

**Chapter 3**

**APPLYING FOR ADMISSION**

[24 CFR 982.204]

**(Revised September 2012)**

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**INTRODUCTION**

The policy of the PHA is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This chapter describes the policies and procedures for completing an initial application for assistance, placement, and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but the PHA will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this plan.

**A. OPENING AND CLOSING OF THE WAITING LIST [24 CFR 982.206, 982.54(d)(1)]**

When the waiting list is open any family asking to be placed on the waiting list for Section 8 HCV rental assistance will be given the opportunity to complete a pre-application. When the PHA opens the waiting list, the PHA will advertise through public notice in one or more of the following newspapers, minority publications and media entities. (The PHA may announce the opening and closing dates of the waitlist along with the number of applications that will be accepted at the time of publication.)

- Local and minority newspapers (i.e., The Olathe News, The Kansas City Star, The Kansas City Call, The Kansas City Globe, Dus Mundos)
- The PHA will distribute fact sheets to broadcast media and may utilize public service announcements.
- City and County Offices, and
- Local Community service providers
- Official Human Services Dept. website

**Limits on Who May Apply**

When the waiting list is open:

Depending on the composition of the waiting list with regard to the family types and preferences and to better serve the needs of the community, the PHA may choose to only accept applications from families claiming preferences under one or more of the local preference categories (i.e. Elderly/Disabled or Victims of Domestic Violence).

This notice will contain:

- The date, time, and telephone number where special accommodations can be scheduled.
- The program for which the applications are being taken
- A brief description of the program limitations, if any, on whom they may apply.

The notices will be made in accessible format, if requested. They will provide potential applicants with information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

### **Closing the Waiting List**

The PHA, at its discretion, may restrict application intake, suspend application intake, and close waiting list in whole or in part. The PHA may open or close the list by local preference and/or disability category. The PHA may stop applications if there are enough applicants to fill anticipated openings for the next twenty-four (24) months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

The PHA will announce the closing of the waiting list by public notice. When the period for accepting applications is over, the PHA will not accept additional pre-applications, nor maintain a list of those who wish to be notified when the waiting list is open.

## **B. OVERVIEW OF THE APPLICATION TAKING PROCESS**

Applications for the Johnson County Housing Authority Section 8 HCV rental assistance program waiting list will be accepted online or with a special accommodation when waiting list is officially opened. There will be only one waiting list for the Johnson County Housing Authority.

The purpose of application taking is to permit the PHA to gather information and determine placement on the waiting list. The application will contain questions designed to obtain pertinent program information.

The application process will involve two phases.

The first phase involves the initial online application for assistance (referred to as a pre-application).

- The pre-application will be digitally signed by applicant, date and time-stamped, to be maintained by software until such time it is needed for processing.
- The date and time of the pre-application is used to determine the family's placement on the waiting list.

The second phase is the "final determination of eligibility"(referred to as the full application).

- The full application takes place when the family reaches the top of the waiting list. At this time the PHA ensures that verification of all HUD and PHA eligibility factors is current in order to determine the family's eligibility for the issuance of a voucher.

**C. APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]**

Applicants are required to inform the PHA [in writing] of changes in address. Applicants are also required to respond to requests from the PHA to update information on their application and to determine their continued interest in assistance.

Waiting list status may be checked by applicant through software system made available at the time of application (waitlistcheck.com).

If the family is determined to be ineligible based on the information provided in the pre-application, the PHA will notify the family in writing, state the reason(s), and inform them of their right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as an accommodation.

**D. TIME OF SELECTION [24 CFR 982.204]**

When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, subject to income targeting requirements (75% of the families selected from waitlist must be families whose income is extremely low, no more than 30% of area median income).

When there is insufficient funding available for the family at the top of the list, the PHA will not admit any other applicant until funding is available for the first applicant.

Based on the PHA's turnover and the availability of funding, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

**E. COMPLETION OF A FULL APPLICATION**

- All preferences claimed on the pre-application or while the family is on the waiting list will be verified:

- After the family is selected from the waiting list, and prior to completing the full application
  - Complete a Personal Declaration Form prior to the full application interview.
  - Complete a full application in their own handwriting, unless assistance is needed, or a request for accommodation is made by a person with a disability. Applicant will then be interviewed by PHA staff to review the information on the full application form.
  - Participate in a full application interview with a PHA representative during which the applicant will be required to furnish complete and accurate information verbally as requested by the interviewer. The PHA interviewer will complete the full application form with answers supplied by the applicant. The applicant will review, sign and certify that all information is complete and accurate.
  - The full application will be completed when the applicant attends the interview.

### **Requirement to Attend Interview**

The PHA utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other PHA services or programs which may be available.

- All adult family members are required to attend the interview and sign the housing application. When possible all adults should be in attendance and must sign the application.
- Exceptions may be made for students attending school out of state/for members for whom attendance would be a hardship.
- The head of household is required to attend the interview.
- If the head of household cannot attend the interview, the spouse may attend to complete the application and certify for the family. The head of household, however, will be required to attend an interview within 12 calendar days to review the information and to certify by signature that all of the information is complete and accurate.
- It is the applicant's responsibility to reschedule the interview if s/he misses the appointment. If the applicant does not reschedule or misses two scheduled meetings, the PHA will reject the application.

- Applicants who fail to appear and want to reschedule a missed appointment must make the request to reschedule no later than 12 calendar days from the original appointment date. The request must be made to the staff person who scheduled the appointment.
- If an applicant fails to appear for their interview without prior approval of the PHA, their application will be denied unless they can provide acceptable documentation to the PHA that an emergency prevented them from calling.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review.

All adult members must sign the HUD Form 9886, Release of Information, the application form and all supplemental forms required by the PHA, the declarations and consents related to citizenship/immigration status and any other documents required by the PHA. Applicants will be required to sign specific verification forms for information which is not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by the PHA.

Every adult household member must sign a consent form to release criminal conviction records and to allow PHAs to receive records and use them in accordance with HUD regulations.

If the PHA determines at or after the interview that additional information or document(s) are needed, the PHA will request the document(s) or information in writing. The family will be given 12 calendar days to supply the information.

If the information is not supplied in this time period, the PHA will provide the family a notification of denial for assistance. (See "Complaints and Appeals" chapter)

**F. VERIFICATION [24 CFR 982.201(e)]**

Information provided by the applicant will be verified, using the verification procedures in the "Verification Procedures" chapter. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than 60 days old at the time of issuance of the Voucher.

**G. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY  
[24 CFR 982.201]**

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After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the PHA, and the current eligibility criteria in effect. If the family is determined to be eligible, the PHA will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.