



Legislation Text

File #: 17-1745, **Version:** 1

Resolution to Amend the Administrative Plan Regarding New Additions to Project-Based Voucher Households

The Ann Arbor Housing Commission's Housing Choice Voucher Administrative Plan details its policies and procedures for the management of its Housing Choice Voucher (HCV) Program. The AAHC periodically revises the Plan to reflect changes in HUD policies and changes in AAHC policies.

The board approved an amendment to the Administrative Plan in August 2017 in response to HUD PIH Notice 2016-05 HA. HUD no longer requires the AAHC to conduct an interim income examination whenever a resident is added to a household. The AAHC must still conduct other eligibility screenings such as criminal background checks etc. but the income will not be added until the next annual income certification.

The board adopted the following language (underlined):

The PHA will not conduct interim reexamination to add a new family member, live-in aide, foster child, or foster adult; including new members under the age of 6. A full reexamination of income and household composition will be conducted at the families annual reexamination.

At annual reexamination, the families must request PHA approval to add a new family member, live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 30 consecutive days or 90 cumulative days within a 12-month period and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by the PHA prior to the individual moving into the unit.

The PHA will not approve the addition of a new family or household member unless the individual meets the PHA's eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).

After the board adopted this resolution, there was further discussion among AAHC management staff regarding the potential impact of this policy on families who live in project-based voucher housing. Project-based housing in unit-size specific and HUD and the City have maximum occupancy limits.

The policy already allows a family to put in a transfer request for a larger unit if they expect their family size to increase beyond the occupancy standard of the unit they live in. For project-based voucher tenants, they can move mid-lease but only if there is a unit available in the bedroom size that needed for the family size. For tenant-based voucher tenants, they can automatically request to add family members at their annual income re-certifications and move to a new and larger unit when they renew their lease.

Consequently, Property Management staff requested that we add additional language to the policy to make it clear to project-based voucher residents that if the additional family members would make the residents out of compliance with occupancy standards, then the additions cannot be approved.

Staff recommend adoption of the language below to clarify the policy regarding adding family or household members for PBV units:

The PHA will not approve the addition of a new household member for PBV units unless the household size meets the PHA's eligibility requirements for occupancy standards (see Chapter 17).

This policy would not prohibit the AAHC from adding new household member for PBV units if the AAHC has a vacant unit that does meet the new household size that the household can be moved to.

Prepared and Approved by Jennifer Hall, Executive Director

WHEREAS, The Ann Arbor Housing Commission's Housing Choice Voucher Administrative Plan details its policies and procedures for the management of its Housing Choice Voucher (HCV) Program; and

WHEREAS, the policy language regarding adding household members to PBV units needs to be clarified so that the resident understands that the AAHC cannot approve an additional member if adding that member causes the household to exceed the occupancy standard for the unit;

"The PHA will not approve the addition of a new household member for PBV units unless the household size meets the PHA's eligibility requirements for occupancy standards (see Chapter 17)."

WHEREAS, This policy would not prohibit the AAHC from adding new household member for PBV units if the AAHC has a vacant unit that does meet the new family or household size that the household can be moved to;

RESOLVED, that the Board of the Ann Arbor Housing Commission approve these revisions as described in the memorandum above, to the Administrative Plan to take effect on April 1, 2018.