

Parma Public Housing Authority

Administrative Plan

Summary of Changes

August 7, 2016

Chapter 2 Eligibility for Admission; G. Social Security Numbers

In the U.S. Department of Housing and Urban Development (HUD) Streamlining Administrative Regulations notice dated March 8, 2016, HUD addressed a previous regulation which treated the addition of a child under the age of 6 to a household differently based on whether the household was an applicant or participant. The streamlining rule more closely aligns the requirements for applicants and participants. The new requirement as stated in the Administrative Plan (Plan) is: If a child under the age of 6 years was added to the applicant's household within the 6-month period prior to the household's date of voucher issuance, the applicant may become a participant so long as the required Social Security Number documentation is provided to the PHA within 90 calendar days from the effective date of the Housing Assistance Payment (HAP) Contract. The PHA must grant an extension of one additional 90-day period if the PHA determines that the applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the assistance applicant. If the applicant family fails to produce the documentation required within the required time period the PHA terminates program participation according to 24 CFR 5.218.

Chapter 3 Selection and Admission: J. Income Targeting

As part of HUD's streamlining administrative regulations, the definition of extremely low-income was changed. The Plan is updated to reflect the new definition. The new definition as described in the Plan is: families whose income does not exceed the higher of 30% of the area median income or the poverty guidelines established by the Department of Health and Human Services.

Chapter 4 Subsidy Standards: A. Determining Family Unit (Voucher) Size

Persons of the opposite sex generally are assigned separate bedrooms however the policy does not apply to adults with a spousal relationship and children under 2 years of age (previous policy stated children under 1 year of age).

Chapter 4 Subsidy Standards: B. Exceptions to Subsidy Standards

Previously, the Parma Public Housing Agency (PPHA) required families to report the addition of a household member by birth, adoption, or court awarded custody within 10 days. To be consistent with other reporting requirements for ongoing participants, the reporting timeframe was extended to 30 days.

Chapter 6 Request for Approval of Tenancy and Contract Execution: A. Request for Tenancy Approval

Removed the sentence “The PHA will not permit the family to submit more than one (1) RTA at a time” as it was redundant.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: A. Disallowance of Earned Income for Persons with Disabilities

As part of HUD’s streamlining administrative regulations, changes were made to the Earned Income Disallowance rule. Specifically, PHA’s are no longer required to track employment stop and starts once the initial disallowance begins. As such, the disallowance is applied for 24 consecutive months regardless of loss of employment and the 48 month maximum rule does not apply. The Plan was updated to remove the word “cumulative” from the tracking of months requirement. The requirement to track the stopping and starting of employment after the disallowance period begins was removed. Language was added to clarify the need to document when the second 12 month 50% disallowance period begins. Finally, the 48 month disallowance timeframe was changed to 24 months.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: C. Definition of Temporarily/Permanently Absent

The Head of Household’s reporting requirement for changes in family composition was extended to 30 days.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: C. Definition of Temporarily/Permanently Absent

As per Community Legal Aid, for Housing Choice Voucher (HCV) Program administrative hearings, the burden of proof that an individual is an unauthorized occupant in the PPHA’s responsibility. The Plan had stated that the burden of proof that a visitor was not an unauthorized occupant was the responsibility of the family. The language has been changed to shift the responsibility to the PPHA.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: C. Definition of Temporarily/Permanently Absent: Reporting Additions to Owner and PHA

Language was added requiring the family to provide PPHA with written permission from the owner to add a household member.

To be consistent, the family's reporting requirement to the PPHA of an addition household member was changed from 10 days to 30 days.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: C. Definition of Temporarily/Permanently Absent: Reporting Absences to the PHA

To be consistent, the family's reporting requirement to the PPHA when a family member will be temporarily or permanently absent is changed from 10 days to 30 days.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: H. Lump Sum Receipts

Reporting requirement changed from 10 days to 30 days to be consistent with other reporting requirements.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: K. Verification of Assets

As part of HUD's streamlining administrative regulations, PHAs are required to third-party verify assets of \$5,000.00 or less initially and at every third reexamination. Language was added as follows:

For a family that has net assets equal to or less than \$5,000.00, the initial verification of assets must be third-party verified. The PHA will obtain third-party documentation of assets for reexaminations every three (3) years. For reexaminations in years one (1) and (2) the PHA will accept self-declaration. The declaration must state the amount of income the family expects to receive from such assets, this amount is included in the family's income.

Chapter 7 Factors Related to TTP, Family Share Determination, and Occupancy: O. Exclusions

As part of HUD's streamlining administrative regulations, the definition of tuition as excluded income was expanded to include fees and student charges.

Chapter 8 Housing Quality Standards and Inspections: C. Annual HQS Inspections

Language was added designating a rescheduled reinspection as a failed inspection.

Chapter 9 Owner Rents, Rent Reasonableness and Payment Standards: D. Payment Standards for the Voucher Program

As part of HUD's streamlining administrative regulations, language was changed regarding payment standards for reasonable accommodations. Previously, a PHA could above a higher

payment standard within a basic range as a reasonable accommodation. PHAs can now increase payment standards up to 120% of the Fair Market Rent without HUD approval.

Chapter 10 Recertifications: Reexamination Notice to the Family

Notification letter for recertification appointment requirement changed from 30 days to 14 days.

Chapter 10 Recertifications: Interim Reexamination Policy

For consistency, a family's requirement to report changes in income was increased from 10 days to 30 days. Language was also added to require families that fail to report changes in income timely, to enter into a repayment agreement.

Chapter 10 Recertifications: Decreases in Income

Language was added to clarify that decreases in rent become effective the first of the month following the month in which the change was received and all documentation to support the decrease is received.

Chapter 10 Recertifications: E. Timely Reporting of Changes in Income and Assets

For consistency, a family's requirement to report changes in income was increased from 10 days to 30 days. Language was added to clarify that after reporting any change the family will have 30 days to provide any documents or signatures necessary.

Chapter 13 Denial or Termination of Assistance: A. Grounds for Denial/Termination

The definition of other criminal activity was added for clarity.

Chapter 15 Owner or Family Debts to the PHA: B. Debts Owed for Claims

For consistency, increased the length of time the PHA may grant an extension of time for repayment from five (5) calendar days to 10 business days.

Chapter 15 Owner or Family Debts to the PHA: C. Debts Due to Misrepresentations/Non-Reporting of Information

Repayment terms updated to require 1/3 of debt paid immediately and a term of repayment of three (3) months for amounts owed between \$0.00 - \$1,500.99 and a term of repayment of six (6) months to one (1) year for amounts owed \$1,501.00 and greater.

The following language was added:

A payment will be considered to be in arrears if:

The payment has not been received by the close of the business day on which the payment was due. If the due date is on a weekend or holiday, the due date will be at the

close of the next business day.

If the family's repayment agreement is in arrears and the family has not contacted or made arrangements with the PHA, the PHA may:

- Require the family to pay the balance in full
- Pursue civil collection of the balance due
- Terminate the housing assistance
- Grant an extension of 10 business days