



## HELPFUL HINTS

Since the program is in its fourth year of implementation and several sites have received additional vouchers as a result of the reallocations and/or have undergone modifications in policies and procedures, now would be a good time to review our programs from an administrative perspective to ensure that we remain in compliance with HUD regulations and are continuing to achieve the goals set forth for the WtW program. Please use the following HELPFUL HINTS as a guideline. Contact your TA provider if you have questions or need assistance implementing anything listed in this checklist.

- ❑ Are your WtW policies and procedures clearly described in your PHA Administrative Plan? If not, you must update your plan immediately to reflect these new policies and procedures. **Note: HUD must approve significant changes made to the PHA's five-year or Annual Plan.**

**Please review the items below to ensure that all items are being properly addressed.**

- ❑ How do you document that you are meeting the basic requirements of the WtW programs stated in the NOFA issued on March 8, 1999? Please review the NOFA.
- ❑ What type of documentation is reflected in your files to demonstrate that WtW participants meet the program eligibility requirements?  
The family:
  - Is eligible to receive assistance or services funded by TANF
  - Is currently receiving assistance or services funded by TANF
  - Has received assistance or services funded by TANF within the last two years**(Housing choice voucher tenant based assistance must be determined to be critical to the family's ability to successfully obtain or retain employment)**
- ❑ Are you documenting participant's files properly to reflect all pertinent information and activity required by the housing choice voucher program?
- ❑ WtW participants must be selected from the housing choice voucher waiting list. If the waiting list is closed, the PHA cannot add individuals to its waiting list, but can use referrals to identify families that are already on its waiting list. If the waiting list is currently closed and there are no eligible families on the list, you must re-open it to accept new referrals.
- ❑ Eligible WtW families on your housing choice voucher waiting list must be selected in accordance with the established selection policies in your PHA Administrative Plan?
- ❑ Any discretionary policies such as those affecting selection of families from the waiting list and termination policies must be addressed in the PHA Administrative Plan.
- ❑ While WtW families are encouraged to participate in the Family Self-Sufficiency program, it is important to remember that FSS is a voluntary program and not a requirement for WtW participants.
- ❑ The term of the WtW obligation will continue until HUD determines that it will no longer provide funding for the program.
- ❑ If housing choice voucher rental assistance for a WtW family is terminated, available WtW rental assistance must be provided to another housing choice voucher WtW eligible family. You must document that turnover WtW vouchers are being re-issued to other WtW eligible families.