

Departure of a Family or Household Member

The family must promptly notify HACCC if any household member (including a live-in aide, foster child, or foster adult) no longer lives in the unit. HACCC must process an interim for any changes in the household composition, including all decreases in adjusted income when a family member permanently moves out of the unit.

HACCC Policy

If a household member ceases to reside in the unit, the family must inform HACCC within 15 calendar days. This requirement also applies to family members who had been considered temporarily absent, at the point that the family concludes the individual is permanently absent who are now permanently absent.

If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform HACCC within 15 calendar days.

HACCC will attempt to contact a household member to be removed via notice. The household member will have 15 calendar days to contact HACCC confirming and/or disputing the change before HACCC moves forward with Head of Household's request to remove the household member.

To remove a family member, the family must provide the individual's forwarding address and verification that the family member has moved out. HACCC will accept the following forms of verification:

- Letter from a government agency with the new address

Page 9-13

- A third party document that lists the address of the person who vacated, such as a pay stub or utility bill
- Verification from a Nursing Home
- A Death Certificate

If the Head of Household is no longer in contact with the removed Household member(s), the Head of Household may provide written verification of the Household member's departure. The Head of Household shall include the reason why the Household member cannot provide documentation and any contact information, if known.

If these steps are not completed, the member will not be removed from the household. If the member has income, the income will continue to be counted towards your rent amount. HACCC will process an interim for any changes in household composition, including all decreases in adjusted income when a family member permanently moves out of the unit. if the family's adjusted income will decrease as a result of a family member permanently moving out of the unit.

4.I.D. PLACEMENT ON THE WAITING LIST

HACCC ~~must~~may review each completed application received and make a preliminary assessment of the family's eligibility. HACCC must place on the waiting list families for whom the list is open unless HACCC determines the family to be ineligible. Where the family is determined to be ineligible, HACCC must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

Ineligible for Placement on the Waiting List

HACCC Policy

If HACCC can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, HACCC will send written notification of the ineligibility determination within 30 calendar days of receiving a completed application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

Eligible for Placement on the Waiting List

HACCC Policy

HACCC will send written notification ~~that the family's application was accepted of the preliminary-eligibility-determination~~ within 30 calendar days of receiving a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify.

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. A final determination of eligibility and qualification for preferences will be made when the family is selected from the waiting list. The family will be required to submit documentation to determine eligibility at the time of their scheduled initial eligibility appointment. If the family does not provide the required documentation at the time of the interview, they will be required to provide it within 10 business days. Failure to submit requested documentation by the written final notice will result in removal from the waiting list.

Applicants will be placed on the waiting list according to HACCC preference(s) and the date and time their complete application is received by HACCC.

HACCC will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may

request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to HACCC standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.