

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

FOR THE

PUBLIC HOUSING PROGRAM  
SALEM HOUSING AUTHORITY

Effective August 2011  
Rev. 10/01/2007  
Rev. 05/01/2008  
Rev. 09/15/2009  
Rev. 7/13/2010  
Rev. 09/12/11

---

## Chapter 1

### OVERVIEW OF THE PROGRAM AND PLAN

INTRODUCTION	1-1
<b>PART I: THE PHA</b>	
I.A. Overview	1-2
I.B. Organization And Structure Of SHA	1-3
I.C. SHA Mission	1-3
I.D. The PHA's Commitment To Ethics And Service	1-3
<b>PART II: THE PUBLIC HOUSING PROGRAM</b>	
II.A. Overview And History Of The Program	1-5
II.B. Public Housing Program Basics	1-6
II.C. Public Housing Partnerships	1-6
II.D. Applicable Regulations	1-10
<b>PART III: THE ADMISSIONS AND CONTINUED OCCUPANCY POLICIES</b>	
III.A. Overview And Purpose Of The Policy	1-11
III.B. Contents Of The Policy	1-11
III.C. Updating And Revising The Policy	1-12

## Chapter 2

### FAIR HOUSING AND EQUAL OPPORTUNITY

INTRODUCTION	2-1
<b>PART I: NONDISCRIMINATION</b>	
I.A. Overview	2-2
I.B. Nondiscrimination	2-3

## **PART II: PERSONS WITH DISABILITIES**

II.A. Overview	2-5
II.B. Definition Of Reasonable Accommodation	2-5
II.C. Request For An Accommodation	2-9
II.D. Verification Of Disability	2-9
II.E. Approval/Denial Of A Requested Accommodation	2-11
II.F. Program Accessibility For Persons With Hearing Or Vision Impairments	2-11
II.G. Physical Accessibility	2-12
II.H. Denial Or Termination Of Assistance	2-13

## **PART III: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

III.A. Overview	2-14
III.B. Oral Interpretation	2-14
III.C. Written Translation	2-15
III.D. Implementation Plan	2-15

## **EXHIBITS**

2-1: Definition Of A Person With A Disability Under Federal Civil Rights Laws	2-17
---	------

### **Chapter 3**

#### **ELIGIBILITY**

INTRODUCTION	3-1
--------------	-----

## **PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS**

I.A. Overview	3-2
I.B. Family And Household	3-2
I.C. Family Break-Up And Remaining Member Of Tenant Family	3-3

I.D.	Head Of Household	3-4
I.E.	Spouse, Cohead, And Other Adult	3-4
I.F.	Dependent	3-4
I.G.	Full-Time Student	3-5
I.H.	Elderly And Near-Elderly Persons, And Elderly Family	3-5
I.I.	Persons With Disabilities And Disabled Family	3-6
I.J.	Guests	3-6
I.K.	Foster Children And Foster Adults	3-7
I.L.	Absent Family Members	3-7
I.M.	Live-In Aide	3-9

**PART II: BASIC ELIGIBILITY CRITERIA**

II.A.	Income Eligibility And Targeting	3-11
II.B.	Citizenship Or Eligible Immigration Status	3-11
II.C.	Social Security Numbers	3-14
II.D.	Family Consent To Release Of Information	3-18

**PART III: DENIAL OF ADMISSION**

III.A.	Overview	3-19
III.B.	Required Denial Of Admission	3-19
III.C.	Other Permitted Reasons For Denial Of Admission	3-22
III.D.	Screening	3-26
III.E.	Criteria For Deciding To Deny Admission	3-29
III.F.	Prohibition Against Denial Of Assistance To Victims Of Domestic Violence, Dating Violence, And Stalking	3-31
III.G.	Notice Of Eligibility Or Denial	3-31

## **EXHIBITS**

3-1: Detailed Definitions Related To Disabilities	3-33
---	------

### **Chapter 4**

#### **APPLICATIONS, WAITING LIST AND TENANT SELECTION**

INTRODUCTION	4-1
--------------	-----

#### **PART I: THE APPLICATION PROCESS**

I.A. Overview	4-3
I.B. Applying For Assistance	4-3
I.C. Accessibility Of The Application Process	4-4
I.D. Placement On The Waiting List	4-5

#### **PART II: MANAGING THE WAITING LIST**

II.A. Overview	4-7
II.B. Organization Of The Waiting List	4-7
II.C. Opening And Closing The Waiting List	4-8
II.D. Family Outreach	4-9
II.E. Reporting Changes In Family Circumstances	4-10
II.F. Updating The Waiting List	4-11

#### **PART III: TENANT SELECTION**

III.A. Overview	4-13
III.B. Selection Method	4-13
III.C. Notification Of Selection	4-19
III.D. The Application Interview	4-20
III.E. Final Eligibility Determination	4-21

## Chapter 5

### OCCUPANCY STANDARDS AND UNIT OFFERS

INTRODUCTION	5-1
<b>PART I: OCCUPANCY STANDARDS</b>	
I.A. Overview	5-1
I.B. Determining Unit Size	5-2
I.C. Exceptions To Occupancy Standards	5-3
<b>PART II: UNIT OFFERS</b>	
II.A. Overview	5-5
II.B. Number Of Offers	5-5
II.C. Time Limit For Unit Offer Acceptance Or Refusal	5-6
II.D. Refusals Of Unit Offers	5-6
II.E. Accessible Units	5-8
II.F. Designated Housing	5-8

## Chapter 6

### INCOME AND RENT DETERMINATIONS

INTRODUCTION	6-1
<b>PART I: ANNUAL INCOME</b>	
I.A. Overview	6-2
I.B. Household Composition And Income	6-3
I.C. Anticipating Annual Income	6-6
I.D. Earned Income	6-8
I.E. Earned Income Disallowance	6-11
I.F. Business Income	6-13

ACOP TOC 9-12-2011 FINAL

I.G.	Assets	6-15
I.H.	Periodic Payments	6-22
I.I.	Payments In Lieu Of Earnings	6-23
I.J.	Welfare Assistance	6-23
I.K.	Periodic And Determinable Allowances	6-24
I.L.	Additional Exclusions From Annual Income	6-25

## **PART II: ADJUSTED INCOME**

II.A.	Introduction	6-28
II.B.	Dependent Deduction	6-29
II.C.	Elderly Or Disabled Family Deduction	6-29
II.D.	Medical Expenses Deduction	6-29
II.E.	Disability Assistance Expenses Deduction	6-30
II.F.	Child Care Expense Deduction	6-32
II.G.	Permissive Deductions	6-35

## **PART III: CALCULATING RENT**

III.A.	Overview Of Income-Based Rent Calculations	6-36
III.B.	Financial Hardships Affecting Minimum Rent	6-37
III.C.	Utility Allowances	6-38
III.D.	Prorated Rent For Mixed Families	6-39
III.E.	Flat Rents And Family Choice In Rents	6-39

## **EXHIBITS**

6-1:	Annual Income Inclusions	6-42
6-2:	Annual Income Exclusions	6-44
6-3:	Treatment Of Family Assets	6-47

6-4: Earned Income Allowance	6-48
6-5: Effect of Welfare Benefit Reduction	6-50

## **Chapter 7**

### VERIFICATION

INTRODUCTION	7-1
--------------	-----

#### **PART I: GENERAL VERIFICATION REQUIREMENTS**

I.A. Family Consent To Release Of Information	7-2
I.B. Overview Of Verification Requirements	7-2
I.C. Up-Front Income Verification (Uiv)	7-4
I.D. Third-Party Written And Oral Verification	7-7
I.E. Review Of Documents	7-9
I.F. Self-Certification	7-9

#### **PART II: VERIFYING FAMILY INFORMATION**

II.A. Verification Of Legal Identity	7-11
II.B. Social Security Numbers	7-12
II.C. Documentation Of Age	7-14
II.D. Family Relationships	7-15
II.E. Verification Of Student Status	7-16
II.F. Documentation Of Disability	7-16
II.G. Citizenship Or Eligible Immigration Status	7-17
II.H. Verification Of Preference Status	7-18

#### **PART III: VERIFYING INCOME AND ASSETS**

III.A. Earned Income	7-19
----------------------	------

III.B. Business And Self Employment Income	7-19
III.C. Periodic Payments And Payments In Lieu Of Earnings	7-20
III.D. Alimony Or Child Support	7-20
III.E. Assets And Income From Assets	7-21
III.F. Net Income From Rental Property	7-22
III.G. Retirement Accounts	7-22
III.H. Income From Excluded Sources	7-22
III.I. Zero Annual Income Status	7-23

**PART IV: VERIFYING MANDATORY DEDUCTIONS**

IV.A. Dependent And Elderly/Disabled Household Deductions	7-24
IV.B. Medical Expense Deduction	7-24
IV.C. Disability Assistance Expenses	7-26
IV.D. Child Care Expenses	7-28
IV.E. Interview/Verification Time Limits	7-28

**EXHIBITS**

7-1: Excerpt from HUD Verification Guidance Notice	7-31
--	------

**Chapter 8**

**LEASING AND INSPECTIONS**

INTRODUCTION	8-1
--------------	-----

**PART I: LEASING**

I.A. Overview	8-1
I.B. Lease Orientation	8-1
I.C. Execution Of Lease	8-2
I.D. Modifications To The Lease	8-3

I.E.	Security Deposits	8-4
I.F.	Payments Under The Lease	8-5

**PART II. INSPECTIONS**

II.A.	Overview	8-9
II.B.	Types Of Inspections	8-9
II.C.	Notice And Scheduling Of Inspections	8-10
II.D.	Inspection Results	8-11

**Chapter 9**

**REEXAMINATIONS**

**INTRODUCTION**

9-1

**PART I: ANNUAL REEXAMINATIONS FOR FAMILIES PAYING**

**INCOME BASED RENTS**

I.A.	Overview	9-2
I.B.	Scheduling Annual Reexaminations	9-2
I.C.	Conducting Annual Reexaminations	9-3
I.D.	Effective Dates	9-5

**PART II: REEXAMINATIONS FOR FAMILIES PAYING FLAT RENTS**

II.A.	Overview	9-8
II.B.	Full Reexamination Of Family Income And Composition	9-8
II.C.	Reexamination Of Family Composition (“Annual Update”)	9-7

**PART III: INTERIM REEXAMINATIONS**

III.A.	Overview	9-8
III.B.	Changes in Family and Household Composition	9-8

III.C. Changes Affecting Income or Expenses	9-11
III.D. Processing Interim Reexaminations	9-12
<b>PART IV: RECALCULATING TENANT RENT</b>	
IV.A. Overview	9-14
IV.B. Changes In Utility Allowances	9-14
IV.C. Notification Of New Tenant Rent	9-14
IV.D. Discrepancies	9-15

## **Chapter 10**

### PETS

INTRODUCTION	10-1
<b>PART I: ASSISTANCE ANIMALS</b>	
I.A. Overview	10-2
I.B. Approval Of Assistance Animals	10-2
I.C. Care And Handling	10-3
<b>PART II: PET POLICIES FOR ALL DEVELOPMENTS</b>	
II.A. Overview	10-4
II.B. Management Approval Of Pets	10-4
II.C. Standards For Pets	10-5
II.D. Pet Rules	10-7
<b>PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS</b>	
III.A. Overview	10-12
III.B. Pet Deposits	10-12

III.C. Other Charge	10-13
---------------------	-------

## **PART IV: PET DEPOSITS AND FEES IN GENERAL**

### OCCUPANCY DEVELOPMENTS

IV.A. Overview	10-15
----------------	-------

IV.B. Pet Deposits	10-15
--------------------	-------

IV.C. Non-Refundable Nominal Pet Fee	10-16
--------------------------------------	-------

IV.D. Other Charges	10-16
---------------------	-------

### **EXHIBITS:**

10-A Assistance Animal Guidelines for Tenants	10-18
---	-------

10-B Assistance Animal Registration Form	10-22
--	-------

10-C Addendum to Lease – Assisted Animals	10-23
---	-------

10-D Pet Registration Forms – Senior & Elderly RLT	10-24
--	-------

10-E Pet Registration Forms – General Occupancy	10-27
---	-------

10-F Addendum to PH Lease – Pets	10-28
----------------------------------	-------

## **Chapter 11**

### COMMUNITY SERVICE

INTRODUCTION	11-1
--------------	------

## **PART I: COMMUNITY SERVICE REQUIREMENT**

I.A. Overview	11-1
---------------	------

I.B. Requirements	11-2
-------------------	------

I.C. Determination Of Exemption Status And Compliance	11-4
---	------

I.D. Documentation And Verification	11-6
-------------------------------------	------

I.E. Noncompliance	11-7
--------------------	------

## **PART II: IMPLEMENTATION OF COMMUNITY SERVICE**

II.A. OVERVIEW	11-10
----------------	-------

### **EXHIBITS**

11-1. Community Service And Self-Sufficiency Policy	11-12
---	-------

11-2. Definition Of A Person With A Disability Under Social Security Acts 216(I)(L) And Section 1416(Excerpt) For Purposes Of Exemption From Community Service	11-15
---	-------

## **Chapter 12**

### **TRANSFER POLICY**

INTRODUCTION	12-1
<b>PART I: EMERGENCY TRANSFERS</b>	
I.A. Overview	12-2
I.B. Emergency Transfers	12-2
I.C. Emergency Transfer Procedures	12-2
I.D. Costs Of Transfer	12-2
<b>PART II: PHA REQUIRED TRANSFERS</b>	
II.A. Overview	12-4
II.B. Types Of Pha Required Transfers	12-4
II.C. Adverse Action	12-7
II.D. Cost Of Transfer	12-7
<b>PART III: TRANSFERS REQUESTED BY TENANTS</b>	
III.A. Overview	12-8
III.B. Types Of Resident Requested Transfers	12-8
III.C. Eligibility For Transfer	12-10
III.D. Security Deposits	12-11
III.E. Cost Of Transfer	12-11
III.F. Handling Of Requests	12-11
<b>PART IV: TRANSFER PROCESSING</b>	
IV.A. Overview	12-13

IV.B. Transfer List	12-13
IV.C. Transfer Offer Policy	12-13
IV.D. Good Cause For Unit Refusal	12-14
IV.E. Deconcentration	12-15
IV.F. Reexamination Policies For Transfers	12-15
IV.G. Resident Rent Charges When Transferring from One Unit to Another	12-16

## **Chapter 13**

### LEASE TERMINATIONS

INTRODUCTION	13-1
<b>PART I: TERMINATION BY TENANT</b>	
I.A. Tenant Chooses To Terminate The Lease	13-3
<b>PART II: TERMINATION BY PHA – MANDATORY</b>	
II.A. Overview	13-4
II.B. Failure To Provide Consent	13-4
II.C. Failure To Document Citizenship	13-4
II.D. Failure To Provide Social Security Documentation	13-4
II.E. Failure To Accept The Pha's Offer Of A Lease Revision	13-5
II.F. Methamphetamine Conviction	13-5
II.G. Noncompliance With Community Service Requirements	13-5
<b>PART III: TERMINATION BY PHA – OTHER AUTHORIZED REASONS</b>	
III.A. Overview	13-6
III.B. Mandatory Lease Provisions	13-7
III.C. Other Authorized Reasons For Termination	13-13

III.D.	Alternatives To Termination Of Tenancy	13-15
III.E.	Criteria For Deciding To Terminate Tenancy	13-16
III.F.	Prohibition Against Terminating Tenancy Of VictimsOf Domestic Violence, Dating Violence, Or Stalking (See Chapter 17)	13-18

**PART IV: NOTIFICATION REQUIREMENTS, EVICTION PROCEDURES AND RECORD KEEPING**

IV.A.	Overview	13-19
IV.B.	Conducting Criminal Records Checks	13-19
IV.C.	Disclosure Of Criminal Records To Family	13-19
IV.D.	Lease Termination Notice	13-20
IV.E.	Eviction	13-22
IV.F.	Notification To Post Office	13-23
IV.G.	Record Keeping	13-23

**Chapter 14**

**GRIEVANCES AND APPEALS**

INTRODUCTION	14-1
--------------	------

**PART I: INFORMAL HEARINGS FOR PUBLIC HOUSING APPLICANTS**

I.A.	Overview	14-2
I.B.	Informal Hearing Process	14-3

**PART II: INFORMAL HEARINGS WITH REGARD TO NONCITIZENS**

II.A.	Hearing and Appeal Provisions for Noncitizens	14-6
-------	---	------

**PART III: GRIEVANCE PROCEDURES FOR PUBLIC HOUSING RESIDENTS**

III.A.	Requirements	14-10
III.B.	Definitions	14-10
III.C.	Applicability	14-11

III.D. Informal Settlement Of Grievance	14-12
III.E. Procedures To Obtain A Hearing	14-12
III.F. Selection Of Hearing Officer/Panel	14-15
III.G. Procedures Governing The Hearing	14-15
III.H. Decision Of The Hearing Officer/Panel	14-18

## Chapter 15

### PROGRAM INTEGRITY

INTRODUCTION	15-1
<b>PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE</b>	
I.A. Preventing Errors And Program Abuse	15-2
I.B. Detecting Errors And Program Abuse	15-2
I.C. Investigating Errors And Program Abuse	15-4
<b>PART II: CORRECTIVE MEASURES AND PENALTIES</b>	
II.A. Under- Or Overpayment	15-6
II.B. Family-Caused Errors And Program Abuse	15-6
II.C. Pha-Caused Errors Or Program Abuse	15-8
II.D. Criminal Prosecution	15-9
II.E. Fraud And Program Abuse Recoveries	15-9

## Chapter 16

### PROGRAM ADMINISTRATION

INTRODUCTION	16-1
<b>PART I: SETTING UTILITY ALLOWANCES</b>	
I.A. Overview	16-2

I.B.	Utility Allowances	16-2
I.C.	Surcharges For Pha-Furnished Utilities	16-3
I.D.	Notice Requirements	16-4
I.E.	Reasonable Accommodation	16-4

**PART II: ESTABLISHING FLAT RENTS AND PUBLIC HOUSING MAXIMUM RENTS**

II.A.	Overview	16-5
II.B.	Flat Rents	16-5
II.C.	Public Housing Maximum Rents	16-6

**PART III: FAMILY DEBTS TO THE PHA**

III.A.	Overview	16-8
III.B.	Repayment Policy	16-10

**PART IV: PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)**

IV.A.	Overview	16-12
IV.B.	PHAS Indicators	16-12
IV.C.	PHAS Scoring	16-12

**PART V: RECORD KEEPING**

V.A.	Overview	16-16
------	----------	-------

**PART VI: REPORTING REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL**

VI.A.	Reporting Requirements	16
VI.B.	Notification of Tenants	17

## Chapter 17

### VIOLENCE AGAINST WOMEN ACT

INTRODUCTION	17-1
<b>PART I: PROHIBITING DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC OR DATING VIOLENCE, OR STALKING (Pub. L. 109-162)</b>	
I.A. Overview	17-2
I.B. Definitions As Used In VAWA (24 FR 5.2003)	17-2
<b>PART II: VAWA PROTECTIONS</b>	
II.A. VAWA Protections (24 CFR 5.2005)	17-4
<b>PART III: DOCUMENTING THE OCCURENCE OF DOMESTIC OR DATING VIOLENCE, OR STALKING</b>	
III.A. Documenting The Cccurrence Of Domestic Violence, Dating Violence Or Stalking	17-6
<b>PART IV: REMEDIES AVAILABLE TO VICTIMS OF DOMESTIC OR DATING VIOLENCE, OR STALKING</b>	
IV.A. Remedies Available To Victims of Domestic Violence, Dating Violence Or Stalking (24 CFR 5.2009)	17-8

## Chapter 18

### GLOSSARY

Glossary	18-1
----------	------