

10. As a result of placement of a foster child(ren) or foster adult(s).
11. As a result of returning or placement of elderly parents or grandparents to be cared for by current family members as certified by a medical professional.
12. Consolidation of two families assisted by the PHA, resulting in the relinquishment of one family's subsidy, when the consolidation is necessary for the care of an elderly or disabled family member.

HACCC will not increase the subsidy size (number of bedrooms) when adding additional family member(s) to an existing tenancy. This does not include adults by marriage, children by birth, adoption or court-awarded custody. The family is required to sign a Waiver of Voucher Size Standards declaring that they understand that there will be no increase in their subsidy size as a result of the addition of the family member outside of marriage, children by birth, adoption or court-awarded custody. Additionally, if the family moves from the assisted unit, the voucher size will remain the same size as it was prior to the addition of the new family member(s).

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

If HACCC determines an individual meets HACCC's eligibility criteria as defined in Chapter 3 and documentation requirements of Chapter 7, Part II, HACCC will provide written approval to the family. If the approval of a live-in aide will cause overcrowding according to NSPIRE standards, the approval letter will explain that the family will be issued a voucher and will be required to move.

HACCC will not approve the addition of a foster child or foster adult if it will cause a violation of space standards. If the addition of a foster child results in a violation of space standards, the family will be required to move in order to add the foster child(ren). Note this provision is only for foster children, not foster adults. The addition of a foster adult shall not result in a change in the subsidy size.

If HACCC determines that an individual does not meet HACCC's eligibility criteria or documentation requirements defined in Chapter 3, HACCC will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.

HACCC will make its determination within 14 calendar days of receiving all information required to verify the individual's eligibility.

Departure of a Family or Household Member

Families must promptly notify HACCC if any household member no longer lives in the unit [24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], HACCC also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit. The PHA must process an interim for all decreases in

adjusted income when a family member permanently moves out of the unit pursuant to section 7-II.D. FAMILY RELATIONSHIPS of this plan.

HACCC Policy

If a household member ceases to reside in the unit, the family must inform HACCC within 14 calendar days. This requirement also applies to a family member who has been considered temporarily absent at the point that the family concludes the individual is permanently absent.

If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform HACCC within 14 calendar days.

HACCC will attempt to contact a household member to be removed via notice. The household member will have 14 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.

~~HACCC will attempt to contact a household member to be removed via notice. The household member will have 14 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. If the member fails to respond to the notice within 14 calendar days, HACCC will proceed with the removal of 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
- A third-party document that lists the address of the person who vacated, such as a pay stub, utility bill, insurance statement, car registration, magazines, Medical System letters, etc.
- 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 if the family's adjusted income will decrease as a result of a family member permanently moving out of the unit.

Household members who cannot be verified as living in the unit shall be removed from the household composition and the Housing Choice Voucher size adjusted.