

**ADMISSIONS & CONTINUED OCCUPANCY POLICY
SUMMARY OF PROPOSED CHANGES
AUGUST 15, 2019**

No	Chapter Name Subject Area	Source	Existing Admin Plan	Proposed Admin Plan
Chapter 7 : Occupancy Standards & Unit Offers				
1.	Unit Offers 7.14	PHA	<ul style="list-style-type: none"> Included language to require acceptance of unit offers and lease up by applicants within a required time frame. 	<ul style="list-style-type: none"> An applicant must accept a unit within three business days from the date the unit offer is communicated. Once an applicant has accepted a unit, the applicant must sign a lease with an effective date that is no more than five (5) business days from the date of unit acceptable. Exceptions to this policy will be made on a case-by-case basis.
2.	Unit Refusal without Good Cause 7.18	PHA	<ul style="list-style-type: none"> Removed opportunity for an informal hearing when an applicant refuses a unit without good cause. 	<ul style="list-style-type: none"> When an applicant rejects the final unit offer without good cause, PHA will withdraw the applicant's name from all conventional and scattered site Public Housing waiting lists and send notice to the family of such removal. The notice will inform the family of their right to request an informal hearing and the process for doing so. See policies on Error! Reference source not found.
Chapter 10: Verification				
3.	General Verification Requirements 10.3	PHA	<ul style="list-style-type: none"> Removed the requirement to reverify applicant income if more than 180 days have passed since the income information was last verified. 	<ul style="list-style-type: none"> In an effort to lease families as quickly as possible and to reduce staff workload, PHA has opted not to re-verify family composition and information related to income and allowances during the leasing process unless there has been a substantial change in income and allowances or a change in family composition. PHA will use the definition of substantial difference to identify substantial changes in income. Only if more than 180 days have passed since the income information previously was verified by PHA
Chapter 12: Continued Occupancy				
4.	Over-Income Families 12.3	PIH Notice 2019-11	<ul style="list-style-type: none"> Not previously included in the ACOP. 	<ul style="list-style-type: none"> PHA will update the over-income limits in the ACOP no later than 60 days after HUD publishes the new income limits.
Chapter 15: Transfer Policy				
5.	Transfer Offers 15.17	PHA	<ul style="list-style-type: none"> Updated policy to reflect requirement for households with emergency transfers to accept and lease units within 3 business days 	<ul style="list-style-type: none"> <u>Emergency Transfers:</u> Tenants must <u>accept</u> and execute a lease unit within three (3) business days of the date the unit is offer is communicated by PHA. Exceptions to this policy will be made on a case-by-case basis. <u>All Other Transfers:</u> Tenants must <u>accept</u> a unit within three (3) business days of the date the unit offer is communicated by PHA and will be required

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			from the date the unit offer is communicated by PHA.	<p>to execute a lease within five (5) business days from the date of unit offer. Exceptions to this policy will be made on a case-by-case basis.</p> <ul style="list-style-type: none"> Acceptance of a unit must be made in writing. <p>The tenant must accept a unit within three (3) business days of the date the offer is communicated by PHA. Acceptance of a unit must be made in writing.</p>
Chapter 21: Reasonable Accommodations				
6.	Occupancy of Accessible Units under the Centralized Tracking System 21.22.1	PHA	<ul style="list-style-type: none"> Removed the language regarding a forthcoming web-based system. 	<ul style="list-style-type: none"> PHA will prepare and regularly update an inventory of all accessible units for PHA and AME sites. The inventory will identify the development name, address, bedroom size and accessibility features for the units. The inventory information and instructions for applying for PHA/AME housing will be available at all PHA and AME management offices and other sites where applications are processed including a forthcoming web-based system.