

## FY10 PHA ADMIN PLAN CHANGES

1. In the Definition and Clarification section add the definition of:
  - “Bedroom- A room large enough for a bed with a locking door to the hallway with a closet and pole to hang clothes. Room must conform to Virginia Maintenance Code and 1993 revised Loudoun County zoning ordinance for a bedroom.
2. In the Definition and Clarification section add the definition:
  - Welfare-to-Work- A program which allows some applicants who are on Temporary Assistance for Needy Families (TANF), have been on TANF in the past 3 years, or are TANF eligible to receive their voucher earlier than others on the waiting list in exchange for the client’s agreement to work or be in training full-time, or look for work full-time.
3. In section 3.2.1 (Oral or Written Third Party Verification) add EIV/UIV to the section title and, “The HUD EIV (Enterprise Income Verification)/ UIV (Upfront Income Verification) will be used as the method of verifying income. Standard third party verification (as listed in this administrative plan) will be used if EIV/UIV information is not available, known to be inaccurate, not up-to-date (more than 12 months old), or if the tenant disputes the information provided by the EIV/UIV system.

EIV/UIV information is to be considered confidential and may only be utilized for the intended purpose of verifying income for eligibility and continued eligibility. The EIV/UIV data is subject to the provisions of the Federal Privacy Act (5 USC 522, as amended by Public Law 104-231, 110 Stat 3048) and any related amendments.

4. In to section 3.3.2 (Verification of Age) add:
  - “If the applicant was born in a country in which no official records are kept or are not available, other government issued documentation such as (but not limited to) a driver’s license, non-driver’s identification, ICE or social security establishing age will be acceptable proof of age”.
5. Under section 3.4 (Waiting List Administration) add the requirement that an applicant who reaches the top of the waiting list will be given two (2) opportunities to attend a meeting in which they will receive their voucher when funds/vouchers are available. If they fail to attend either meeting, their case will be closed (taken off the waiting list). Exceptions can be made on a case-by-case basis by the PHA Executive Director or their designee. Exceptions will be made as a reasonable accommodation for a disabled person and on a case-by-case basis for others as determined by the PHA Executive Director or their designee. Any applicant that is removed from the waiting list will have the right to an Informal Review to appeal the decision.

6. In section 3.4 (Waiting List Administration), delete “An applicant may apply either by telephone (703) 777-0353 V/TTY or as a walk-in on the third Wednesday of each month between 9:00 a.m. and 1:30 p.m. DFS will not accept applicant calls that place staff on hold. An applicant must speak to a live person (i.e. the applicant cannot leave a message). The preliminary application will be screened for Income Eligibility, Family Status, Bedroom Size and County Residency/Employment In or Out of County. Unless the applicant appeared in person, the original Pre-application will be mailed to the applicant with a cover letter requesting review and signature(s). The applicant must return the Pre-application to DFS within the time specified in the cover letter sent with the Pre-application. A copy of the cover letter and application will be retained with the applicant’s file.

Add, “When the HCV waiting list is open, an applicant can complete a preliminary application online, have a preliminary application mailed to them, or pick up a preliminary application at DFS at the advertised date and time. All preliminary applications will be date/time stamped upon receipt. The preliminary application will be screened for Income Eligibility, Family Status, Bedroom Size and County Residency/Employment In or Out of County. Preliminary application sent by mail or picked up at DFS must be received by DFS within 2 weeks of the day sent/given. The preliminary application will be kept in the applicant’s file.”

7. Add in section 3.5 (Applicant Selection Process), “All family members must provide verification of Social Security number regardless of age (proof that a social security card has been applied for will be accepted for a reasonable time period). Delete, “All family members must provide verification of Social Security number, except children under the age of 6 months.”
8. Add in section 3.5 (Applicant Selection Process), Applicants who have been invited to receive their voucher shall receive no more than 30 days to produce all documentation required. Applicants that do not comply with this requirement will be closed and will have to re-apply to the waiting list. Exceptions will be made as a reasonable accommodation for a disabled person and on a case-by-case basis for others as determined by the PHA Executive Director or their designee.
9. In section 3.8 “Non Citizen Rule” add, “DFS verifies immigration status of non U.S. citizens through the INS SAVE system or other approved system”. Delete “DFS must follow procedures established in the DFS policy manual”.
10. Under section 3.11 (Subsidy Standards), add the requirement that if additional rent is being charged by a landlord due to the tenant’s request for the following that the tenant will receive no HCV subsidy for the additional amount of rent involved:
  - The tenant has a pet(s) and there is a cost above normal rent.
  - A washer/dryer is provided at cost above normal rent.
11. In section 4.1.2 (Voucher Extensions) add, “Voucher deadlines will not be extended for applicants receiving their voucher for the first time beyond the initial 60 days for which it

is issued. Exceptions will be made as a reasonable accommodation for a disabled person and on a case-by-case basis for others as determined by the PHA Executive Director or their designee”.

12. In section 8.2 (Criminal Background checks), delete “A criminal background and sex offender registry search from the Virginia State Police for Virginia residents (or from the law enforcement agency or court in the jurisdiction the applicant lives) must be provided to DFS on every individual 18 years of age and older, who applies to the program DFS will obtain the report for Virginia residents and the client must provide this report if not a resident of Virginia.”  
Add “A criminal background and sex offender registry search will be performed by DFS for all individuals 18 years of age or older who applies for assistance as part of the intake process for the HCV program.”
13. In section 8.4 (Annual Recertification) Add that notice of annual recertification and change in rent breakdown shall be sent to client and landlords electronically when possible. Regular mail will be used for notification only if it is not possible to send the notice electronically.
14. In section 8.5 (Interim Redetermination of Family Income and Composition) add that notice of change in rent breakdown shall be sent to client and landlords electronically when possible. Regular mail will be used for notification only if it is not possible to send notice electronically.
15. In section 17.2 (When Violations are Discovered), add that in case of a unit failing HQS inspection notice shall be sent to clients/landlords electronically when possible. HCV staff must request and receive verification of receipt of the notice from the client/landlord. If verification of receipt of the electronic fail notice is not received within one business day or it is not possible to send electronically, the fail notice must be sent regular and certified mail to the landlord and regular mail to the tenant If the fail items are the tenant’s responsibility, the fail notice must be sent regular and certified mail to the tenant
16. Under section 18.1 (HUD’s Housing Quality Standards), add the following requirements for HQS inspections:
  - Locks must work on all sliding glass doors.
  - Windows must open, close and stay up without having items to prop them open.
  - All appliances must be kept in working order. If an appliance is removed, a reduction in allowable rent will be considered.
  - Closet doors must operate properly. Closet doors taken off may result in a reduction of allowable rent.
17. Change any reference to HAPPY software to Harmony software.