

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### INTRODUCTION

PHAs may but are not required to administer certain types of special purpose vouchers.



**Decision Point:** Will the PHA administer any special purpose vouchers?

(Model plan, p. 19-1)

#### Things to Consider

- The model plan chooses as its default policy to state that the PHA does offer special purpose vouchers but leaves it to the PHA to enter information on which programs it administers. This will allow PHAs to select which special purpose vouchers to offer based on the requirements of their jurisdiction.
- You may delete the sections in the remainder of the chapter for the special purpose voucher types the PHA does not list under Option 1 and renumber the remaining sections accordingly.
- If a PHA decides not to offer any special purpose vouchers, select Option 2, and delete the remainder of the chapter.

**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.



*Option 1: Use the model plan language shown below, listing the special purpose vouchers administered by the PHA.*

The PHA will administer the following types of special purpose vouchers:

- Family Unification Program (FUP)
- Foster Youth to Independence (FYI) program
- Veterans Affairs Supportive Housing (VASH)
- Mainstream
- Non-Elderly Disabled (NED)



*Option 2: Delete the model plan language. Complete and insert the language below.*

The PHA does not administer any special purpose vouchers.



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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### PART I: FAMILY UNIFICATION PROGRAM (FUP)

#### 19-I.A. PROGRAM OVERVIEW [Fact Sheet, Housing Choice Voucher Program Family Unification Program (FUP)]

##### Overview

This section is an overview of the FUP program. **No policy decisions are required.**

##### Assigning Vouchers [FUP FAQs]

A PHA administering FUP may assign a specific number or percentage of FUP vouchers to FUP youth and a specific number or percentage to FUP families.



**Decision Point: Will the PHA assign specific numbers or percentages of FUP vouchers to FUP youths and FUP families? (Model plan, p. 19-3)**

##### Things to Consider

- If the PHA decides to implement a voucher assignment, it must be described in the administrative plan.
- HUD provides an example of such an assignment in the FUP FAQs and states that if a PHA is awarded 100 FUP vouchers, the PHA may assign 40 of their awarded FUP vouchers to youths and 60 to families.
- The PHA must consider local housing needs for both populations when making this determination and must maintain the documentation supporting the decision [FUP FAQs].
- The PHA may not limit FUP to either families or youths. By Statute, both populations are eligible for assistance under FUP. The PHA may not exclude a statutorily eligible population from participating [2019 FUP NOFA FAQs].
- In order to provide the PHA with maximum flexibility, the model plan chooses not to implement such a cap.
- One of the advantages of assigning a specific number or percentage of FUP vouchers for FUP-eligible youths and a specific number or percentage for FUP-eligible families is that the actual number of FUP vouchers used by FUP-eligible youths is less likely to decrease over time. This is because when a FUP voucher is given to a FUP-eligible youth, that voucher is available for turnover after 36 to 60 months' worth of assistance, and if that voucher is re-allocated to a FUP-eligible family (whose assistance is not time-limited), the number of FUP vouchers in use by FUP-eligible youths could shrink over time, as the number of FUP vouchers in use by FUP-eligible families grows.

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*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA has not designated any specific number or percentage of FUP vouchers for youths or families. The PHA will serve all referrals that meet program eligibility requirements, up to the PHA's FUP voucher allocation.



*Option 2: Delete the model plan language and insert the language below, including the numbers of FUP vouchers to be assigned and the documentation to support the determination.*

The PHA will assign a specific percentage of FUP vouchers to youth and to families. The PHA will assign **[insert number]** of their awarded FUP vouchers to youths and **[insert number]** of their awarded FUP vouchers to families.

The PHA has taken into consideration local housing needs for both populations in making this determination. **[Insert documentation to support this determination]**



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

The PHA will assign a specific percentage of FUP vouchers to youth and to families. The PHA will assign **eight** of their awarded FUP vouchers to youths and **twenty-four** of their awarded FUP vouchers to families.

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### 19-I.B. PUBLIC CHILD WELFARE AGENCY (PCWA)

In order to administer the program, the PHA must form a partnership with a local Public Child Welfare Agency (PCWA) who is responsible for determining the family or youth meets FUP eligibility requirements and referring them to the PHA. For FUP youth, the PCWA also provides supportive services once they are admitted to the program.



**Decision Point: Which PCWAs will the PHA partner with to administer the program? (Model plan, p. 19-3)**

#### Things to Consider

- *PCWA* is defined as the public agency responsible under applicable state law for determining that a child is at imminent risk of placement in out-of-home care or that a child in out-of-home care under the supervision of the public agency may be returned to their family, or that a youth is at least 18 years and not more than 24 years of age and left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older [2019 FUP NOFA].
- A PHA may enter into an MOU with more than one PCWA.
- A PHA that has been awarded FUP vouchers under multiple NOFAs may choose to adopt a single MOU to administer its FUP program.
- The PCWA must certify that the referred FUP applicant meets FUP eligibility requirements unless the PCWA has vested another organization with this authority. The MOU between the PHA and the PCWA should indicate what organizations have this authority and the model policy should be edited to reflect this language.
- FUP referrals can come from other organizations in the community who work with the population, including organizations that the PCWA has contracted with to handle a specific department or division, and through a Continuum of Care's (CoC's) coordinated entry system. In cases where a referral comes from another organization in the community, the PCWA must certify that the FUP applicant meets FUP eligibility requirements, unless the PCWA has vested another organization with this authority. The MOU between the PHA and the PCWA should indicate what organizations have this authority.
- The PHA may wish to insert any MOUs with partnering organizations as an exhibit to this chapter.

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**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.



*Option 1: Use the model plan language shown below, inserting the names of partnering organizations.*

The PHA has entered into an MOU with the following partnering organizations ***DHHS, OCED, and Ozone House.***



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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### Supportive Services

The PCWA must provide supportive services for the period of time defined in the notice or NOFA/O for which the funding was made available to all FUP-eligible youth regardless of their age.



**Decision Point: During what time period will supportive services be offered to FUP youth? (Model plan, p. 19-4)**

#### Things to Consider

- At a minimum, supportive services must be provided for 18 months.
- Although the Housing Opportunities through Modernization Act (HOTMA) extended a FUP youth's maximum assistance period from 18 to 36 months, the requirement for the PCWA to provide supportive services for 18 months did not change.
- Under the 2019 NOFA, the PHA received additional points if the MOU between the PHA and PCWA indicated that supportive services would be provided for more than 18 months, with the most points for those that indicated services would be provided for a full 36-months. Therefore, Option 1 indicates that supportive services will be provided for 36 months. If the PHA's MOU provides for a shorter period, not less than 18 months, the language in the model policy should be edited.
- Further, FR Notice 1/24/22 increased the time maximum time period for assistance from 36 months to up to 60 months in certain cases. The notice states that the PCWA "is responsible for providing or leveraging follow-up supportive services... for the period defined in the notice or Notice of Funding Availability/Opportunity (NOFA/O) for which the funding was made available." Therefore, the PHA should consult the NOFA/O under which funding was made available prior to selecting Option 1.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PCWA will provide supportive services for all FUP youth for a period of 36 months.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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**Decision Point: Will additional supportive services be provided beyond what is required under FUP program guidelines? (Model plan, p. 19-4)**

Things to Consider

- At a minimum, the PCWA or a designated agency or organization under contract with the PCWA must provide the supportive services listed in the administrative plan.
- As identified in the MOU, additional supportive services may be offered.
- Examples of additional supportive services may include housing search assistance in low-poverty census tracts, including working with landlords to secure appropriate eligible units, mobility assistance through pre-move and post-move counseling, and cash assistance.
- Since language on additional supportive services will be specific to the PHA, Option 1 states additional supportive services will not be offered. If additional services will be offered, select Option 2 and list the services.



Option 1: Use the model plan language shown below. No changes to the model plan are needed.

Additional supportive services will not be offered.



Option 2: Delete the model plan language. Complete and insert the language below.

In accordance with the PHA's MOU, the following additional supportive services will be provided: **[Insert additional supportive services offered]**



Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### 19-I.C. FUP FAMILY VOUCHERS ELIGIBILITY CRITERIA

This section defines eligibility criteria the PCWA uses to verify families qualify under FUP. **No policy decisions are required.**

### 19-I.D. FUP YOUTH VOUCHER ELIGIBILITY CRITERIA

#### Eligibility Criteria

This section defines eligibility criteria the PCWA uses to verify youth qualify under FUP. **No policy decisions are required.**

### 19-I.E. ASSISTANCE PERIOD [FR Notice 1/24/22]

#### Maximum Assistance Period

Although there is no time limit on FUP family vouchers, FUP youth vouchers are limited by statute. Unless the FUP youth meets an exception outlined in this section of the model plan, after 36 months of assistance, the FUP youth voucher must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the 36-month limitation.

If the FUP youth does meet the requirements outlined below, the statutory limit on FUP assistance is a total of 60 months of FUP voucher assistance [FR Notice 1/24/22]. **No policy decisions are required.**

#### Extension of Assistance

FUP youth who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance). **No policy decisions are required.**



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### Statutory Exceptions

A FUP youth will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA's FSS program if they certify that they meet certain exceptions.

***Exception 1: The FUP youth is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.***



### **Decision Point: How will the PHA define *incapacitated person*? (Model plan, p. 19-8)**

#### Things to Consider

- HUD does not define the term *incapacitated person* but is providing PHAs with flexibility in applying this requirement.
- HUD states that PHAs may choose to apply the definition of *incapacitated person* that has been established under state or local law. Because of this, Option 1 requires the PHA to insert this definition.
- HUD encourages PHAs to apply this exception in a manner that provides extensions of assistance to the broadest population possible consistent with the statutory requirements. Option 1 uses this language in order to allow the PHA to consider a broad range of possibilities.
- The statute does not require that the child or incapacitated person reside in the household in order for the youth to certify that they meet this exception.
- For example, a youth may submit a certification on the basis that they are responsible for the care of a dependent child under the age of six even if the child resides in the household only part of the time due to a shared custody arrangement.
- Similarly, a youth may submit this certification on the basis that they are responsible for the care of an incapacitated person, such as an elderly relative, even if the incapacitated person does not reside in the household.

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**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA defines *incapacitated person* as **[insert definition under state and local law]**.

The PHA will apply this exception in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

The child or incapacitated person is not required to reside in the household in order for the youth to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part-time may qualify the youth for this exception.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

***Exception 2: The FUP youth is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.***



**Decision Point: How will the PHA define *regular and active participation* in a drug addiction or alcohol rehabilitation program? (Model plan, p. 19-9)**

### Things to Consider

- HUD does not define the term *regular and active participation*.
- HUD encourages PHAs to apply this exception in a manner that provides extensions of assistance to the broadest population possible consistent with the statutory requirements. Option 1 uses this language in order to allow the PHA to consider a broad range of possibilities.
- Since the only allowable form of verification is a self-certification, the model policy language does not state that the PHA will verify attendance in such programs.

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will define *regular and active participation* in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

***Exception 3: The FUP youth is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.***



**Decision Point: How will the PHA define *medical conditions*? (Model plan, p. 19-9)**

### Things to Consider

- HUD is not defining the types of medical conditions that may meet this requirement but is providing PHAs with flexibility in applying this requirement.
- HUD encourages PHAs to apply this exception in a manner that provides extensions of FUPY/FYI assistance to the broadest population possible consistent with the statutory requirements.
- Option 1 uses this language in order to allow the PHA to consider a broad range of possibilities.
- Since the only form of verification required is a self-certification, the model policy language does not state that the PHA will verify the existence of such conditions beyond a self-certification.



Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will apply this requirement in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### Education, Workforce Development, or Employment Activities

A PHA's policies implementing its education, workforce development, and employment requirements must be included in its administrative plan.

If a PHA that carries out an FSS program is unable to offer a FUP youth an FSS slot during their first 36 months of receiving FUP youth assistance, the youth is considered to have been "unable to enroll" in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

***Criterion 1: The youth was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.***



**Decision Point: How will the PHA define *recognized postsecondary credential* and *secondary school diploma or recognized equivalent*? (Model plan, p. 19-10)**

#### Things to Consider

- While HUD does not define this term, FR Notice 1/24/22 states that PHA may use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). As such, Option 1 adopts this definition.



**Option 1: Use the model plan language shown below. No changes to the model plan are needed.**

The PHA will use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a *recognized postsecondary credential* as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate's degree, bachelor's degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10-16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a *secondary school diploma or its recognized equivalent* as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

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- ☐ *Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

**Criterion 2: The youth was enrolled in an institution of higher education, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a proprietary institution of higher education or a postsecondary vocational institution under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.**

- ☒ **Decision Point: Will the PHA define a minimum number of classes or credits that a youth must be enrolled in in order to receive an extension of assistance? (Model plan, p. 19-10)**

### Things to Consider

- The statute does not establish a minimum number of classes or credits that a youth must be enrolled in in order to receive an extension of FUPY/FYI assistance under this provision. Conversely, the PHA is not prohibited from establishing such minimum requirements. Therefore, a PHA may, but is not required, to establish a minimum number of classes or credits that a youth must be enrolled in in order to receive an extension of assistance under this provision.
- However, HUD strongly encourages PHAs to establish policies that provide extensions of FUPY/FYI assistance for youth that were engaged in such activities on a part-time basis as long as they meet the requirement to engage in such activities for not less than nine months of the 12-month period preceding each extension.
- If a PHA chooses to establish minimum requirements, HUD encourages the PHA to establish policies that would allow them to make exceptions to such requirements for circumstances beyond the youth's control. Option 1 makes such an exception.
- For example, a PHA may establish a requirement that a youth must be enrolled in education activities on at least a half-time basis but may make exceptions to this requirement if the youth is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where the youth is enrolled.

- ☒ *Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Youth must be enrolled in education activities on at least a half-time basis, as defined by the institution that they attend. However, the PHA may make exceptions to this requirement if the youth is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where the youth is enrolled.

- ☐ *Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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***Criterion 3: The youth was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102).***

No policy decisions are required.

***Criterion 4: The youth was employed.***



**Decision Point: Will the PHA define a minimum number of classes or credits that a youth must be enrolled in in order to receive an extension of assistance? (Model plan, p. 19-11)**

### Things to Consider

- The statute does not establish a minimum number of hours a youth must work in order to receive an extension of FUPY/FYI assistance under this provision. Conversely, the PHA is not prohibited from establishing such minimum requirements. Therefore, a PHA may, but is not required, to establish a minimum number of hours that a youth must work in order to receive an extension of assistance under this provision.
- However, HUD strongly encourages PHAs to establish policies that provide extensions of FUPY/FYI assistance for youth that were engaged in such activities on a part-time basis as long as they meet the requirement to engage in such activities for not less than nine months of the 12-month period preceding each extension. Because of this, the model policy defines *employment* as 20 hours a week, as this is usually considered part-time.
- If the PHA chooses not to define a number of hours for work activities, the PHA should select Option 2.
- If a PHA chooses to establish minimum requirements, HUD encourages the PHA to establish policies that would allow them to make exceptions to such requirements for circumstances beyond the youth's control.
- For example, a PHA may establish a requirement that a youth must work a minimum number of hours per week but may make exceptions to this requirement if the youth's hours are reduced due to circumstances beyond their control or the youth must temporarily reduce their work hours due to a family emergency. Option 1 makes such an exception.

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will consider the youth to be employed if they work a minimum of 20 hours per week. The PHA may make exceptions to this requirement if the youth's hours are reduced due to circumstances beyond their control or the youth must temporarily reduce their work hours due to a verified family emergency.



Option 2: Edit the model plan language or delete it and insert the PHA's policy.

The PHA will not define a number of hours that the youth must be employed.



Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

### FSS Enrollment at 24 Months

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, HUD encourages the PHA to remind the youth at the 24-month reexamination of the education, workforce development, and employment requirements described above so that the youth has enough time to meet these requirements prior to the expiration of the 36-month time period for FUP assistance.



**Decision Point: Will the PHA remind the youth of education workforce development, and employment requirements at the 24-month reexam? (Model plan, p. 19-11)**

#### Things to Consider

- Since HUD encourages PHAs to remind youth at their 24-month reexamination of the education, workforce development, and employment requirements, the model policy adopts this suggestion.



Option 1: Use the model plan language shown below. No changes to the model plan are needed.

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, the PHA will remind the youth at their second regular reexamination of the education, workforce development, and employment requirements described above.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### FSS Enrollment Between 36 and 48 Months

This section discusses FSS enrollment between 36 and 48 months. **No policy decisions are required.**

### FSS Enrollment After 48 Months

The PHA may, but is not required to, offer a FUP youth an FSS slot that becomes available between the 48-month mark and the 60-month mark.



**Decision Point: Will the PHA offer an FSS slot that becomes available between the 48-month and 60-month mark? (Model plan, p. 19-12)**

#### Things to Consider

- Since the youth will have already received their second and final extension, Option 1 states that the PHA will not offer the FSS slot to the youth.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

If an FSS slot becomes available between the 48 and 60-month marks, the PHA will not offer the FSS slot to a FUP youth.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

If an FSS slot becomes available, the PHA will offer the FSS slot to a FUP youth at any time.

### Extensions of Assistance

This section discusses requirements for extension of assistance. **No policy decisions are required.**

### No FSS Program or Unable to Enroll in FSS

This section discusses situations that arise when the PHA does not have an FSS program or is unable to enroll the youth in the FSS program. **No policy decisions are required.**



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### Verification Prior to Annual Reexam

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.



### **Decision Point: How will the PHA verify compliance? (Model plan, p. 19-13)**

#### Things to Consider

- To verify compliance with the FSS requirement, the PHA must examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FUPY/FYI participant is in compliance with FSS program requirements and has not been terminated from the FSS program.
- The PHA must provide the FUPY/FYI youth written notification informing them that they may receive an extension of their FUPY/FYI assistance if they meet one of the statutory conditions and providing instructions on how the youth may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month time period or 48-month time period, as applicable, to allow the FUPY/FYI youth to demonstrate that they meet one of these statutory conditions and for the PHA to conduct an annual reexamination prior to the expiration of the FUPY/FYI assistance. Therefore, Option 1 states that written notice will be sent 60 days prior to the scheduled reexamination date.
- In order for the FUPY/FYI youth to meet the education, workforce development, or employment requirement, the youth must demonstrate to the PHA that they were engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of the 36-month or 48-month time period, as applicable. Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FUPY/FYI youth may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FUPY/FYI youth will still be considered to have met the requirements. The model policy adopts this language.
- In order for the FUPY/FYI youth to meet one of the statutory exceptions, the youth must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FUPY/FYI youth must submit in order to demonstrate that they meet one of these exceptions. The model policy states this in Option 1 to make clear that no additional documentation will be required.

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods prior to the FUP youth's scheduled annual reexamination. The PHA will not verify compliance at the end of the 60-month time period.

The PHA will provide each FUP youth on the PHA's program with a written notification informing them that they may receive an extension of their FUP assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to their scheduled annual reexamination date. When necessary, the PHA will provide this notification in a format accessible to FUP youth with disabilities and in a translated format for FUP youth with limited English proficiency in accordance with Chapter 2.

The PHA will use the following verification methods to verify a FUP youth's eligibility for voucher extensions:

To verify compliance with the FSS requirement, the PHA will examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FUP youth participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, the PHA will verify that the FUP youth was engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of the 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FUP youth may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FUP/FYI youth will still be considered to have met the requirements.

In order for the FUP youth to meet one of the statutory exceptions described above, the youth must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FUP youth must submit in order to demonstrate that they meet one of these exceptions.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### Termination of Assistance for Failure to Meet Conditions

This section discusses termination of assistance. **No policy decisions are required.**

### 19-I.F. REFERRALS AND WAITING LIST MANAGEMENT

#### Referrals



**Decision Point: How will referrals between the PCWA and PHA be processed?**  
(Model plan, p. 19-16)

#### Things to Consider

- Studies show that serving youth with FUP requires considerable cross-agency communication and collaboration.
- The MOU must identify staff positions at both the PHA and the PCWA who will serve as the lead FUP liaisons. These positions will be responsible for the transmission and acceptance of FUP referrals.
- The PCWA must have a system for identifying FUP-eligible youth within the agency's caseload.
- In order to expediate the referral process, the model policy states that communication between the PCWA and PHA will occur via email.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

As part of the MOU, the PHA and PCWA have identified staff positions to serve as lead FUP liaisons. These positions will be responsible for transmission and acceptance of FUP referrals. The PCWA must commit sufficient staff and resources to ensure eligible families and youths are identified and determined eligible in a timely manner.

When FUP vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the PCWA FUP liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date the PCWA receives this notification, the PCWA liaison will provide the PHA with a list of eligible referrals include the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating the youth or family is FUP-eligible.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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**Decision Point:** What documentation, if any, that demonstrates the family or youth's eligibility for FUP will the PHA retain? (Model plan, p. 19-16)

Things to Consider

- While the PHA is not required to maintain full documentation that demonstrates the family or youth's eligibility as determined by the PCWA, HUD says the PHA should keep the referral or certification from the PCWA.
- For ease of administration, the model policy states that the PHA will keep the PCWA's referral in the participant's file along with other eligibility paperwork.
- If the PHA wishes to require additional documentation, the model policy should be amended.



Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will maintain a copy of the referral or certification from the PCWA in the participant's file along with other eligibility paperwork.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### Waiting List Placement

Once referrals are made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list.



#### **Decision Point: How will eligible referrals be placed on the waiting list? (Model plan, p. 19-17)**

##### Things to Consider

- For families already on the waiting list, the PHA must indicate that they are already FUP eligible.
- For referrals not already on the list, the PHA will need information in the form of a pre-application or an application. FUP guidance does not indicate how this should occur, so the model policy states that the PHA will work with the PCWA to complete the application. Since this process may take some time, the model policy also states that once this process is completed, the referral will be placed on the application using the date and time of the original referral.
- The PHA may, but is not required to, adopt a preference for FUP in accordance with 24 CFR 982.207. A preference is not required because FUP funding must be used, as required by appropriations law, for families and youths that meet the standard for FUP assistance. Therefore, the model policy does not adopt such a preference. If the PHA wishes to adopt such a preference, you should select Option 2 and edit the model policy in Section 4-III.C. to implement such a preference.
- If the PHA has waiting list preferences, they apply in the selection of FUP applicants for a FUP voucher only in relation to other FUP applicants on the HCV waiting list. For example, if the PHA has a residency preference and FUP applicant A qualifies for that preference but FUP applicant B does not, then FUP applicant A must be selected first from the HCV waiting list when a FUP voucher becomes available. On the other hand, the PHA must select a FUP applicant for a FUP voucher (when available) even if the next person on the HCV waiting list is a regular HCV applicant that qualifies for a preference that the FUP applicant does not.
- If a PHA selects applicants from the HCV waiting list based on a random drawing, a FUP applicant would be selected before another FUP applicant that applied earlier.

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list and will send the PCWA a list confirming whether or not referrals are on the waiting list.

Referrals who are already on the list will retain their position and the list will be notated to indicate the family or youth is FUP-eligible.

For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FUP-eligible.



Option 2: Delete the model plan language. Complete and insert the language below.

Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list and will send the PCWA a list confirming whether or not referrals are on the waiting list.

Referrals who are already on the list will retain their position. The list will be notated to indicate the family or youth is FUP-eligible, and the referral will be given a FUP preference in accordance with the policies in 4-III.C.

For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral. The list will be notated to indicate that the referral is FUP-eligible and the referral will be given a FUP preference in accordance with the policies in 4-III.C.



Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

### Waiting List Selection

This section describes how FUP-eligible families are selected from the PHA's waiting list. **No policy decisions are required.**

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### 19-I.G. PHA HCV ELIGIBILITY DETERMINATION



**Decision Point:** Will the PCWA provide criminal information to the PHA during the referral process, and will the PHA consider this information in making its eligibility determination? (Model plan, p. 19-18)

#### Things to Consider

- HUD regulations do not impose an obligation on PCWAs to provide information regarding an applicant's criminal history to the PHA.
- However, HUD has stated that it is in the best interest of the PHA and the PCWA for this information to be made known to the PHA during the referral process, subject to any privacy laws, since an applicant's criminal history could make the applicant ineligible for assistance under PHA policy.
- PCWAs may also possess information as to whether the applicant is participating in or has successfully completed a supervised drug or alcohol rehabilitation program. Such details may be helpful to the PHA in determining an applicant's eligibility and may result in the applicant being determined eligible under PHA policy [FUP FAQs].



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Subject to privacy laws, the PCWA will provide any available information regarding the applicant's criminal history to the PHA.

The PHA will consider the information in making its eligibility determination in accordance with the PHA's policies in Chapter 3, Part III.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Additional FUP Eligibility Factors [FUP FAQs]

This section describes additional FUP eligibility factors.



#### **Decision Point: How will ineligible applicants be notified? (Model plan, p. 19-18)**



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by the PHA in writing following policies in 3-III.F., including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*



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### 19-I.H. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the family or youth will be issued a FUP voucher in accordance with PHA policies. FR Notice 1/14/22 outlines required topics to be discussed during the briefing.



**Decision Point: Will the PHA implement any additional policies for FUP youth or families with regard to lease up? (Model plan, p. 19-19)**

#### Things to Consider

- Option 1 states that FUP youth will be briefed individually rather than in a group briefing in order to allow the PHA time to discuss the time limitation on FUP youth vouchers and the supportive services offered by the PCWA and ensure that the FUP youth fully understands these special program components. If the PHA does not wish to brief FUP youth separately, the PHA should amend the policy in Option 1.
- The model policy states that FUP families will be briefed in a normal HCV briefing since FUP family vouchers do not require any special program considerations.
- Further, while HUD does not require that additional search time be given to FUP families or youth, in order to ensure that FUP voucher holders lease up successfully, Option 1 states that FUP voucher holders will be given one additional extension. This language will need to be edited if the PHA has amended the policy in Section 5-II.E. of the administrative plan or if the PHA does not wish to give any additional automatic extensions to FUP voucher holders.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Eligible applicants will be notified by the PHA in writing following policies in Section 3-III.F. of this administrative plan. FUP families will attend a standard HCV briefing in accordance with PHA policies in Part I of Chapter 5 of this administrative plan. FUP youth will be briefed individually. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5 but will also provide an explanation of the required items listed above.

For both FUP youth and FUP families, vouchers will be issued in accordance with PHA policies in Chapter 5 Part II, except that the PHA will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in Section 5-II.E.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### 19-I.I. TERMINATION OF ASSISTANCE

#### General Requirements

Termination of a FUP voucher must be consistent with regulations for termination in 24 CFR Part 982, Subpart L and be in compliance with PHA policies in Chapter 12. **No policy decisions are required.**

#### FUP Family Vouchers

The PHA may transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household.



**Decision Point: Will the PHA transfer assistance of a FUP family voucher holder to a regular HCV in cases where children are no longer in the household? (Model plan, p. 19-20)**

#### Things to Consider

- A transfer of assistance would free a FUP voucher for another FUP eligible applicant. As a result, Option 1 states the PHA will transfer assistance, with the caveat that if the PHA has a PBV program, the PHA will issue Choice Mobility vouchers ahead of vouchers to families receiving a transfer of assistance since the PHA must serve these PBV families first. If the PHA does not operate a PBV program but will still transfer assistance, select Option 2.
- If the PHA does not wish to transfer assistance, the family remains eligible to retain their FUP assistance, and the PHA should select Option 3.

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household and there is no prospect of any minor child being returned to the household.

If the PHA has no regular HCV vouchers available at the time this determination is made, including if no vouchers are available due to lack of funding, the PHA will issue the family the next available regular HCV voucher after those being issued to families residing in PBV units claiming Choice Mobility.



Option 2: Delete the model plan language and insert the language below.

The PHA will transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household and there is no prospect of any minor child being returned to the household.

If the PHA has no regular HCV vouchers available at the time this determination is made, including if no vouchers are available due to lack of funding, the PHA will issue the family the next available regular HCV voucher.



Option 3: Delete the model plan language and insert the language below.

The PHA will not transfer assistance if there are no longer children in the household for a FUP family voucher holder. The family will remain eligible to keep their FUP assistance.



Option 4: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### FUP Youth Vouchers

The PHA may not transfer the assistance of a FUP youth voucher holder to regular HCV assistance upon the expiration of the time limit on assistance. However, the PHA may issue a regular HCV to FUP youth if they were selected from the waiting list in accordance with PHA policies and may also adopt a preference for FUP youth voucher holders who are being terminated for this reason.



**Decision Point: Will the PHA offer a waiting list preference for FUP youth upon the expiration of the 36-month time limit on assistance? (Model plan, p. 19-21)**

#### Things to Consider

- The PHA may choose to create a preference in their regular HCV program for persons whose FUP youth assistance is expiring and will have a lack of adequate housing as a result of their termination from the program, or other similar category.
- If the PHA adopts a selection preference for FUP youth who are terminated due to the time limit on assistance, the PHA should select Option 2. The PHA must also edit the model policy in Section 4-III.C. to reflect this policy.

#### PHA Policy



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA will not provide a selection preference on the PHA's HCV waiting list for FUP youth who are terminated due to the time limit on assistance.



*Option 2: Delete the model plan language and insert the language below.*

The PHA will provide a selection preference for youth who are terminated due to the time limit on assistance in accordance with PHA policy in Section 4-III.C. of the administrative plan.



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### **19-I.J. FUP PORTABILITY**

Portability for FUP vouchers is handled the same was as for a regular HCV family. **No policy decisions are required.**

#### **Considerations for FUP Youth Vouchers**

This section describes considerations for portability of FUP youth vouchers. **No policy decisions are required.**

### **19-I.K. PROJECT-BASING FUP VOUCHERS [Notice PIH 2017-21; FR Notice 5/7/24; 24 CFR 983.6(d)(2); 983.54(c); 983.262(c) and (e); and FR Notice 1/24/22]**

The PHA may project-base FUP vouchers in accordance with PBV program requirements. The PHA may limit PBVs to one category of FUP-eligible participants (families or youth) or a combination of the two. See Chapter 17 for PHA policies on project-basing FUP vouchers.

## **Instructions for Preparing Chapter 19: Special Purpose Vouchers**

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## Instructions for Preparing Chapter 19: Special Purpose Vouchers

### PART II: FOSTER YOUTH TO INDEPENDENCE INITIATIVE

#### 19-II.A. PROGRAM OVERVIEW [Notice PIH 2020-28; Notice PIH 2023-04; FR Notice 1/24/22]

This section provides an overview of the FYI program. **No policy decisions are required.**

#### 19-II.B. PARTNERING AGENCIES [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar]

##### Public Child Welfare Agency (PCWA)

In order to administer the program, the PHA must form a partnership with a local Public Child Welfare Agency (PCWA) who is responsible for identifying and referring eligible youth to the PHA and providing or securing a commitment for the provision of supportive services once youth are admitted to the program.



**Decision Point: Which PCWA(s) will the PHA partner with to administer the program? (Model plan, p. 19-24)**

##### Things to Consider

- *PCWA* is defined as the public agency responsible under applicable state law for determining that a child is at imminent risk of placement in out-of-home care or that a child in out-of-home care under the supervision of the public agency may be returned to their family, or that a youth is at least 18 years and not more than 24 years of age and left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older [2019 FUP NOFA].
- A PHA may enter into an MOU with more than one PCWA. This may be especially useful for state level PHAs, where there are multiple PCWAs serving different parts of the PHA's jurisdiction. PHAs considering this option must have a partnership agreement with each PCWA to administer FYI TPVs.
- The partnering PCWA must meet the following requirements:
  - Have a system for identifying eligible youth within the agency's caseload and review referrals from any third parties
  - Have a system of prioritization for eligible youth
    - The intent of prioritization should be to ensure that youth are prioritized for housing resources and related services based on the level of need and appropriateness of intervention. For youth still involved in the child welfare system, the permanency of goals should be taken into account
  - Provide written certification that the youth is eligible
  - Provide or secure a commitment for the provision of required supportive services in accordance with Notice PIH 2023-04

### Instructions for Preparing Chapter 19: Special Purpose Vouchers

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- At a minimum, the partnership agreement between the PHA and PCWA must:
  - Define eligible youth
  - List supportive services, including all supportive services list in Section 6 of Notice PIH 2023-04
  - State that the PCWA will provide the listed supportive services for 36 months
  - Address PHA responsibilities
  - Address PCWA responsibilities
  - Address third-party responsibilities
- The PHA may wish to insert any MOUs with partnering organizations as an exhibit to this chapter.

**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA will implement a Foster Youth to Independence (FYI) program in partnership with **MDHHS**.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*



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### Continuum of Care (CoC) and Other Partners

HUD strongly encourages PHAs to add other partners into the partnership agreement with the PCWA such as state, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates.



**Decision Point:** Will the PHA partner with any other agencies besides the PCWA? (Model plan, p. 19-24)

#### Things to Consider

- *Continuum of Care (CoC)* is defined as the group organized to carry out the responsibilities required under 24 CFR part 578 and is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.
- Where other partners, such as state, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates, will be party to the partnership agreement, the responsibilities of the entity must be identified:
  - Integrate the prioritization and referral process for eligible youth into the third party or CoC's coordinated entry process.
  - Identify services, if any, to be provided using third party or CoC program funds to youth who qualify for third party or CoC program assistance.
  - Make referrals of eligible youth to the PCWA.

**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

In addition to the PCWA, the PHA will implement the FYI program in partnership with **OCED and Ozone House**.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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### 19-II.C. YOUTH ELIGIBILITY CRITERIA [Notice PIH 2023-04; FYI Q&As; FYI FAQs]

This section defines eligibility criteria the PCWA uses to verify that youth qualify. **No policy decisions are required.**

### 19-II.D. SUPPORTIVE SERVICES [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar; FYI Q&As]

The PCWA must provide or secure a commitment of supportive services for participating youth for a period of 36 months.



**Decision Point: Will additional supportive services be provided beyond what is required under FYI program guidelines? (Model plan, p. 19-26)**

#### Things to Consider

- At a minimum, the PCWA or a designated agency or organization under contract with the PCWA must provide the supportive services listed in the administrative plan.
- As identified in the MOU, additional supportive services may be offered.
- Examples of additional supportive services may include housing search assistance in low-poverty census tracts, including working with landlords to secure appropriate eligible units, mobility assistance through pre-move and post-move counseling, and cash assistance.
- Since language on additional supportive services will be specific to the PHA, Option 1 states additional supportive services will not be offered. If additional services will be offered, select Option 2 and list the services.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Additional supportive services will not be offered.



*Option 2: Delete the model plan language. Complete and insert the language below.*

In accordance with the PHA's MOU, the following additional supportive services will be provided: **[Insert additional supportive services offered]**



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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### 19-II.E. REFERRALS AND WAITING LIST MANAGEMENT [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar FYI FAQs]

#### Referrals



**Decision Point: How will referral between the PCWA and PHA be processed? (Model plan, p. 19-27)**

#### Things to Consider

- The MOU must identify staff positions at both the PHA and the PCWA, who will serve as FYI liaisons. These positions will be responsible for the transmission and acceptance of referrals.
- The PCWA must have a system for identifying and prioritizing eligible youth within the agency's caseload.
- In order to expediate the referral process, the model policy states that communication between the PCWA and PHA will occur via email.
- Referrals may come from other organizations in the community who work with the population. In cases where a referral comes from another organization in the community, the PCWA must certify that the youth meets eligibility requirements, unless the PCWA has vested another organization with this authority.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA and PCWA have identified staff positions to serve as lead FYI liaisons. These positions will be responsible for transmission and acceptance of referrals. The PCWA must commit sufficient staff and resources to ensure eligible youths are identified, prioritized, and determined eligible in a timely manner.

When vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the PCWA liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 30 business days from the date the PCWA receives this notification, the PCWA liaison must provide the PHA with a list of eligible referrals, a completed release form, and a written certification for each referral indicating the referral is eligible. The list will include the name, address, and contact phone number for each adult individual who is being referred.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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**Decision Point:** What documentation, if any, that demonstrates the youth's eligibility will the PHA retain? (Model plan, p. 19-27)

Things to Consider

- While the PHA is not required to maintain full documentation that demonstrates the youth's eligibility as determined by the PCWA, HUD says the PHA should keep the referral or certification from the PCWA.
- For ease of administration, the model policy states that the PHA will keep the PCWA's referral in the participant's file along with other eligibility paperwork.
- If the PHA wishes to require additional documentation, the model policy should be amended.



Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will maintain a copy of the referral or certification from the PCWA in the participant's file along with other eligibility paperwork.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### Waiting List Placement [Notice PIH 2023-04 and FYI FAQs]

Once referrals are made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list.



#### **Decision Point: How will eligible referrals be placed on the waiting list? (Model plan, p. 19-28)**

##### Things to Consider

- For families already on the waiting list, the PHA must indicate that they are already FYI-eligible.
- For referrals not already on the list, the PHA will need information in the form of a pre-application or an application. FUP and FYI guidance does not indicate how this should occur, so the model policy states that the PHA will work with the PCWA to complete the application. Since this process may take some time, the model policy also states that once this process is completed, the referral will be placed on the application using the date and time of the original referral.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list and will send the PCWA a list confirming whether or not referrals are on the waiting list.

Referrals who are already on the list will retain their position and the list will be notated to indicate the family or youth is FYI-eligible.

For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FYI-eligible.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### Waiting List Selection

This section describes how FYI-eligible youths are selected from the PHA's waiting list. **No policy decisions are required.**

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### 19-II.F. PHA HCV ELIGIBILITY DETERMINATION [FYI FAQs]



**Decision Point:** Will the PCWA provide criminal information to the PHA during the referral process, and will the PHA consider this information in making its eligibility determination? (Model plan, p. 19-29)

#### Things to Consider

- HUD regulations do not impose an obligation on PCWAs to provide information regarding an applicant's criminal history to the PHA.
- However, HUD has stated that it is in the best interest of the PHA and the PCWA for this information to be made known to the PHA during the referral process, subject to any privacy laws, since an applicant's criminal history could make the applicant ineligible for assistance under PHA policy.
- PCWAs may also possess information as to whether the applicant is participating in or has successfully completed a supervised drug or alcohol rehabilitation program. Such details may be helpful to the PHA in determining an applicant's eligibility and may result in the applicant being determined eligible under PHA policy.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Subject to privacy laws, the PCWA will provide any available information regarding the applicant's criminal history to the PHA.

The PHA will consider the information in making its eligibility determination in accordance with the PHA's policies in Chapter 3, Part III.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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### Additional Eligibility Factors

This section describes additional FYI eligibility factors.



#### **Decision Point: How will ineligible applicants be notified? (Model plan, p. 19-29)**



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by the PHA in writing following policies in 3-III.F, including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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### 19-II.G. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the youth will be issued an FYI voucher in accordance with PHA policies.



**Decision Point: Will the PHA implement any additional policies for FYI applicants with regard to lease-up? (Model plan, p. 19-30)**

#### Things to Consider

- During the family briefing, PHAs must inform the FYI voucher holder of [FR Notice 1/24/22]:
  - The extension of assistance provisions and requirements;
  - The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
  - The supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FYI assistance.
- Option 1 states that they will be briefed individually rather than in a group briefing. This allows the PHA time to discuss the above topics and ensure that youth fully understand these special program components. If the PHA does not wish to brief youth separately, the PHA should amend the policy in Option 1.
- Further, while HUD does not require that additional search time be given, in order to ensure that FYI voucher holders lease up successfully, Option 1 states that an FYI voucher holder will be given one additional extension. This language will need to be edited if the PHA has amended the policy in Section 5-II.E. of the administrative plan or if the PHA does not wish to give any additional automatic extensions to FYI voucher holders.



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*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Eligible applicants will be notified by the PHA in writing following policies in 3-III.F. of this policy. FYI youth will be briefed individually. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5.

Vouchers will be issued in accordance with PHA policies in Chapter 5, Part II, except that the PHA will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in Section 5-II.E.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### Turnover

This section describes requirements for turnover of FYI vouchers. **No policy decisions are required.**

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### 19-II.H. MAXIMUM ASSISTANCE PERIOD [Notice PIH 2023-04; FYI FAQs; FR Notice 1/24/22]

FYI vouchers are limited by statute to a total of between 36 months and 60 months of housing assistance. At the end of the statutory time period, assistance must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the limitation. It is not permissible to reissue another FYI TPV to the same youth upon expiration of their FYI assistance.

Participants do not “age out” of the program. A participant may continue with the program until they have received the period of assistance for which they are eligible. Age limits are only applied for entry into the program.

#### Extension of Assistance

FYI voucher holders who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance). **No policy decisions are required.**

#### Statutory Exceptions

FYI voucher holders will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA’s FSS program if they certify that they meet one of the exceptions below.

***Exception 1: The FYI voucher holder is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.***



#### **Decision Point: How will the PHA define *incapacitated person*? (Model plan, p. 19-31)**

##### Things to Consider

- HUD does not define the term *incapacitated person* but is providing PHAs with flexibility in applying this requirement.
- HUD states that PHAs may choose to apply the definition of *incapacitated person* that has been established under state or local law. Because of this, Option 1 requires the PHA to insert this definition.
- HUD encourages PHAs to apply this exception in a manner that provides extensions of assistance to the broadest population possible consistent with the statutory requirements. Option 1 uses this language in order to allow the PHA to consider a broad range of possibilities.
- The statute does not require that the child or incapacitated person reside in the household in order for the FYI voucher holder to certify that they meet this exception.
- For example, an FYI voucher holder may submit a certification on the basis that they are responsible for the care of a dependent child under the age of six even if the child resides in the household only part of the time due to a shared custody arrangement.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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- Similarly, an FYI voucher holder may submit this certification on the basis that they are responsible for the care of an incapacitated person, such as an elderly relative, even if the incapacitated person does not reside in the household.

**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA defines incapacitated person as **[insert definition under state and local law]**. The PHA will apply this exception in a manner that provides extensions of FYI assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

The child or incapacitated person is not required to reside in the household in order for the FYI voucher holder to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part time may qualify the FYI voucher holder for this exception.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

**Exception 2: The FYI voucher holder is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.**



**Decision Point:** How will the PHA define *regular and active participation* in a drug addiction or alcohol rehabilitation program? (Model plan, p. 19-32)

### Things to Consider

- HUD does not define the term *regular and active participation*.
- Option 1 uses this language in order to allow the PHA to consider a broad range of possibilities.
- Since the only form of verification required is a self-certification, the model policy language does not state that the PHA will verify attendance in such programs.

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will define *regular and active participation* in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

***Exception 3: The FYI voucher holder is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.***



**Decision Point: How will the PHA define *medical conditions*? (Model plan, p. 19-32)**

### Things to Consider

- HUD is not defining the types of medical conditions that may meet this requirement but is providing PHAs with flexibility in applying this requirement.
- HUD encourages PHAs to apply this exception in a manner that provides extensions of FUPY/FYI assistance to the broadest population possible consistent with the statutory requirements.
- Option 1 uses this language in order to allow the PHA to consider a broad range of possibilities.
- Since the only form of verification required is a self-certification, the model policy language does not state that the PHA will verify the existence of such conditions beyond a self-certification.



Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will apply this requirement in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### Education, Workforce Development, or Employment Activities

A PHA's policies implementing its education, workforce development, and employment requirements must be included in its administrative plan.

If a PHA that carries out an FSS program is unable to offer a FYI voucher holder an FSS slot during their first 36 months of receiving FYI assistance, the FYI voucher holder is considered to have been "unable to enroll" in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

***Criterion 1: The FYI voucher holder was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.***



**Decision Point: How will the PHA define *recognized postsecondary credential* and *secondary school diploma or recognized equivalent*? (Model plan, p. 19-33)**

#### Things to Consider

- While HUD does not define this term, FR Notice 1/24/22 states that PHA may use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). As such, Option 1 adopts this definition.



**Option 1: Use the model plan language shown below. No changes to the model plan are needed.**

The PHA will use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a recognized postsecondary credential as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate's degree, bachelor's degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10-16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a *secondary school diploma or its recognized equivalent* as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

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*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

**Criterion 2:** *The FYI voucher holder was enrolled in an institution of higher education, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a proprietary institution of higher education or a postsecondary vocational institution under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.*



**Decision Point:** Will the PHA define a minimum number of classes or credits that an FYI voucher holder must be enrolled in in order to receive an extension of assistance? (Model plan, p. 19-33)

### Things to Consider

- The statute does not establish a minimum number of classes or credits that an FYI voucher holder must be enrolled in in order to receive an extension of FUPY/FYI assistance under this provision. Conversely, the PHA is not prohibited from establishing such minimum requirements. Therefore, a PHA may, but is not required, to establish a minimum number of classes or credits that an FYI voucher holder must be enrolled in in order to receive an extension of assistance under this provision.
- However, HUD strongly encourages PHAs to establish policies that provide extensions of FUPY/FYI assistance for FYI voucher holders that were engaged in such activities on a part-time basis as long as they meet the requirement to engage in such activities for not less than nine months of the 12-month period preceding each extension.
- If a PHA chooses to establish minimum requirements, HUD encourages the PHA to establish policies that would allow them to make exceptions to such requirements for circumstances beyond the FYI voucher holder's control. Option 1 makes such an exception.
- For example, a PHA may establish a requirement that an FYI voucher holder must be enrolled in education activities on at least a half-time basis but may make exceptions to this requirement if the FYI voucher holder is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where they are enrolled.

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The FYI voucher holder must be enrolled in education activities on at least a half-time basis, as defined by the institution which they attend. However, the PHA may make exceptions to this requirement if the FYI voucher holder is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where they are enrolled.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

***Criterion 3: The FYI voucher holder was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102).***

No policy decisions are required.

***Criterion 4: The FYI voucher holder was employed.***



**Decision Point: Will the PHA define a minimum number of classes or credits that an FYI voucher holder must be enrolled in in order to receive an extension of assistance? (Model plan, p. 19-34)**

### Things to Consider

- The statute does not establish a minimum number of hours an FYI voucher holder must work in order to receive an extension of FUPY/FYI assistance under this provision. Conversely, the PHA is not prohibited from establishing such minimum requirements. Therefore, a PHA may, but is not required, to establish a minimum number of hours that an FYI voucher holder must work in order to receive an extension of assistance under this provision.
- However, HUD strongly encourages PHAs to establish policies that provide extensions of FUPY/FYI assistance for FYI voucher holders that were engaged in such activities on a part-time basis as long as they meet the requirement to engage in such activities for not less than nine months of the 12-month period preceding each extension. Because of this, the model policy defines *employment* as 20 hours a week, as this is usually considered part-time.
- If the PHA chooses not to define a number of hours for work activities, the PHA should select Option 2.
- If a PHA chooses to establish minimum requirements, HUD encourages the PHA to establish policies that would allow them to make exceptions to such requirements for circumstances beyond the FYI voucher holder's control.

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- For example, a PHA may establish a requirement that an FYI voucher holder must work a minimum number of hours per week but may make exceptions to this requirement if the FYI voucher holder's hours are reduced due to circumstances beyond their control or the FYI voucher holder must temporarily reduce their work hours due to a family emergency. Option 1 makes such an exception.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA will consider the FYI voucher holder to be employed if they work a minimum of 20 hours per week. The PHA may make exceptions to this requirement if the FYI voucher holder's hours are reduced due to circumstances beyond their control or the FYI voucher holder must temporarily reduce their work hours due to a verified family emergency.



*Option 2: Edit the model plan language or delete it and insert the language below.*

The PHA will not define a number of hours that the youth must be employed.



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### FSS Enrollment at 24 Months

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, HUD encourages the PHA to remind the FYI voucher holder at the 24-month reexamination of the education, workforce development, and employment requirements described above so that they have enough time to meet these requirements prior to the expiration of the 36-month time period for FYI assistance.



**Decision Point: Will the PHA remind the FYI voucher holder of education workforce development, and employment requirements at the 24-month reexam? (Model plan, p. 19-34)**

#### Things to Consider

- Since HUD encourages PHAs to remind FYI voucher holders at their 24-month reexamination of the education, workforce development, and employment requirements, the model policy adopts this suggestion.



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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, the PHA will remind the FYI voucher holder at their second regular reexamination of the education, workforce development, and employment requirements described above.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

### FSS Enrollment Between 36 and 48 Months

This section discusses FSS enrollment between 36 and 48 months. **No policy decisions are required.**

### FSS Enrollment After 48 Months

The PHA may, but is not required, to offer an FYI voucher holder an FSS slot that becomes available between the 48-month mark and the 60-month mark.



**Decision Point: Will the PHA offer an FSS slot that becomes available between the 48-month and 60-month mark? (Model plan, p. 19-35)**

#### Things to Consider

- Since the FYI voucher holder will have already received their second and final extension, Option 1 states that the PHA will not offer the FSS slot to the FYI voucher holder.



Option 1: Use the model plan language shown below. No changes to the model plan are needed.

If an FSS slot becomes available between the 48 and 60-month marks, the PHA will not offer the FSS slot to an FYI voucher holder.



Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

If an FSS slot becomes available, the PHA will offer the FSS slot to an FYI voucher holder at any time.

### Extensions of Assistance

This section discusses requirements for extension of assistance. **No policy decisions are required.**

### No FSS Program or Unable to Enroll in FSS

This section discusses situations that arise when the PHA does not have an FSS program or is unable to enroll the FYI voucher holder in the FSS program. **No policy decisions are required.**

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### Verification Prior to Annual Reexam

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.



### **Decision Point: How will the PHA verify compliance? (Model plan, p. 19-36)**

#### Things to Consider

- To verify compliance with the FSS requirement, the PHA must examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FUPY/FYI participant is in compliance with FSS program requirements and has not been terminated from the FSS program.
- The PHA must provide the FYI voucher holder written notification informing them that they may receive an extension of their FYI assistance if they meet one of the statutory conditions and providing instructions on how the FYI voucher holder may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month time period or 48-month time period, as applicable, to allow the FYI voucher holder to demonstrate that they meet one of these statutory conditions and for the PHA to conduct an annual reexamination prior to the expiration of the FYI assistance. Therefore, Option 1 states that written notice will be sent 60 days prior to the scheduled reexamination date.
- In order for the FYI voucher holder to meet the education, workforce development, or employment requirement, the FYI voucher holder must demonstrate to the PHA that they were engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of the 36-month or 48-month time period, as applicable. Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FYI voucher holder may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FYI voucher holder will still be considered to have met the requirements. The model policy adopts this language.
- In order for the FYI voucher holder to meet one of the statutory exceptions, they must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FYI voucher holder must submit in order to demonstrate that they meet one of these exceptions. The model policy states this in Option 1 to make clear that no additional documentation will be required.

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*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods prior to the FYI voucher holder's scheduled annual reexamination. The PHA will not verify compliance at the end of the 60-month time period.

The PHA will provide each FYI voucher holder on the PHA's program with a written notification informing them that they may receive an extension of their FYI assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to their scheduled annual reexamination date. When necessary, the PHA will provide this notification in a format accessible to FYI voucher holders with disabilities and in a translated format for FYI voucher holders with limited English proficiency in accordance with Chapter 2.

The PHA will use the following verification methods to verify an FYI voucher holder's eligibility for voucher extensions:

To verify compliance with the FSS requirement, the PHA will examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FYI participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, the PHA will verify that the FUP youth was engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of the 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FYI voucher holder may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FYI voucher holder will still be considered to have met the requirements.

In order for the FYI voucher holder to meet one of the statutory exceptions described above, the FYI voucher holder must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FYI voucher holder must submit in order to demonstrate that they meet one of these exceptions.

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- ☐ *Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### Termination of Assistance for Failure to Meet Conditions

This section discusses termination of assistance. **No policy decisions are required.**

### 19-II.I. TERMINATION OF ASSISTANCE [FYI FAQs]

Termination of an FYI voucher must be consistent with regulations for termination in 24 CFR Part 982, Subpart L, and be in compliance with PHA policies in Chapter 12.

The PHA may not transfer the assistance of an FYI voucher holder to regular HCV assistance upon the expiration of the time limit on assistance. However, the PHA may issue a regular HCV to an FYI voucher holder if they were selected from the waiting list in accordance with PHA policies and may also adopt a preference for FYI voucher holders who are being terminated for this reason.

- ☒ **Decision Point: Will the PHA offer a preference to FYI voucher holders upon expiration of the time limit on assistance? (Model plan, p. 19-37)**

#### Things to Consider

- The PHA may choose to create a preference in their regular HCV program for persons whose FYI assistance is expiring and will have a lack of adequate housing as a result of their termination from the program, or other similar category.
- PHAs may work collaboratively with PCWAs in developing a transitional plan to help prepare youths for the eventual expiration of their time limit of FYI assistance. PHAs also have the option of using a preference.
- If the PHA adopts a selection preference for FYI youth who are terminated due to the time limit on assistance, the PHA should select Option 2. The PHA must also edit the model policy in Section 4-III.C. to reflect this policy.

- ☐ *Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA will not provide a selection preference on the PHA's HCV waiting list for FYI voucher holders who are terminated due to the time limit on assistance.

- ☒ *Option 2: Delete the model plan language and insert the language below.*

The PHA may provide a selection preference for FYI voucher holders who are terminated due to the time limit on assistance in accordance with PHA policy in Section 4-III.C. of the administrative plan.

- ☐ *Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

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### 19-II.J. PORTABILITY [FYI FAQs]

Portability for FYI vouchers is handled the same as for a regular HCV family. **No policy decisions are required.**

### 19-II.K. PROJECT-BASING FYI VOUCHERS [FYI FAQs; FR Notice 1/24/22; Notice PIH 2024-03]

This section states the PHA may be eligible to project-base FYI vouchers.



**Decision Point: Will the PHA project-base eligible FYI vouchers? (Model plan, p. 19-38)**

#### Things to Consider

- FYI TPVs that were awarded under Notice PIH 2019–20 are prohibited from project-basing. If the PHA was awarded FYI TPVs under this notice, Option 1 must be selected.
- PHAs awarded FYI vouchers under Notices PIH 2020-28, PIH 2021-26, or PIH 2023-04 that have initiated the selection process to project-base FYI and/or FUP vouchers may be eligible to project-base FYI and FUP units if the required criteria are met.
- If the PHA was awarded FYI vouchers under Notices PIH 2020-28, PIH 2021-26, or PIH 2023-04, and the PHA will not project-base FYI assistance, the PHA should select Option 1.
- If the PHA will project-base all or a portion of its FYI vouchers awarded under Notices PIH 2020-28, PIH 2021-26, or PIH 2023-04, the PHA should select Option 2.
- If the PHA chooses to project-based FYI vouchers, the PBV percentage limitation and the income-mixing requirement have been amended for units that house eligible youth receiving FYI assistance.
- HUD requires that the HAP contract must formally identify the PBV units made available to FYI voucher holders in order for the unit to be covered.
- In order to make PBV units specifically available to FYI voucher holders, the PHA must also amend its administrative plan to include limitations of these units to eligible youth. Option 2 provides this language.
- Certain PBV units that house eligible youth receiving FYI assistance are eligible for the 10 percent exception authority described in Chapter 17, Additional Project-Based Units. Option 2 assumes the PHA has project-based units under this authority. If this is not the case, language related to this exception should be removed.
  - PBV units that house eligible youth receiving FYI assistance may only be covered by this 10 percent exception authority if the units are under a HAP contract that became effective after December 27, 2020, and if the unit is occupied by an eligible youth receiving FYI assistance.

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- In contrast, units added after December 27, 2020, through an amendment of a HAP contract that became effective on or prior to December 27, 2020, are not eligible for this 10 percent exception authority.
- The PBV unit specifically made available to FYI youth, as applicable, will apply under the 10 percent exception authority as long as an eligible youth receiving FYI assistance resides in the unit.
  - Therefore, prior to project-basing a FYI voucher under this 10 percent exception authority, the PHA must plan for how it will maintain compliance with this 10 percent exception authority once the FYI assistance has expired for a particular youth who has leased the unit.
    - In order for the unit to remain under the FYI exception authority, the youth must vacate the unit once their FYI assistance has expired and the owner must lease the unit to another FYI youth. If the youth does not move from the unit upon the expiration of their FYI assistance, at that time the PHA must take one of the following actions since the unit no longer qualifies for the FYI exception authority:
      - Remove the unit from the HAP contract. The PHA would remove the unit from the HAP contract if the youth remains in the unit without assistance or with non-FYI tenant-based assistance. The unit may be added back to the contract per 24 CFR 983.207(b) if the youth later moves from the unit;
      - Amend the HAP contract to substitute the youth's current unit for another unit in the building if it is possible to do so in accordance with 24 CFR 983.207(a). Such a substitution will result in the other unit in the building being covered by the FYI 10 percent exception authority. A PHA may, but is not required to, in conjunction with such substitution add the youth's current unit to the HAP contract if it is possible to do so in accordance with 24 CFR 983.207(b), as amended by HOTMA, including that such addition does not cause the PHA to exceed the program limitation or become noncompliant with the income mixing requirement (as described in the following section). If the youth's current unit is not added to the HAP contract, the youth may remain in the unit without assistance or with non-FYI tenant-based assistance; or
      - Change the 10 percent exception authority category from FYI to one of the other 10 percent exception categories if the FYI youth, or the unit, happens to qualify for it, so long as the change is allowable under the income-mixing requirement.

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- Certain PBV units that house eligible youth receiving FYI assistance are exempt from the project cap described in Section 17-II.F.
  - The statutory change excepting units that are exclusively made available to youth receiving FYI assistance from the project cap was effective December 27, 2020, and applies to vouchers that were not in use on behalf of an assisted family as of December 27, 2020. Therefore, units exclusively made available to youth receiving FYI assistance may be excepted from the project cap for HAP contracts first effective after December 27, 2020.
  - Owners under HAP contracts already in effect prior to the effective date of the January 18, 2017, HOTMA notice (i.e., April 18, 2017) are still obligated by the terms of those HAP contracts with respect to the requirements that apply to the number of excepted units in a multifamily project. The owner must continue to designate the same number of contract units and assist the same number of excepted families as provided under the HAP contract during the remaining term of the HAP contract unless the owner and the PHA mutually agree to change those requirements.
    - A PHA and owner may agree to add excepted units exclusively made available to FYI youth to an existing HAP contract or change the exception category of a current excepted unit to be a unit exclusively made available to FYI youth.
    - The PBV HAP contract may not be changed to include units exclusively made available to youth receiving FYI assistance if the change would jeopardize an assisted family's eligibility for continued assistance at the project.
  - Excepted PBV units exclusively made available to FYI youth, as applicable, qualify as excepted as long as an eligible youth receiving FYI assistance resides in the unit. Prior to entering into a HAP contract that includes FUPY excepted units, the PHA must plan for how it will maintain compliance with the requirements for excepted units once the FYI assistance has expired for a particular youth who has leased the unit. In order for the unit to remain under the FYI excepted unit category, the youth must vacate the unit once their FYI assistance has expired and the owner must lease the unit to another FUP youth. If the youth does not move from the unit upon the expiration of their FYI assistance, at that time the PHA must take one of the following actions in order to maintain compliance with the income-mixing requirement:
    - Remove the unit from the HAP contract if the youth remains in the unit without assistance or with non-FYI tenant-based assistance. The unit may be added back to the contract per 24 CFR 983.207(b) if the youth later moves from the unit;

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- Amend the HAP contract to substitute the youth's current unit for another unit in the building if it is possible to do so in accordance with 24 CFR 983.207(a). Such a substitution will result in the other unit in the building being covered by the FYI excepted unit category. A PHA may, but is not required to, in conjunction with such substitution add the youth's current unit to the HAP contract if it is possible to do so in accordance with 24 CFR 983.207(b), as amended by HOTMA, including that such addition does not cause the PHA to exceed the program limitation or become noncompliant with the income-mixing requirement. If the youth's current unit is not added to the HAP contract, the youth may remain in the unit without assistance or with non-FYI tenant-based assistance; or
- Amend the HAP contract to change the excepted unit category from FYI to another excepted unit category (such as supportive services) if the FYI youth, or the unit, happens to qualify for it, or change the unit to a non-excepted unit if doing so is allowable under the income-mixing requirement. Such a change in the form of PBV assistance used in the unit is permissible only if it does not cause the PHA to exceed the program limitation.
- A PHA should be aware that it may only allow the youth to remain in the unit with non-FUPY/FYI HCV assistance (either tenant-based or project-based, as applicable) if the youth was selected from the applicable waiting list in accordance with the policies set forth in the PHA's administrative plan.
- A PHA may, but is not required to, create a preference applicable to the PHA's regular HCV and/or PBV waiting lists for persons whose FYI assistance is expiring and will have a lack of adequate housing as a result of their termination from the program, or other similar category. However, as noted above, the unit will no longer qualify for the FYI excepted unit category if the youth remains in the unit with another form of HCV assistance after their FYI assistance has expired.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA will not project-base FYI vouchers. All FYI vouchers will be used to provide tenant-based assistance.

~~The PHA may project-base FYI vouchers. All FYI vouchers will be used to provide tenant-based assistance.~~



## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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*Option 2: Delete the model plan language. Complete and insert the language below.*

When the PHA project-base FYI vouchers, it will name the developments:

~~[insert names of developments]~~ **To Be Determined**

The HAP contract will specify that the PBV unit is specifically made available to FYI voucher holders.

Since the PHA has project-based units under the FYI exception authority, in order for the unit to remain under the FYI exception authority, the youth must vacate the unit once their FYI assistance has expired and the owner must lease the unit to another FYI voucher holder. If the FYI voucher holder does not move from the unit upon the expiration of their FYI assistance, at that time the PHA will take one of the following actions since the unit no longer qualifies for the FYI exception authority:

Remove the unit from the HAP contract if the youth remains in the unit without assistance or with non-FYI tenant-based assistance. The unit may be added back to the contract per 24 CFR 983.207(b) if the FYI voucher holder later moves from the unit;

Amend the HAP contract to substitute the youth's current unit for another unit in the building if it is possible to do so in accordance with 24 CFR 983.207(a). Such a substitution will result in the other unit in the building being covered by the FYI 10 percent exception authority. The PHA may, but is not required to, in conjunction with such substitution add the youth's current unit to the HAP contract if it is possible to do so in accordance with 24 CFR 983.207(b), as amended by HOTMA, including that such addition does not cause the PHA to exceed the program limitation or become noncompliant with the income-mixing requirement. If the youth's current unit is not added to the HAP contract, the youth may remain in the unit without assistance or with non-FYI tenant-based assistance; or

Change the 10 percent exception authority category from FYI to one of the other 10 percent exception categories if the FYI voucher holder, or the unit, happens to qualify for it, so long as the change is allowable under the income-mixing requirement.

The PHA may allow the youth to remain in the unit with non-FYI HCV assistance (either tenant-based or project-based, as applicable) if the FYI voucher holder was selected from the applicable waiting list in accordance with PHA policies.



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## **Instructions for Preparing Chapter 19: Special Purpose Vouchers**

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**PART III: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM**

**19-III.A. PROGRAM OVERVIEW**

This section provides an overview of the HUD-VASH program. **No policy decisions are required.**

**19-III.B. REFERRALS [FR Notice 8/13/24 and HUD-VASH Qs and As]**

VAMC case managers refer eligible families to the PHA.



**Decision Point: Will the PHA adopt any policies related to expediting the referral process? (Model plan, p. 19-40)**

Things to Consider

- HUD-VASH Best Practices – Version 1.0 is a document published in 2012 that asked PHAs and VAMCs that administer VASH to submit best practices for operating the program. In this document, HUD notes that the expeditious processing of HUD-VASH applications is important in establishing the relationship with the veteran and maintaining the connection and their belief that they can be housed. Partnering agencies have recognized this importance and have altered traditional practices in order to house HUD-VASH applicants as quickly as possible. A common denominator in these practices is the simultaneous completion of one or more tasks, which deviates from the linear, step-by-step methods that PHAs normally use to process applications.
- A very widespread practice is for the PHA to provide all forms and a list of documents required for the HUD-VASH application to the VAMC. Case managers work with Veterans to fill out the forms and compile all documents prior to meeting with the PHA and submitting applications. The PHA may ask the VA case managers to email copies of all documents prior to the meeting in order to review them (if PHA staff have time) and start a file for the Veteran. Option 1 of the model policy states that the PHA will do this in order to expediate the process. It further adds that eligibility screening will be performed within five business days of receipt of the VAMC referral. The model policy typically uses 10 business days as the default time period for PHA actions, but given the expedited process, Option 1 cuts this time in half. The PHA may increase or decrease this time period as necessary.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

In order to expedite the screening process, the PHA will provide all forms and a list of documents required for the VASH application to the VAMC. Case managers will work with veterans to fill out the forms and compile all documents prior to meeting with the PHA and submitting an application. When feasible, the VAMC case manager should email copies of all documents to the PHA prior to the meeting in order to allow the PHA time to review them and start a file for the veteran.

After the VAMC has given the PHA a complete referral, the PHA will perform an eligibility screening within five business days of receipt of a VAMC referral.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### 19-III.C. HCV PROGRAM ELIGIBILITY [FR Notice 8/13/24]

#### Social Security Numbers

This section clarifies requirements for verification of SSNs. **No policy decisions are required.**

#### Proof of Age

This section clarifies requirements for verification of age. **No policy decisions are required.**

#### Photo Identification

This section clarifies requirements for the use of photo identification. **No policy decisions are required.**

#### Income Eligibility [FR Notice 8/13/24]

While income-targeting does not apply to VASH vouchers, the PHA may, include the admission of extremely low-income VASH families in its income targeting numbers for the fiscal year in which these families are admitted.



**Decision Point: Will the PHA include VASH vouchers in its income targeting numbers for the fiscal year in which families are admitted? (Model plan, p. 19-43)**

#### Things to Consider

- The income targeting requirement at 24 CFR 982.201(b)(2) that 75 percent of families admitted in a fiscal year be extremely low-income does not apply to VASH vouchers.
- To ensure that PHAs can effectively serve the eligible population of VASH families, homeless veterans at a range of income levels may be served under the VASH program, provided they still meet income limit requirements.
- Option 1 states that the PHA will include any extremely low-income VASH families it admits in its income targeting numbers for the fiscal year since these families are admitted to the program anyway.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

While income-targeting requirements will not be considered by the PHA when families are referred by the partnering VAMC, the PHA will include any extremely low-income VASH families that are admitted in its income targeting numbers for the fiscal year in which these families are admitted.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Screening [FR Notice 8/13/24]

This section clarifies screening requirements. **No policy decisions are required.**

### Minimum Rent [FR Notice 8/13/24]



**Decision Point:** What will be the minimum rent for VASH families? (Model plan, p. 19-43)



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The PHA will establish a minimum rent of \$0 for VASH families.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### Denial of Assistance [Notice PIH 2008-37]

This section states the PHA must give prompt written notice of a denial and a copy of the notice must be sent to the VAMC case manager. **No policy decisions are required.**

## 19-III.D. CHANGES IN FAMILY COMPOSITION

### Adding Family Members [FR Notice 8/13/24]

This section discusses requirements for adding family members. **No policy decisions are required.**

### Remaining Family Members [HUD-VASH Qs and As]

This section discusses what happens when the veteran dies and other family members remain in the unit. **No policy decisions are required.**

### Family Break Up [HUD-VASH Qs and As]

This section discusses who receives the voucher in the case of family break-up. **No policy decisions are required.**

## 19-III.E. LEASING [FR Notice 8/13/24]

### Waiting List

This section states that PHA policies relating to the waiting list do not apply to VASH. **No policy decisions are required.**

### Exception Payment Standards [FR Notice 8/13/24]

This section states that PHAs may establish exception payment standards specifically for VASH families. **No policy decisions are required.**

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Voucher Issuance [FR Notice 8/13/24]

VASH vouchers must have an initial search term of at least 120 days.



#### **Decision Point: What is the time limit for the initial term of a VASH voucher? (Model plan, p. 19-45)**

##### Things to Consider

- Unlike in the standard HCV program where the minimum initial voucher term is 60 calendar days, VASH vouchers must be issued for a minimum initial term of at least 120 days. There is no maximum initial voucher term.
- The PHA should consider the local housing market when establishing policies governing the voucher term. In areas where the vacancy rate is low and renters compete for affordable units, it is likely to take voucher holders longer to locate an approvable unit. PHAs in these areas may wish to establish a longer initial term for the voucher.
- All other PHA policies on extensions and suspension of vouchers apply.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

All VASH vouchers will have at minimum initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

All VASH vouchers will have an initial term of at least 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

### Special Housing Types [FR Notice 8/13/24]

The PHA must permit VASH clients to use certain special housing types for tenant-based VASH assistance, regardless of whether these types are permitted in the administrative plan for other families. **No policy decisions are required.**

### Initial Lease Term [FR Notice 8/13/24]

VASH voucher holders may enter into an initial lease that is for less than 12 months. **No policy decisions are required.**

### Ineligible Housing [FR Notice 8/13/24]

VASH families are permitted to live on the grounds of a VA facility in units developed to house homeless veterans. **No policy decisions are required.**

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Pre-Inspections [FR Notice 8/13/24]

PHAs may pre-inspect available units that veterans may be interested in leasing in order to maintain a pool of eligible units.



#### **Decision Point: Will the PHA pre-inspect VASH units? (Model plan, p. 19-46)**

##### Things to Consider

- To expedite the leasing process, PHAs may pre-inspect available units that veterans may be interested in leasing in order to maintain a pool of eligible units.
- Option 1 says the PHA may pre-inspect units in order to give the PHA flexibility to do so. Since most PHAs wish to expedite the lease-up process for VASH, it also states that for all other inspections unrelated to pre-inspections, the PHA will make every effort to fast track inspections.
- If the PHA does not wish to conduct any pre-inspections of available units, the PHA should select Option 2.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

To expedite the leasing process, the PHA may pre-inspect available units that veterans may be interested in leasing, in order to maintain a pool of eligible units. If a VASH family selects a unit that passed a pre-inspection (without intervening occupancy) within 45 days of the date of the RTA, the unit may be approved, provided that it meets all other conditions under 24 CFR 982.305. The veteran will be free to select their unit.

When a pre-inspected unit is not selected, the PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for both initial and any required reinspections.



*Option 2: Delete the model plan language and insert the language below.*

The PHA will not conduct any pre-inspections of available units.



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*



## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### 19-III.F. PORTABILITY [Notice PIH 2011-53 and FR Notice 8/13/24]

#### General requirements

This section provides an overview of general requirements for portability of VASH vouchers. **No policy decisions are required.**

#### Portability within the Initial VAMC or DSP's Catchment Area

This section discusses portability within the initial VAMC's catchment area. **No policy decisions are required.**

#### Portability Outside of the Initial VAMC or DSP's Catchment Area

This section discusses portability outside of the initial VAMC's catchment area. **No policy decisions are required.**

#### Portability Outside the Initial VAMC or DSP's Catchment Area under VAWA

This section discusses portability outside of the initial VAMC or DSP's catchment area when the veteran is requesting to port to protect the health and safety of a person who is a victim or domestic violence, dating violence, sexual assault, stalking, or human trafficking. **No policy decisions are required.**

### 19-III.G. TERMINATION OF ASSISTANCE [FR Notice 8/13/24]

With the exception of terminations for failure to receive case management, HUD has not established any alternative requirements for termination of assistance for VASH participants. **No policy decisions are required.**

#### Cessation of Case Management

A VASH participant family's assistance must be terminated for failure to participate, without good cause, in case management as verified by the VAMC or DSP. **No policy decisions are required.**

#### Serious Violation of the Lease

The regulation at 24 CFR 982.552(b)(2) states that the PHA must terminate program assistance for a family evicted from housing assisted under the program for serious violation of the lease. HUD waived this provision, and establishing the alternative requirement that the PHA may terminate program assistance in this case. **No policy decisions are required.**

#### VAWA [FR Notice 8/13/24]

This section discusses VAWA considerations when the perpetrator is the veteran. **No policy decisions are required.**

### 19-III.H. PROJECT-BASING VASH VOUCHERS

#### General Requirements [Notice PIH 2017-21 and FR Notice 8/13/24]

This section discusses general requirements for VASH PBVs. **No policy decisions are required.**

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Ineligible Units

**No policy decisions are required.**

### Termination of Assistance



**Decision Point: Will the PHA terminate a family's PBV assistance for failure to participate in case management or allow the family to receive a tenant-based voucher? (Model plan, p. 19-52)**



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

If the family fails to participate in case management when required by the VA, the PHA will terminate the family's assistance. The family will have 120 days to vacate the unit. The PHA will terminate assistance to the family at the earlier of (1) the time the family vacates or (2) the expiration of the 120-day period. If the family fails to vacate the unit within the established time, the owner may evict the family. If the owner does not evict the family, the PHA will remove the unit from the HAP contract or amend the HAP contract to substitute a different unit in the project if the project is partially assisted. The PHA may add the removed unit back onto the HAP contract after the ineligible family vacates the property.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### Moves

If a VASH family is eligible to move from its PBV unit after a year of PBV assistance, the PHA will generally follow policies in Chapter 17. However, if there is no VASH tenant-based voucher available at the time the family requests to move, the PHA's actions depend on whether the family still requires case management. **No policy decisions are required.**

### Wrong-Sized or Accessible Units

If the PHA determines that a VASH family is occupying a wrong-size PBV unit or a PBV unit with accessibility features that the family does not require and the PBV unit is needed by a family that requires the accessibility features, the PHA must notify the family and the owner within 30 days of the PHA's determination. **No policy decisions are required.**

### Contract Terminations

**No policy decisions are required.**

### Rents

Contract rents may not be different based on whether the unit is a VASH PBV unit or a non-VASH PBV unit. **No policy decisions are required.**

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Removing Units from the HAP Contract for Ineligible Families

The PHA and owner may also agree to temporarily remove a unit from the HAP contract in cases where a HUDVASH eligible veteran has been identified by the VA as appropriate for a VASH PBV unit, but the veteran is not income eligible to receive voucher assistance or may not be selected for the PBV unit because the family's TTP exceeds the gross rent of the unit. **No policy decisions are required.**

### Zero HAP Families

If the PBV project is either on the grounds of a VA facility or there are HUD-VASH supportive services provided onsite at the project, the PHA may opt to select a unit occupied by a zero HAP VASH eligible family or admit a zero HAP VASH family to a unit if such unit is made exclusively available to VASH families. **No policy decisions are required.**

### Proposal/Project Selection

**No policy decisions are required.**

### Failure to Participate in Case Management [FR Notice 8/13/24]



**Decision Point: What is the time limit for the initial term of a VASH voucher? (Model plan, p. 19-55)**

#### Things to Consider

- Upon notification by the VAMC or DSP of the family's failure to participate, without good cause, in case management, the PHA must provide the family a reasonable time period to vacate the unit. The PHA must terminate assistance to the family at the earlier of either the time the family vacates the unit or the expiration of the reasonable time period given to vacate.
- Per FR Notice 8/13/24, this "reasonable time period" is established by the PHA.
- Under Option 1, the PHA will give families 60 days to move out of a VASH PBV unit for failure to participate in case management without good cause. While other PHA policies that require PBV residents to move allow for 30 days, VASH families may need more support and may have difficulty finding a unit.
- The language under Option 1 also allows the PHA to extend the 60-day period if it is necessary due to circumstances beyond the family's control. Although examples of circumstances are given, the policy does not provide an exhaustive list.
- Option 2 is the same as Option 1, with a blank space to fill in the amount of time given to families before they must move out of a VASH PBV unit due to failure to comply with case management requirements without good cause.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Upon notification by the VAMC or DSP that a VASH PBV family has failed to participate in case management without good cause, the PHA will provide written notice of termination of assistance to the family and the owner within 10 business days. The family will be given 60 days from the date of the notice to move out of the unit.

The PHA may make exceptions to this 60-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.



*Option 2: Delete model plan language. Fill in the blanks and substitute language shown below.*

Upon notification by the VAMC or DSP that a VASH PBV family has failed to participate in case management without good cause, the PHA will provide written notice of termination of assistance to the family and the owner within \_\_\_\_ business days. The family will be given \_\_\_\_ days from the date of the notice to move out of the unit.

The PHA may make exceptions to this \_\_\_\_-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### **Moves [HUD-VASH Qs and As, FR Notice 8/13/24]**

This section discusses special requirements for moves for VASH PBVs. **No policy decisions are required.**

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### PART IV: MAINSTREAM VOUCHER PROGRAM

#### 19-IV.A. PROGRAM OVERVIEW [Notice PIH 2020-01 and Notice PIH 2024-30]

This section provides an overview of the program. **No policy decisions are required.**

#### 19-IV.B. ELIGIBLE POPULATION [Notice PIH 2020-01 and Notice PIH 2020-22]

This section discusses the eligible population for Mainstream vouchers. **No policy decisions are required.**

#### 19-IV.C. PARTNERSHIP AND SUPPORTIVE SERVICES [Notice PIH 2020-01]

PHAs are encouraged but not required to establish formal and informal partnerships with a variety of organizations that assist persons with disabilities.



**Decision Point: Does the PHA administer the Mainstream program in partnership with any supportive service organizations? (Model plan, p. 19-58)**

##### Things to Consider

- HUD encourages the PHA to establish formal and informal partnerships with a variety of organizations that assist persons with disabilities. Partner agencies may include Continuums of Care (CoCs), Centers for Independent Living, service provided for specific populations, homeless providers, and other community partners.
- The PHA should identify key primary and secondary points of contact to ensure ongoing communication.
- HUD encourages PHAs to continue developing partnerships with such organizations to help ensure eligible participants find and maintain stable housing.
- These partners may provide the following services:
  - Coordinate outreach and referral of eligible persons that meet the PHA's preference criteria;
  - Assist persons with disabilities to apply to and obtain acceptance in housing programs, find housing, or secure home modifications and/or disability-related accommodations;
  - Assist persons with disabilities to move into units, including physically accessible units where appropriate, on the private rental market;
  - Refer, coordinate, or provide voluntary home and community-based services; and
  - Provide outreach to recruit landlords to participate in the HCV program (either for the program as a whole or specifically for the Mainstream voucher program).
- If the PHA has not partnered with any other groups, select Option 2.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.

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*Option 1: Use the model plan language shown below. Insert the list of partners as indicated.*

The PHA will implement a Mainstream program, in partnership with *[insert names of any groups with which the PHA has formed partnerships]*.

☒

*Option 2: Delete the model plan language and insert the text below.*

The PHA has not partnered with any other groups in the operation of its Mainstream program.

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*Option 3: Use another PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### 19-IV.D. WAITING LIST ADMINISTRATION [Notice PIH 2024-30]



**Decision Point: Will the PHA establish a separate Mainstream waiting list? (Model plan, p. 19-59)**

#### Things to Consider

- HCV regulations require PHAs to use a single waiting list for admission to HCV program. Prior to Notice PIH 2024-30, PHAs were required to select Mainstream voucher applicants from its HCV waiting list. This requirement led to challenges for some PHAs in administering Mainstream vouchers, as it can be time-consuming and burdensome to identify eligible applicants from long HCV waiting lists. Further, PHAs found it challenging to identify eligible applicants if the PHA has an established preference for targeted subgroups identified in a Mainstream notice of funding opportunity (NOFO), such as persons transitioning out of institutional or other segregated settings.
- Option 1 of the model policy states the PHA will establish a separate Mainstream waiting list.
- The model policy does not include information on establishing a Mainstream waiting list as this will only occur once. If the PHA adopts Option 1, in accordance with Notice PIH 2024-30, the PHA must take the following actions:
  - If the PHA chooses to create a separate Mainstream waiting list, the PHA must notify families on the HCV waiting list of the separate Mainstream waiting list and provide an opportunity for families on the HCV list to be placed on the Mainstream list. The PHA must either post the information to their website or provide public notice in their communities. In providing this notice, the PHA must ensure effective communication to persons with disabilities, including persons with vision, hearing, speech, intellectual or developmental disabilities, or any other communication-related disabilities. The PHA must ensure effective communication by taking a combination of actions, which may include:
    - Individually notifying families that identified as having a family member with a disability at the time of application or pre-application;
    - Individually notifying a reasonable percentage of families from the top of the existing HCV waiting list given the anticipated number of Mainstream vouchers that a PHA will be issuing in the next five years, while not denying the opportunity for any other household on the HCV waiting list to also be placed on the Mainstream voucher waiting list;
    - Ensuring outreach to organizations serving persons with disabilities and service organizations so there is widespread awareness of the availability of a separate waiting list and how to access this resource;
    - Providing information on social media sites; and
    - Other communication methods.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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- When notifying families and providing notice, the PHA must describe the eligibility criteria for Mainstream vouchers and describe the actions a family should take to be added to the Mainstream voucher waiting list. The PHA notice should also make clear to applicants that if they decide to be included on the Mainstream waiting list, they will not lose their position on the HCV waiting list. The PHA must also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).
- When establishing a sperate Mainstream list, the PHA may choose and is strongly encouraged to commence notifying families on the HCV waiting list before the establishment of a separate Mainstream waiting list is formally adopted by the PHA board of commissioners or other authorized PHA officials.
  - The PHA notice must explain that the establishment of the Mainstream waiting list is dependent on the amendment to the PHA administrative plan being formally adopted but that families are strongly encouraged to take the necessary action now to ensure that their names are placed on the Mainstream waiting list as seamlessly and expeditiously as possible.
  - Conducting the outreach process to HCV waiting list applicants concurrently with the actions necessary to formally adopt the establishment of the separate Mainstream waiting list in the PHA administrative plan is an important consideration for PHAs that wish to implement the separate Mainstream waiting list promptly. Taking such action allows the PHA to ensure the HCV waiting list applicants are provided reasonable time to complete the actions necessary to be added to the Mainstream waiting list at its inception without having to unduly delay the implementation and the associated benefits and efficiencies offered by the Mainstream waiting list.
  - PHAs must allow 60 calendar days for the effective communication of notice and to provide families an opportunity to respond before issuing vouchers from the separate Mainstream waiting list. This 60-day period may commence whenever a PHA elects to do an early notification as described above. In the interim, PHAs can continue to use the HCV waitlist for issuing Mainstream vouchers.
- For PHAs that rely on the date and time of application in determining the order in which families are selected from the Mainstream waiting list, HUD has waived 24 CFR 982.207(c)(1) and established as an alternative requirement that the application date and time of the family's prior HCV application must be used for those Mainstream applicants that are already on the HCV waiting list. However, the order that families may be reached on the Mainstream waiting list compared to the regular HCV waiting list may be different depending on the local preferences the PHA establishes for the Mainstream waiting list. Selection from the Mainstream waiting list will be in accordance with local preferences that the PHA establishes for Mainstream voucher applicants. This may result in the selection of families from the Mainstream waiting list who were not previously on the HCV waiting list ahead of those who were on the HCV waiting list based on the family's eligibility for a Mainstream applicant preference.



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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

The PHA will establish a separate waiting list for the Mainstream program.

All PHA policies on opening, closing, and updating the waiting list in Chapter 4 will also apply to the Mainstream waiting list.



Option 2: Delete the model plan language and insert the text below.

The PHA will not operate a separate Mainstream waiting list. When vouchers are available, the PHA will pull the first Mainstream-eligible family from its tenant-based waiting list. The PHA will not skip over Mainstream-eligible families on the waiting list because the PHA is serving the required number of Mainstream families.

All PHA policies on opening, closing, and updating the waiting list in Chapter 4 apply to the Mainstream program.



Option 3: Use another PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

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### 19-IV.E. PREFERENCES [Notice PIH 2024-30]

HUD waived 24 CFR 982.207(a)(1) and allows PHAs to establish separate preferences for Mainstream voucher applicants. HUD also requires that preferences be adopted in certain circumstances.



**Decision Point: Is the PHA required to adopt a preference and, if so, will the PHA adopt a preference for at least one targeted group? (Model plan, p. 19-60)**

#### Things to Consider

- If the PHA claimed points for a preference in a Notice of Funding Opportunity (NOFO) application, the PHA must adopt a preference for at least one of the targeted groups in the NOFO.
- While PHAs are not required to adopt admission preferences related to Mainstream vouchers, the FY 2017 and 2019 Mainstream NOFOs awarded additional points to PHAs that agreed to adopt a preference for at least one of the following targeted groups.
- Under both the 2017 and 2019 NOFOs, the PHA could select one or more of the following preference categories:
  - Transitioning out of institutional/segregated settings
  - At serious risk of institutionalization
  - Currently experiencing homelessness
  - At risk of experiencing homelessness
- Under the 2019 NOFO, the PHA could also select:
  - Previously experienced homelessness
  - Currently a client in a permanent supportive housing (PSH) or rapid rehousing (RRH) project as eligible preference categories
- Preferences cannot be applied only to Mainstream vouchers.
- The PHA must ensure that their preference does not exclude persons with certain disabilities from accessing assistance or violate other fair housing or civil rights laws.
- Preferences may be limited to a certain number of applicants.
- PHAs that wish to target their assistance to one of the NOFO targeted groups may adopt a preference for just that group.
  - For example, PHA may adopt a preference only for those transitioning out of institutional or other segregated settings.
- The PHA may not have a preference specifically for referrals from organizations that exclusively serve persons with certain types of disabilities.
- Notice PIH 2013-15 provides that PHAs may adopt a preference specifically for the Coordinated Entry system, as it is not disability-specific.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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- If the PHA adopts any of these preferences, the PHA would need to offer those on its current waiting list who meet the preference an opportunity to claim the preference.
- **NOTE:** If the PHA is identifying a preference here, you must also describe the preference in Section 4-III.C. of this chapter.
- Select Option 2 if the PHA will not adopt any preferences.

**CAUTION:** You must insert information here. The model plan does not contain language that can be adopted as-is.

☐

*Option 1: Use the model plan language shown below. Insert the PHA's preference as indicated.*

The PHA claimed a preference for a targeted group as part of an application for Mainstream vouchers under a NOFO. The PHA will offer the following preference:

**[Insert the PHA's preference here and in Section 4-III.C.]**

☒

*Option 2: Delete the model plan language and insert the text below.*

The PHA is not required to adopt any preferences.

☐

*Option 3: Use another PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### **Decision Point: Will the PHA adopt any additional preferences? (Model plan, p. 19-60)**

#### Things to Consider

- Because Mainstream vouchers are intended to facilitate access to housing for individuals with disabilities, including for individuals who reside in institutional or other segregated settings that may not be located in the geographic area that is typically served by a PHA, a residency preference may prevent an otherwise eligible applicant from accessing Mainstream vouchers. Consequently, HUD waived 24 CFR 982.207(b)(1) and established an alternative requirement under which a PHA cannot apply a residency preference to Mainstream voucher applicants.
- Option 1 assumes that the PHA has established a separate waiting list for Mainstream vouchers.
- PHAs may choose to establish a referral preference specifically for Mainstream voucher applicants. Option 2 outlines policies for this. Option 2 cannot be adopted as-is, as it requires that the PHA enter the names of partners. When selecting referral partners, the PHA must consider the following requirements outlined in Notice PIH 2024-30:
  - Referral partners may refer potential Mainstream voucher participants directly to the PHA for processing, and such individuals may be placed on the Mainstream waiting list.
  - A formalized partnership with a referring agency is not required for Mainstream voucher referrals, but HUD encourages PHAs to execute memoranda of understanding (MOUs) with agencies providing referrals. A sample MOU can be found in Notice PIH 2024-30.
  - PHAs that choose to use direct referrals from other agencies to place individuals onto their waiting list must make such information publicly available, by providing clear information on these partnerships and the direct referrals process on their website and in their administrative plan, including the names and contact information of their partnering agencies.
  - Written documentation of these referrals must be maintained in the tenant file by the PHA.
  - When engaging in such partnerships and accepting referrals, PHAs must ensure that they are not discriminating based on disability type or on the basis of any other federally protected class. Referral partnerships cannot create, directly or indirectly, requirements to receive Mainstream vouchers that may violate nondiscrimination requirements under any applicable federal civil rights laws, including Section 504 of the Rehabilitation Act (Section 504), the Fair Housing Act, Title VI of the Civil Rights Act (Title VI), the ADA, and the Age Discrimination Act, among others.

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- The PHA cannot restrict Mainstream vouchers to those referred by a specific state or local agency that provides services only to individuals with specific types of disabilities or diagnoses because such an arrangement would exclude individuals with other types of disabilities who are eligible to receive a Mainstream voucher. If a PHA partners with such an organization, the PHA also must have a partnership with at least one organization that will accept and refer any potentially eligible applicant.
- Potential referral sources that may serve individuals with all types of disabilities and therefore will refer any potentially eligible applicant include Continuums of Care, Independent Living Centers, Area Agencies on Aging, and fair housing initiatives programs.
- So long as the PHA has a referral partnership with a source that serves all individuals regardless of types of disability, the PHA may create additional partnerships with disability-specific referral services or other sources that may not serve individuals with all types of disabilities, such as state Medicaid agencies.
- In implementing this referral process, a PHA cannot prioritize referrals from one referral source over others or provide any priority or preference over other referral sources in allocating vouchers and developing a waiting list.
- Any proposed preferences must comply with federal fair housing and civil rights authorities, including, but not limited to, the Fair Housing Act, Section 504, Title VI, and the Age Discrimination Act, among others (24 CFR 5.105(a)).
- These partnerships are intended to help PHAs more efficiently identify eligible beneficiaries and quickly utilize vouchers. Such partnerships also help facilitate access to individuals who are exiting institutional settings. Given the challenges in timing and ensuring a voucher is available when an individual is ready to leave an institutional setting, this type of arrangement allows an agency to better ensure a voucher will be available when an individual is ready to exit an institutional or other segregated setting, coordinate any application and screening issues, and build in time for finding a unit that meets the individual's disability-related needs. This advance planning and coordination should help facilitate a timely move into a community-based, affordable, and integrated housing opportunity.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

Otherwise, the PHA will not offer any preferences on its Mainstream waiting list.



*Option 2: Delete the model plan language and use the text below, inserting the names of the PHA's referral partners.*

The PHA will use direct referrals from other agencies to place individuals onto the waiting list. Information on direct referrals will be publicly available on the PHA's website and will include information on the direct referrals process and the names and contact information of the PHA's partnering agencies. The PHA will not prioritize referrals from one referral source over others or provide any priority or preference over other referral sources in allocating vouchers and developing a waiting list.

The PHA will use the following referral partners:

- Avalon Housing
- Catholic Social Services
- Center For Independent Living
- Community Mental Health
- Interfaith Hospitality Network
- Michigan Ability Partners
- Salvation Army of Washtenaw
- Shelter Association of Washtenaw
- SOS

~~{Insert the names of the PHA's referral partners}~~

Written documentation of referrals will be maintained in the tenant file by the PHA.



*Option 3: Use another PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

The PHA will also accept direct referrals from other agencies to place individuals onto the waiting list. Information on direct referrals will be publicly available on the PHA's website and will include information on the direct referrals process and the names and contact information of the PHA's partnering agencies. The PHA will not prioritize referrals from one referral source over others or provide any priority or preference over other referral sources in allocating vouchers and developing a waiting list.

The PHA will use the following referral partners:

- Avalon Housing
- Catholic Social Services
- Center For Independent Living

### **Instructions for Preparing Chapter 19: Special Purpose Vouchers**

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- Community Mental Health
- Interfaith Hospitality Network
- Michigan Ability Partners
- Salvation Army of Washtenaw
- Shelter Association of Washtenaw
- SOS

Written documentation of referrals will be maintained in the tenant file by the PHA.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

### 19-IV.F. VOUCHER ISSUANCE

#### Initial Search Term [Notice PIH 2024-30]

For Mainstream vouchers, HUD waived 24 CFR 982.303(a), which requires an initial search term of at least 60 days, and established an alternative requirement that the initial search term for a Mainstream voucher be at least 120 days. The initial 120-day term also applies when a family chooses to move to a new unit with continued assistance inside or outside the PHA's jurisdiction. When issuing a Mainstream voucher, the PHA also must provide a current listing of available accessible units known to the PHA and, if necessary, otherwise assist the family in identifying an accessible unit.



#### **Decision Point: How long will the initial search term be for Mainstream vouchers? (Model plan, p. 19-61)**

##### Things to Consider

- Many Mainstream voucher applicants face challenges in their housing search. Tight rental markets coupled with specific unit needs (e.g., accessible units, units near medical or supportive services, units near public transit, units meeting other disability-related needs, etc.) may require applicants to need additional time to search for a suitable unit.
- Option 1 states the PHA will initially issue vouchers for 120 days, which is the minimum amount of time required under Notice PIH 2024-30. If the PHA wishes to adopt a longer initial term, Option 1 should be edited and a period greater than 120 days should be entered.



*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

The initial voucher term for all Mainstream vouchers, including those issued when a family wishes to exercise portability, will be ~~at least~~ 120 days.



*Option 2: Use another PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

The initial voucher term for all Mainstream vouchers, including those issued when a family wishes to exercise portability, will be at least 120 days.



## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Voucher Extension [Notice PIH 2024-30]



**Decision Point:** What is the PHA's policy on extensions for Mainstream vouchers? (Model plan, p. 19-62)

#### Things to Consider

- Families may require more than the minimum required initial extension to successfully lease up and must be granted additional extensions if requested in accordance with the PHA's administration plan.
- While all Mainstream voucher applicants include a family member with a disability and are eligible for an extension as a reasonable accommodation, PHAs have considerable discretion in the details they may establish for their general extension policy under 24 CFR 982.303(b)(1) outside of the context of reasonable accommodation, including the deadline for requesting an extension and the length of the extension.
- National voucher success rates and median search times indicate that, on average, Mainstream voucher applicants take longer to lease than HCV applicants and are more likely to ultimately be unsuccessful in using their voucher compared to other special purpose voucher applicants.
- HUD stated that given the challenges Mainstream voucher applicants may face in securing a unit, applicants should be provided with flexible extension policies.
- Note that this alternative requirement also applies to current Mainstream voucher participants who choose to move to a new unit with continued assistance inside or outside the PHA's jurisdiction.
- Option 1 states the PHA will extend vouchers for 90 days, which is the minimum amount of time required under Notice PIH 2024-30. If the PHA wishes to adopt a longer extension term, Option 1 should be edited and a period greater than 90 days should be entered. Notice PIH 2024-30 states that subsequent requests for extensions should be processed in accordance with the PHA's administrative plan. For ease of administration and to ensure that Mainstream voucher holders receive as much search time as is necessary, Option 1 treats subsequent requests the same way as initial requests.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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*Option 1: Use the model plan language shown below. Insert the list of partners as indicated.*

At least 30 days prior to the expiration of the initial term of the voucher, the PHA may contact the family to remind them of the expiration date of their voucher, the process for requesting an extension, and to inquire if the family needs assistance with their housing search. Depending on the family's preferred method of communication, the PHA may contact the family via telephone, text message, email, or other accessible communication method. The PHA will ensure effective communication with persons with disabilities, including those with vision, hearing, speech, intellectual or other developmental disabilities, or any other communication-related disabilities.

Families may request an extension, either orally or in writing, at any time prior to the expiration of the family's voucher. All requests for extensions will automatically be granted without the requirement for the family to provide documentation. The initial extension period will be for at least 90 days. If the family requires additional extensions beyond 90 days, the family may request additional extensions, either orally or in writing, at any time prior to the expiration of the extended voucher term. All subsequent extensions will also be for a period of 90 days and will not require the family to meet certain circumstances or provide documentation. Each time the family requests an extension, the PHA will inquire if the family needs assistance with their housing search and will provide a current listing of available accessible units known to the PHA.



*Option 2: Use another PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

### **19-IV.G. PORTABILITY [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20]**

This section discusses portability for Mainstream vouchers. **No policy decisions are required.**

### **19-IV.H. PROJECT-BASING MAINSTREAM VOUCHERS [FY19 Mainstream Voucher NOFA Q&A]**

This section states Mainstream vouchers may be project-based. **No policy decisions are required.**

## **Instructions for Preparing Chapter 19: Special Purpose Vouchers**

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## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### PART V: NON-ELDERLY DISABLED (NED) VOUCHERS

#### 19-V.A. PROGRAM OVERVIEW [Notice PIH 2013-19]

This section provides an overview of NED vouchers. **No policy decisions are required.**

#### 19-V.B. ELIGIBLE POPULATION

##### General Requirements [Notice PIH 2013-19]

This section provides an overview of eligibility requirements for all NED vouchers. **No policy decisions are required.**

##### NED Category 2 [Notice PIH 2013-19 and NED Category 2 FAQs]

This section provides an overview of special eligibility requirements for NED Category 2 vouchers. **No policy decisions are required.**

#### 19-V.C. WAITING LIST

##### General Requirements [Notice PIH 2013-19]

This section provides an overview of waiting list requirements for all NED vouchers. **No policy decisions are required.**

##### NED Category 2 Referrals [NED Category 2 FAQs]

This section provides an overview of requirements for referrals for NED Category 2 vouchers. **No policy decisions are required.**

##### Reissuance of Turnover Vouchers [Notice PIH 2013-19]

This section provides an overview of requirements for reissuance of turnover vouchers. **No policy decisions are required.**

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### 19-V.D. LEASE UP [Notice PIH 2013-19]

#### Briefings

In addition to providing families with a disabled person a list of accessible units known to the PHA, PHAs are encouraged to provide additional resources to NED families as part of the briefing.



**Decision Point: Will the PHA provide any additional items in the briefing packet for NED voucher holders? (Model plan, p. 19-69)**

#### Things to Consider

- While the PHA is not required to add additional information to the briefing packet, in Notice PIH 2011-32, HUD states that in addition to providing families with a disabled person a list of accessible units known to the PHA, the PHA should provide a list of local supportive service and disability organizations that may provide such assistance as counseling services and funding for moving expenses or security deposits in the briefing packet.
- These organizations include state protection and advocacy agencies, Centers for Independent Living, State Medicaid agencies, and disability advocacy groups that represent individuals with a variety of disabilities.
- Since HUD has identified this as a best practice, Option 1 states the PHA will add these materials to the briefing packet. If the PHA will add other items to the packet as well, the PHA should amend the model language in Option 1.
- If the PHA will not provide any additional resources in the briefing packet for NED families, select Option 2.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

In addition to providing families with a disabled person a list of accessible units known to the PHA, the PHA will provide a list of local supportive service and disability organizations that may provide such assistance as counseling services and funding for moving expenses or security deposits in the briefing packet. These organizations include state protection and advocacy agencies, Centers for Independent Living, state Medicaid agencies, and disability advocacy groups that represent individuals with a variety of disabilities.

Further, if other governmental or non-governmental agencies provide available resources such as housing search counseling, moving expenses, security deposits, and utility deposits, the PHA will include this information in the briefing packet.

The PHA will also offer specialized housing search assistance to families with a disabled person to locate accessible units if requested. Trained PHA staff or a local supportive service or disability organization may be able to provide this service.



*Option 2: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

The PHA will not provide any additional resources in the briefing packet for NED families.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### Voucher Term

HUD encourages PHAs to be generous in establishing reasonable initial search terms and subsequent extensions for families with a disabled person.



**Decision Point: What is the time limit for the initial term of a NED voucher?**  
(Model plan, p. 19-69)

#### Things to Consider

- The PHA is not required to establish different policies for the initial term of the voucher for NED vouchers.
- In Notice PIH 2011-32, HUD encouraged PHAs to consider more generous search terms for families with a disabled individual since it may be harder for these families to locate a suitable unit.
- While 60 days is the minimum voucher term, there is no maximum term established by program regulations.
- In setting its policy concerning the length of the voucher term, a PHA may wish to contact agencies that work with families with a disabled person for advice on reasonable search terms.
- While HUD encourages search terms that maximize the family's opportunity to find suitable housing, the term may not be indefinite.
- Option 1 in the model policy assumes that the PHA has adopted the model policy in Section 5-II.E. for an initial term of 60 days. If the PHA has adopted this policy, Option 1 increases the search time for NED vouchers to 120 days. This time period was selected because it mirrors the search period for VASH vouchers.
- If the PHA has adopted an alternative policy in 5-II.E. and wishes to extend the initial voucher term for NED vouchers, the PHA may wish to alter the language in Option 1.
- If the PHA wants to issue vouchers for the same time period for NED vouchers as all other vouchers, the PHA should select Option 2.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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Option 1: Use the model plan language shown below. No changes to the model plan are needed.

All NED vouchers will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

All other PHA policies on extensions and suspension of vouchers in Section 5-II.E. will apply.



Option 2: Delete the model plan language and insert the language below.

The PHA will not provide a longer search term for NED vouchers than for other vouchers. The PHA will follow all policies in section 5-II.E. regarding the initial and extension terms of the voucher.



Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.

### Special Housing Types [Notice PIH 2013-19 and NED Category 2 FAQs]

This section provides information on special housing types. **No policy decisions are required.**



## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### 19-V.E. PORTABILITY [NED Category 2 FAQs]

NED vouchers follow standard portability rules for the HCV program. However, the PHA may, but is not required to, allow NED families to move under portability, even if the family did not have legal residency in the initial PHA's jurisdiction when they applied.



**Decision Point: Will the PHA allow nonresident applicant NED voucher holders to exercise portability upon initial lease-up? (Model plan, p. 19-70)**

#### Things to Consider

- The HUD regulations on portability make a distinction between resident and nonresident applicant families. A nonresident family is one whose head, spouse, or cohead did not have a domicile (legal residence) in the initial PHA's jurisdiction when the family first submitted an application for admission to the initial PHA's voucher program [24 CFR 982.353(c)(1)]. Unlike resident families, nonresident families have no right to portability for the first 12 months after they are admitted to the program; however, the initial PHA has the discretion to allow portability during this period [24 CFR 982.353(c)(2)].
- In some cases, the supportive services a person needs in order to live in the community might only be available in an area outside the PHA's jurisdiction.
- Even if the PHA has a policy of not allowing portability for nonresident applicants within the first year, the PHA must consider granting an exception to the policy if doing so provides a reasonable accommodation for a person with disabilities.
- Another option the PHA has is to revise the policy in its PHA administrative plan on portability for nonresident applicants to allow for immediate portability. The PHA can specify that this exception to their general policy applies only to NED Category 2 families.
- For consistency with policies in Section 10-II.B., which state the PHA will typically not allow portability in this situation with exceptions for purposes of reasonable accommodation and VAWA, Option 1 does not allow portability for nonresident families during the first 12 months.
- If the PHA adopts Option 2, the PHA should also amend the policy in Section 10-II.B. to reflect this change.

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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*Option 1: Use the model plan language shown below. No changes to the model plan are needed.*

If neither the head of household nor the spouse or cohead of a NED applicant family had a domicile (legal residence) in the PHA's jurisdiction at the time that the family's initial application for assistance was submitted, the family must lease a unit within the initial PHA's jurisdiction for at least 12 months before requesting portability.

The PHA will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2) or reasons related to domestic violence, dating violence, sexual assault, stalking, or human trafficking.



*Option 2: Delete the model plan language and insert the language below.*

If neither the head of household nor the spouse or cohead of a NED applicant family had a domicile (legal residence) in the PHA's jurisdiction at the time the family's application for assistance was submitted, the NED family will be allowed to move to an area outside the PHA's jurisdiction under portability [24 CFR 982.353(c)].



*Option 3: Use PHA-established policy. Edit the model plan language or delete it and insert the PHA's policy.*

## **Instructions for Preparing Chapter 19: Special Purpose Vouchers**

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**Instructions for Preparing Chapter 19: Special Purpose Vouchers**

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**PART VI: STABILITY VOUCHER PROGRAM**

**19-VI.A. PROGRAM OVERVIEW [Notice PIH 2022-24]**

**AAHC DOES NOT ADMINISTER THE STABILTY VOUCHER PROGRAM (SV).**

## Instructions for Preparing Chapter 19: Special Purpose Vouchers

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### FINALIZING THE DOCUMENT

Take a final look at the changes you have made in this chapter of the administrative plan. Have you:

- (1) Added or subtracted any exhibits at the end of the chapter? ☐ Yes ☒ No.
- (2) Added, subtracted or reordered any major sections (at the A, B, or C level?) ☐ Yes ☒ No

If you answered yes to either of these questions, you must adjust the chapter to match your changes.



**Decision Point: Are any changes required to this chapter?**

- ☐ No. No changes to the model plan are needed.
- ☒ Yes. Edits only. Edit and insert PHA language as appropriate.
- ☐ Yes. PHA changed the organization of the chapter. Adjust the chapter to reflect your changes **and** review the rest of the document to make sure that any references to section numbers are correct.



**Decision Point: Are changes required in other chapters as a result of changes to this chapter?**

Check the “Things to Consider” under each decision point to identify if changes to the model plan policy will require changes to policies in other chapters of the plan.

- ☐ No. Changes to other chapters are not necessary.
- ☒ Yes. Changes to the following chapters are also required: Chapter 3 and 4.