

**Summary of Proposed Changes to the Public Housing Admissions & Continued Occupancy Policy  
November 10, 2017**

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
<b>Chapter 1: Overview of the Program and Plan</b>				
1.	Updating and Revising the Plan 1.4	PHA	<ul style="list-style-type: none"> <li>PHA will review and update the Admissions and Continued Occupancy Policies (ACOP) as needed to reflect changes in regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation. The original ACOP and any changes are approved by PHA's Board of Commissioners.</li> <li>PHA, from time to time, may make non-substantive changes and edits to the ACOP to clarify policy language</li> </ul>	<ul style="list-style-type: none"> <li>PHA will review and update the Admissions and Continued Occupancy Policies (ACOP) as needed to reflect changes in regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation. The original ACOP and any changes are approved by PHA's Board of Commissioners.</li> <li>PHA, from time to time, may make non-substantive changes and edits to the ACOP to clarify policy language, <b>address inconsistencies and simplify language.</b></li> </ul>
<b>Chapter 3:</b>				
2.	Notification to Applicants and Tenants about Protection Under VAWA 3.8.6	VAWA Final Rule	<ul style="list-style-type: none"> <li>Correction concerning requirement for notification of VAWA Protections</li> <li>PHA will provide notice to applicants and tenants in assisted housing of protections provided under VAWA, in multiple languages when necessary, at the following junctures: <ul style="list-style-type: none"> <li>At the time the applicant is denied;</li> <li>At the time the individual is admitted to a unit in an assisting housing program;</li> <li>At every regular recertification;</li> <li>With any notification of eviction or notification of termination of assistance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PHA will provide notice to applicants and tenants in assisted housing of protections provided under VAWA, in multiple languages when necessary, at the following junctures: <ul style="list-style-type: none"> <li>At the time the applicant is denied;</li> <li>At the time the individual is admitted to a unit in an assisting housing program;</li> <li>With any notification of eviction or notification of termination of assistance.</li> </ul> </li> </ul>
<b>Chapter 8 : Income and Adjusted Income</b>				
3.	Annual Income 8.2	PHA	<ul style="list-style-type: none"> <li>Added language to clarify existing regulations regarding what is included in annual income</li> <li>The full amount of <u>periodic</u> payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See Income Exclusions for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits);</li> </ul>	<ul style="list-style-type: none"> <li>The full amount of <u>periodic</u> payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See Income Exclusions for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits); <ul style="list-style-type: none"> <li>If a PH family member is a payee for someone who is <b>not</b> a member of the PH family, PHA will <b>not</b> include the payments in the calculation of annual income</li> <li>If someone outside the PH family is a payee for one of the PH family members, PHA will include the payments in the calculation of annual income.</li> </ul> </li> </ul>

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<b>Chapter 9: Rent</b>				
4.	Prorated Rent for Mixed Families	PHA	<ul style="list-style-type: none"> <li>Correction to reflect use of ceiling rent when calculating prorated rent for mixed families</li> </ul>	<ul style="list-style-type: none"> <li>Step 2. Family maximum rent is equal to the applicable ceiling rent for the unit size</li> </ul>
<b>Chapter 10: Verification</b>				
5.	Verification of Student Status & Income 10.24	PHA	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>PHA will consider full time student status as enrollment with a course load of 12 or more credit hours. Where an institution uses less than 12 hours as a standard for full time status, PHA will request and obtain third party verification to confirm full time student status.</li> </ul>
<b>Chapter 12: Continued Occupancy</b>				
6.	Change in Household Composition 12.20.1	PHA	<ul style="list-style-type: none"> <li>Removal of policy offering non-tenants reasonable accommodations. Adult non-tenants may still be added to the lease based on participation in a special program as outlined in Chapter 20: Special Programs and Allocations</li> <li>PHA may grant exceptions to this policy as a reasonable accommodation for a person with disabilities or for participation in special programs.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Chapter 13: Pets</b>				
7.	Pet Area Restrictions 13.11.1	PHA	<ul style="list-style-type: none"> <li>Removal of the policy requiring dog muzzles for pets between 15 and 25 lbs when outside the unit on PHA property</li> <li>Dog muzzles are required for pets between 15 and 25 pounds</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>