

**HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN PROPOSED CHANGES 2020-2021**

Chapter	Section	Name	Current Language	Proposed Language
2	II.D	VERIFICATION OF DISABILITY	The SFHA must obtain verification of a Request for Reasonable Accommodation from a knowledgeable professional identified by the family. If verification cannot be obtained by the knowledgeable professional within thirty (30) calendar days, the family must follow-up with the knowledgeable professional. Third party verification includes U.S. Postal Service, fax, email, and when all other means fail by a telephone call initiated by the Authority.	The SFHA will request a third party verification as part of the Reasonable Accommodation process. If verification cannot be obtained by the third party within thirty (30) calendar days, the family must follow-up with the third party. Third party verification can be provided via U.S. Postal Service, fax, e-mail, or a telephone call initiated by the Authority. If the disability is "obvious" then third party verification is not required.
2	II.E.	APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION	New Addition	<p>Project Based Voucher units are units wherein the subsidy is linked directly to the unit. This subsidy is not mobile or transferable. As a result, the SFHA will not move households in the PBV program except:                      Through the RAD Referral Program (see Chapter 18);                      A Reasonable Accommodation (See Chapter 2)</p> <p>If a Reasonable Accommodation is requested, the following will occur:</p> <p>The SFHA will follow the RA process outlined above.                      If approved, the SFHA will inform the participant that they need to go back to their property office to determine whether another unit is available within the building. This determination is entirely at the discretion of the property office/landlord and does not involve the SFHA. If a unit is available, the Participant must ask the SFHA for a Request for Transfer Approval (RTA), the SFHA will provide the RTA form and, upon receipt from the Participant, will then inspect the unit. Once the unit passes inspection, the Participant will move in and the RA will be closed.                      If approved but a unit is not available within the same building, the Participant may ask the property manager/developer whether another property within their portfolio is available to move to. This determination is entirely at the discretion of the property office/landlord and does not involve the SFHA. If a unit is available, the Participant must ask the SFHA for a Request for Transfer Approval (RTA), the SFHA will provide the RTA form and, upon receipt from the Participant, will then inspect the unit. Once the unit passes inspection, the Participant will move in and the RA will be closed.                      If approved but neither 3 or 4 are an option, the Participant may continue looking for other opportunities. The SFHA does not provide assistance in locating additional units for Participants to transfer to nor does it maintain a separate waitlist for these requests.                      If denied, the SFHA will inform the Participant of the denial.</p>
3	I.B.	FAMILY AND HOUSEHOLD	After the family has been admitted into the program, additions to the family will be limited to the following circumstances:	After the family has been admitted into the program, additions <u>may be made in the following circumstances at the sole discretion of the SFHA:</u>

3	I.F.	JOINT CUSTODY OF DEPENDENTS	Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 50 percent or more of the time.	Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 51 percent or more of the time.
3	I.M.	ABSENT FAMILY MEMBERS	A foster child or foster adult will not be included in the HCV application or renewal of the foster family because they are considered part of their biological/relatives family unit even while temporarily in foster care.	A foster child or foster adult <u>may</u> be included in the HCV application or renewal of the foster family because they are considered part of their biological/relatives family unit even while temporarily in foster care.
3	I.N.	LIVE-IN AIDE	A live-in aide has no rights to the voucher. A live-in aide cannot become a family member.	A live-in aide has no rights to the voucher. <u>Generally</u> , a live-in aide cannot become a family member. <u>Any requests for a live-in aide to become a family member will be reviewed on a case by case basis.</u>
4	III.C.2.	PREFERENCES AND ORDER OF SELECTION	New Addition	SFHA Policy The SFHA initially will require families to provide only the information needed to determine the family's placement on the waiting list(s). For families claiming a preference, the SFHA will verify the family's preference status by U.S. Post Office mail. If the family cannot verify their preference status, they will be returned to the waiting list(s) in a non-preference category. If the preference verification request letter is returned by the U.S. Post Office, the family will be removed from the waiting list(s). Once the preference is verified, or if the SFHA is pulling families in a non-preference category from the waiting list(s), the family will be required to provide all of the information necessary to establish eligibility of assistance during a scheduled eligibility interview waiting list(s)
4	III.C.2.d	All HOPE SF Sites - On/Off Site	New Addition	Add to each HOPE SF Site: Families with a Right-to-Return [Expanded] preference (15 points)
4	III.E.	THE APPLICATION INTERVIEW	The head of household or spouse/co-head must provide appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, they will be required to provide it within 10 calendar days.	The head of household <u>and all adult members</u> must provide appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, they will be required to provide it within 10 calendar days.
4	Exhibit-1	DEFINITIONS OF PREFERENCES IN ALPHABETICAL ORDER	Subject to availability of funding, up to 20 vouchers will be set aside for this group with a referral by HSA	Remove

4	Exhibit-1	DEFINITIONS OF PREFERENCES IN ALPHABETICAL ORDER	None	Families with a Right-to Return [Expanded]: After Families with a Right of Return have exercised their right to return to their property, Families with a Right-to-Return [Expanded] have the next highest priority and preference over any family on the site-based waiting list(s). [SF Administrative Code section 39.2]
4	Exhibit-2	VAWA TRANSFER PLAN SET ASIDE	Eligibility for Emergency Transfer	(Change "transer" to "Set-Aside") Eligibility for Set Aside
5	I.I.E.	VOUCHER TERM AND EXTENSIONS	The initial term of a voucher must be at least 60 days.	Remove
5	I.I.E.	EXTENSIONS OF VOUCHER TERM	The SFHA may grant one or more extensions upon written request from the family, but the initial term plus any SFHA-approved extension may never exceed 180 calendar days from the initial date of issuance. Written requests for extensions must be received by the SFHA prior to the expiration date of the voucher.	The SFHA may grant one or more extensions upon written request from the family, but the initial term plus any SFHA-approved extension may never exceed 180 calendar days from the initial date of issuance <u>except for a Reasonable Accommodation request</u> . Written requests for extensions must be received by the SFHA prior to the expiration date of the voucher.
5	I.I.E.	EXTENSIONS OF VOUCHER TERM	The SFHA may approve additional extensions beyond the 90 calendar day limit, only in the following circumstances: <ul style="list-style-type: none"> <li>•It is necessary as a reasonable accommodation for a person with disabilities.</li> <li>•It is necessary due to reasons beyond the family's control, as determined by the SFHA. Following is a list of extenuating circumstances that the SFHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted: <ul style="list-style-type: none"> <li>oSerious illness or death in the family;</li> <li>oWhether the family or a member of the family is or has been the victim of domestic violence, dating violence, sexual assault, or stalking;</li> <li>oWhether the family has already submitted requests for tenancy approval that were not approved by the SFHA;</li> <li>oWhether family size or other special circumstances make it difficult to find a suitable unit.</li> </ul> </li> </ul> Any request for an additional extension must include the reason(s) an additional extension is necessary. The SFHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.	Remove
5	I.I.E.	EXPIRATION OF VOUCHER TERM	If an RTA that was submitted prior to the expiration date of the voucher is subsequently disapproved by the SFHA (after the voucher term has expired), the family will be required to reapply for assistance.	Removed because this language should not happen due to mandatory suspension of the voucher term.
6	I.G.	IMPUTING INCOME FROM ASSETS	The PHA must review its passbook rate annually to ensure that it remains within 0.75 percent of the national average. SFHA Policy SFHA will review the passbook rate every year in December and adopt the HUD published passbook rate in January. Changes to the passbook rate will take effect on January 1 following the December review. Board approval is not required when reviewing and setting a passbook rate.	Remove

7	I.B.	REQUIREMENTS FOR ACCEPTABLE PARTICIPANT-PROVIDED DOCUMENTS	The SFHA will accept the Social Security Administration Award letter if issued within the last twelve (12) months.	Remove
7	II.B.	SOCIAL SECURITY NUMBERS	Once the individual's verification status is classified as "verified," the PHA may, at its discretion, remove and destroy copies of documentation accepted as evidence of social security numbers. The retention of the EIV Summary Report or Income Report is adequate documentation of an individual's SSN. SFHA Policy Once an individual's status is classified as "verified" in HUD's EIV system, the SFHA will remove and destroy copies of documentation accepted as evidence of social security numbers.	Once the individual's verification status is classified as "verified," the SFHA will retain the documents in the Participant file.
10	II.B.	VOUCHER ISSUANCE AND TERM	A Non-resident is defined as a family where the head, spouse or domestic partner, or co-head has not had a residence in the City or County of San Francisco for at least 12 months prior to voucher issuance	A non-resident is defined to be when neither the household head nor spouse of an assisted family already had a "domicile" (legal residence) in the jurisdiction of the initial PHA at the time when the family first submitted an application for participation in the program to the initial PHA.
10	II.C.	VOUCHER TERM	The receiving PHA's voucher will expire on the same date as the initial PHA's voucher	The receiving PHA's voucher will expire 30 days after the expiration of the IHA voucher.
12	I.D.	DEATH OF THE SOLE FAMILY MEMBER	The SFHA must immediately terminate program assistance for a deceased single member family.	Add: The SFHA will continue to respond to pending add requests that have been submitted to the SFHA prior to or on the date of death. The pending request must be date stamped by the SFHA. Any requests submitted after death or without a date stamp will receive an automatic denial.
12	I.E.	USE OF ILLEGAL DRUGS AND ALCOHOL	New Addition	A record of arrest(s) will not be used as the basis for the termination or roof that he participant engaged in disqualifying criminal activity.
16	II.A.	OVERVIEW	Establishing and updating the PHA passbook rate, which is used to calculate imputed income from assets, is covered in Chapter 6 (see Section 6-I.G.).	Remove
16	III.C.	EVIDENCE	New Addition	Victim of Domestic Violence: In hearings wherein the participant requesting the hearing is the alleged perpetrator of a domestic violence case and the reason for the hearing is a result of the alleged domestic violence, the alleged victim will be provided an opportunity to be a witness at the hearing. The decision to be a witness or not is solely up to the witness. Both parties will not be in the same room. Alleged perpetrator or his counsel will have an opportunity to question the witness via an online platform such as Zoom, Teams, Google, etc. Witness shall enter and leave the hearing only for the portion of the hearing for which they are testifying and will not be provided access or a copy of the final decision. The witness will be provided with a summary of the hearing decision identifying whether the issue before the hearing officer was upheld or overturned.