Plan	Current Language	Proposed Language	Reason for Change
3-I.J	30	A guest can remain in the assisted unit no longer than 30 consecutive days or a total of 90 cumulative calendar days during any 12-month period.	A guest can remain in the assisted unit no more than 21 days during the lease term.	Make consistent with family obligations
3-1.L	31	When someone who has been considered a family member attends school away from home, the person will continue to be considered a family member unless information becomes available to the HACC indicating that the student has established a separate household or the family declares that the student has established a separate household.	When someone who has been considered a family member attends school away from home, the person will continue to be considered a family member unless information becomes available to the HACC indicating that the student has established a separate household or the family declares that the student has established a separate household. This does not, however, apply to a family with a sole family member. Sole member families may not attend school away from home; they must use the subsidized unit as their only residence.	Clarify that sole family members may not be temporarily absent to attend school away from home.
3-I.L	32	none	The family is responsible provide the status of the child's absence at the annual recertification of eligibility.	Clarify that family must give status of absent children
3-I.L	32	none	The family must notify the HACC within 30 days of the determination that his/her absence will be longer than 180 days with the estimated return date. The family is responsible to notify the HACC with any changes in the return date and/or if the absence becomes permanent. If the head of household is the sole member of the family, then the absence may not be for more than 180 days.	Outline reporting requirements
3-II.E.	39	The HACC will verify that a student meets the above criteria in accordance with the policies in Section 7-II.E.	The HACC will verify that a student meets the above criteria in accordance with the policies in Section 7-II.E. If the student is determined eligible and will be the sole family member, the student must use the subsidized unit as his/her only residence.	Students who are sole family members must reside in the subsidized unit.
5-II.E	80	Within 15 business days after the expiration of the voucher term or any extension, the HACC will notify the family in writing that the voucher term has expired and that the family must reapply in order to be placed on the waiting list.	Within 15 business days after the expiration of the voucher term or any extension, the HACC will notify the applicant family in writing that the voucher term has expired and that the family must reapply in order to be placed on the waiting list. The HACC will notify a participant family that the voucher term has expired and that the participant family may continue to receive rental assistance in a currently subsidized unit. If the participant family is not living in a unit under a HAP Contract, the HACC may take steps to terminate the family (see Chapter 12 for more information on termination)	Clarify outcomes for applicants and participants

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6-I.B	83	When someone who has been considered a family member attends school away from home, the person will continue to be considered a family member unless information becomes available to the HACC indicating that the student has established a separate household or the family declares that the student has established a separate household.	When someone who has been considered a family member attends school away from home, the person will continue to be considered a family member unless information becomes available to the HACC indicating that the student has established a separate household or the family declares that the student has established a separate household. This does not, however, apply to a family with a sole family member. Sole member families may not attend school away from home; they must use the subsidized unit as their only residence.	Clarify that sole family members may not be temporarily absent to attend school away from home.
6-I.B	83	An employed head, spouse, or co-head absent from the unit more than 180 days due to employment will continue to be considered a family member. Their income will be included as a part of household income.	An employed head, spouse, or co-head absent from the unit more than 180 days due to employment will continue to be considered a family member. Their income will be included as a part of household income. If the head of household is the sole member of the family then the absence may not be for more than 180 days.	Clarify a sole HOH may not be absent longer than 180 days.
6-I.D	87	Earnings in excess of \$480 for each full-time student 18 years old or older (except for the head, spouse, or co-head) are not counted [24 CFR 5.609(c)(11)].	Earnings in excess of \$480 for each full-time student 18 years old or older (except for the head, spouse, or co-head) are not counted [24 CFR 5.609(c)(11)]. All earnings of a full-time student who is the head, co-head, or spouse are counted.	Clarify if FI student is head, co-head, or spouse their earnings are included.
6.I.E	90	The EID has a four-year (48-month) lifetime maximum. The four-year eligibility period begins at the same time that the initial exclusion period begins and ends 48 months later. The one-time eligibility for the EID applies even if the eligible individual begins to receive assistance from another housing agency, if the individual moves between public housing and Section 8 assistance, or if there are breaks in assistance. During the 48-month eligibility period, the HACC will schedule and conduct an interim reexamination each time there is a reported or anticipated change in the family member's annual income that affects or is affected by the EID (e.g., when the family member's income falls to a level at or below his/her prequalifying income, when one of the exclusion periods ends, and at the end of the	The EID has a 2-year (24-month) lifetime maximum. The two-year eligibility period begins at the same time that the initial exclusion period begins and ends 24 months later. The one-time eligibility for the EID applies even if the eligible individual begins to receive assistance from another housing agency, if the individual moves between public housing and Section 8 assistance, or if there are breaks in assistance. During the 24-month eligibility period, the HACC will schedule and conduct an interim reexamination each time there is a reported or anticipated change in the family member's annual income that affects or is affected by the EID (e.g., when the family member's income falls to a level at or below his/her prequalifying income, when one of the exclusion periods ends, and at the end of the lifetime maximum eligibility period).	Updated with changes from PIH 2016-05
6.I.G	96	none	Limitation on Eligibility for Assistance Based on Assets: A PHA may not rent a dwelling unit to or assist families with an ownership interest in property that is suitable for occupancy. This restriction does not apply to victims of domestic violence, individuals using housing assistance for homeownership opportunities, or a family that is offering a property for sale. HACC must require applicants to authorize financial institutions to disclose records necessary to determine eligibility for benefits.	Housing Opportunity Through Modernization Act of 2016

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EXHIBIT 6-4:	126	(3) Maximum four year disallowance. The disallowance of increased income of an individual family member who is a person with disabilities as provided in paragraph (c)(1) or (c)(2) is limited to a lifetime 48 month period. The disallowance only applies for a maximum of twelve months for disallowance under paragraph (c)(1) and a maximum of twelve months for disallowance under paragraph (c)(2), during the 48 month period starting from the initial exclusion under paragraph (c)(1) of this section.	of an individual family member as provided in paragraph (b)(1) or (b)(2) of this section is limited to a lifetime 24-month period. It applies for a maximum of 12 months for disallowance under paragraph (b)(1) of this section and a maximum of 12 months for disallowance under paragraph (b)(2) of this section, during the 24-month period starting from the initial exclusion under paragraph (b)(1) of this section. (4) Effect of changes on currently participating families. Families eligible for and participating in the disallowance of earned income under this section prior to May 9, 2016 will continue to be governed by this section in effect as it existed immediately prior to that date.	Updated to with changes from PIH 2016-05
7-Intro	130	The HACC will follow the verification guidance provided by HUD in PIH Notice 2010-19 Verification Guidance and any subsequent guidance issued by HUD. This chapter summarizes those requirements and provides supplementary the HACC policies.	The HACC will follow the verification guidance provided by HUD in PIH Notice 2017-12 Administrative Guidance for Effective and Mandate Use of the Enterprise Income Verification (EIV) System issued by HUD. This chapter summarizes those requirements and provides supplementary the HACC policies.	PIH 2017-12 supersedes PIH 2010-19
7-I.B.	131	none	HACC should begin with the highest level of verification techniques. All verifications, regardless of technique, require the HACC to review for multiple subsidy payments. HACC is required to review the EIV Former Tenant and Existing Tenant Report for any SSA matches involving another PHA or a Multi-family entity and follow-up on any issues identified. HACC is required to maintain the report and documentation of any follow-up in the tenant file. If the tenant is a new admission to HACC, and a match is identified at a Multi-family property, the HACC must report the program admission date to the Multi-family property and document the notification in the tenant file. HACC also need to obtain an Income Report for each household. The PHA is required to maintain the Income Report in the tenant file along with the form HUD-50058 and other supporting documentation to support income and rent determinations for all interim and mandatory annual reexaminations of family income and composition.	PIH 2017-12 - new language
7-I.D	134	The HACC, given HUD's guidance in PIH Notice 2010-19 will attempt to reduce the administrative burden and risk associated with use of the traditional third party verification form by relying on acceptable documents that are generated by a third party, but in the possession of and provided by the tenant (or applicant).	The HACC, given HUD's guidance in PIH Notice 2017-12, will attempt to reduce the administrative burden and risk associated with use of the traditional third party verification form by relying on acceptable documents that are generated by a third party, but in the possession of and provided by the tenant (or applicant).	PIH 2017-12 supersedes PIH 2010-19
7-II.C	137	none	Include Proof of Name Change requirement if current name used by family member is not the same as name given at birth	Provides additional clarification of person's identity

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7-II.D	138	If an adult member who was formerly a member of the household is reported to be permanently absent, the family must provide evidence to support that the person is no longer a member of the family (e.g., documentation of another address at which the person resides such as a lease or utility bill).	reported to be permanently absent, the family must provide evidence to support that the person is no longer a member of the family (e.g., documentation of another address at which the person resides such as a utility bill - electric, water, gas issued within 90 days; pension or retirement statement; bank statement dated within 90 days; credit report issued by Experian, Equifax or Transunion; renter's insurance policy; letter on official school letterhead dated within 90 days; official mail received from a State, County City or Village or a Federal Government Agency, paystub dated within 90 days, state issued identification or driver's license issued within 90 days).	Provides clarification on valid types of verification for proof of residency
7-II.E.	138	The HACC requires families to provide information about the student status of all students who are 18 years of age or older. This information will be verified only if: • The family reports full-time student status for an adult other than the head, spouse, or co-head.	The HACC requires families to provide information about the student status of all students who are 18 years of age or older. This information will be verified only if: • The family reports full-time student status for an adult other than the head, spouse, or co-head, unless the head is a sole family member.	Sole family members are subject to other restrictions.
7-III.J	145	Any financial assistance, in excess of amounts received for tuition, that a person attending an institution of higher education receives under the Higher Education Act of 1965, from private sources, or from an institution of higher education must be considered income unless the student is over the age of 23 with dependent children or is residing with parents who are seeking or receiving HCV assistance [24 CFR 5.609(b)(9) and FR 4/10/06].	Any financial assistance, in excess of amounts received for tuition, that a person attending an institution of higher education receives under the Higher Education Act of 1965, from private sources, or from an institution of higher education must be considered income unless the student is over the age of 23 with dependent children or is residing with parents who are seeking or receiving HCV assistance [24 CFR 5.609(b)(9) and FR 4/10/06]. If the student is the sole family member, the amount received in excess of tuition is also considered income.	Specify assistance in excess of tuition for sole family members is included.
8.I.B	157	No current language exists.	1978 and a child under the age of six is living in the unit and there is chipping and peeling paint above a de minimus level found in the unit, the garage and/or the common areas servicing the dwelling unit, the landlord will be cited for a Lead Based Paint (LBP) deficiency. In order to clear the LBP deficiency, the landlord must either have a lead based paint assessment conducted by a certified company showing acceptable results or the landlord must contract with a Lead-Safe Certified Renovator to perform the abatement work and submit documentation of the work performed and the clearance examination.	This explains the LBP deficiency process.
8.I.C	157	The following are considered life threatening conditions: Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit	The following are considered life threatening conditions: Absence of a working heating system when outside temperature is below 50 degrees Fahrenheit	60 degrees is still warm enough to not constitute an emergency situation.

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8.1.E	158	SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL	SPECIAL REQUIREMENTS FOR CHILDREN WITH ELEVATED BLOOD LEAD LEVEL (EBLL)	PIH NOTICE 2017-13
8-1-E	158	If the HACC is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provided, that a child of less than 6 years of age, living in an HCV assisted unit has been identified as having an environmental intervention blood lead level, the HACC must complete a risk assessment of the dwelling unit. [24 CFR 35.1225]. The risk assessment must be completed in accordance with program requirements and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.	If the HACC is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than 6 years of age, living in an HCV assisted unit, has been identified as having an elevated blood lead level (EBLL), the HACC must complete an environmental investigation of the dwelling unit and common areas servicing that unit. In cases where the public health department has already completed an evaluation of the unit, the PHA is not required to perform an additional environmental investigation and can rely on the results of the health department's evaluation. In cases where the HACC performs the environmental investigation, the results of the investigation shall be given to the owner. If lead-based paint hazards are found in the child's unit in a multiunit property, a risk assessment must be conducted on any other assisted units in the property with a child under age 6 residing, as well as on the common areas servicing those units. The owner is responsible for conducting the risk assessment on the other assisted	PIH NOTICE 2017-13
8.1.E	159	Within 30 days after receiving a risk assessment report from the HACC or the evaluation form from the public health department, the owner is required to complete the reduction of identified lead-based paint hazards in accordance with the lead-based paint regulations	within 30 days after receiving the results of an environmental investigation from the public health department or the HACC, the owner is required to complete any required lead hazard control (including pass clearance) in accordance with the lead-based paint regulations. If the owner does not complete the required lead hazard control (including pass clearance) as required, the dwelling unit is in violation of HQS and the HACC will take action in accordance with Section 8-II.G.	PIH NOTICE 2017-13
8.1E	159	The HACC reporting requirements and data collection and record keeping responsibilities related to children with an environmental intervention blood lead level are discussed in Chapter 16.	The HACC notification and verification requirements, data collection and record keeping responsibilities related to children with an elevated blood lead level are discussed in Chapter 16.	PIH NOTICE 2017-13