

IV. ELIGIBILITY FOR ADMISSION

To be eligible for admission, an applicant must meet HUD's criteria for eligibility determination, as well as any additional criteria established by the PHA.

HUD has three factors for eligibility:

Family Composition

Income Limits

Provision of Social Security Numbers

The Family's initial eligibility for placement on the waiting list will be made in accordance with the following factors and will not be verified until selection from the application pool for a Certificate or Voucher is made.

A. FAMILY COMPOSITION

The applicant must qualify as a Family. A Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity the following:

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or
- (2) A group of persons residing together, and such group includes, but is not limited to:
 - (a) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - (b) An elderly family;
 - (c) A near-elderly family;
 - (d) A disabled family;
 - (e) A displaced family; and
 - (f) The remaining member of a tenant family.

An expectant mother with no other children will qualify for assistance as a family. She will be listed on the waiting list and qualifies for admission into housing unless she aborts or miscarries prior to admission. Once she is admitted as a single pregnant woman, she will be considered the remaining member of the tenant family if she aborts or miscarries. An expectant mother with no children must provide the PHA a certificate of pregnancy from a physician.

VII. OCCUPANCY STANDARDS

A. CERTIFICATE/VOUCHER SIZE ISSUED

HUD guidelines require that the PHA establish standards for the determination of Certificate and Voucher bedroom size and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. They also must meet the minimum requirements of the Housing Quality Standards.

The unit size assigned to a participant in the Certificate Program serves as the basis for determining maximum rent that can be paid to an owner for the unit selected by the family.

The unit size on the Certificate or Voucher remains the same as long as the family composition remains the same, regardless of the actual unit size selected.

The occupancy standard will determine the bedroom size for placement on the waiting list.

The occupancy standards are set up to follow these guidelines:

Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults, should have separate bedrooms;

Children of the same sex should share a bedroom;

Children of opposite sex may share a bedroom until one of the children reaches age 5;

Children, including unborn children, should not share a bedroom with parents, but the family may choose to be placed on the one bedroom list and offered a one bedroom Certificate or Voucher when available if they have one child under two years of age;

Persons with verifiable medical needs or other extenuating circumstances could be provided a larger unit;

Foster children will be included in determining unit size;

Live-in attendants will generally be provided a separate bedroom;

Space may be provided for a child who is away at school but who lives with the family during school recesses;

Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military;

Units will be assigned so that a minimum of one person will occupy each bedroom;

Families will not be required to use rooms other than bedrooms for sleeping purposes in the Certificate or Voucher size determination;

A child is defined as a minor.

These general guidelines are used in determining Certificate or Voucher size:

<u>CERTIFICATE/VOUCHER SIZE</u>	<u>MINIMUM # PERSONS IN HOUSEHOLD</u>	<u>MAXIMUM # PERSONS IN HOUSEHOLD</u>
0 BR	1	1
1 BR	1	2
2 BR	2	4
3 BR	3	6
4 BR	4	8
5-6 BR	6	10-12

The standards are administered to result in this issuance pattern:

Zero Bedroom:

1 Adult

One Bedroom:

1 Adult
 2 Adults (same sex or husband/wife)
 1 Adult, 1 Child Under Age 5

Two Bedrooms:

2 Adults (opposite sex but not cohabitants)
 2 Adults (Same sex), 1 Adult (Either Sex)
 4 Adults (Same sex)
 1 Adult, 1 Child
 1 Adult, 2 Children Same Sex
 1 Adult, 1 Child Under Age 5, 1 Child Over Age 5, Opposite Sex
 2 Adults, 1 Child
 2 Adults, 2 Children Same Sex

Three Bedrooms:

1 Adult, 3 Children Same Sex (over age 5)
1 Adult, 4 Children Same Sex (over age 5)
1 Adult, 2 Child Same Sex, 1 Child Opp. Sex (over age 5)
1 Adult, 2 Child Same Sex, 2 Child Opp. Sex, (1 under 5)
2 Adults, 3 Children Same Sex
2 Adults, 4 Children Same Sex
2 Adults, 2 Children Same Sex, 1 Child Opp. Sex
2 Adults, 2 Children Same Sex, 2 Child Opp. Sex (1 Child Under Age 5)

Four Bedrooms:

1 Adult, 5 Children Same Sex (over age 5)
1 Adult, 6 Children Same Sex (over age 5)
1 Adult, 2 Child Same Sex, 2 Child Opp. Sex (over age 5)
1 Adult, 3 Child Same Sex, 1 Child Opp. Sex (over age 5)
1 Adult, 4 Children Same Sex, 1 Child Opp. Sex
1 Adult, 4 Child Same Sex, 2 Child Opp. Sex (1 under 5)
1 Adult, 7 Children Same Sex (one under 5)
1 Adult, 6 Children Same Sex, 1 Child Opp. Sex (under 5)
2 Adults, 5 Children Same Sex
2 Adults, 6 Children Same Sex
2 Adults, 2 Children Same Sex, 2 Child Opp. Sex
2 Adults, 4 Children Same Sex, 1 Child Opp. Sex

Five Bedrooms:

1 Adult, 7 children Same Sex (over age 5)
1 Adult, 8 children Same Sex (over age 5)
1 Adult, 4 children Same Sex, 2 Child Opp. Sex (over 5)
1 Adult, 6 children, Same Sex, 1 Child Opp. Sex (over 5)
2 Adult, 7 children Same Sex
2 Adult, 8 children Same Sex
2 Adult, 6 children Same Sex, 1 Child Opp. Sex
2 Adult, 4 children Same Sex, 4 Children Opp. Sex
4 Adult Same Sex (family related) 1 Child or 2 Children Same Sex
4 Adult 2 Opposite Sex Couples (family related) 2 Children Same Sex, 1 Child Opp. Sex
3 Adult 1 Couple (Opp. Sex) 5 children, 2 Children Same Sex, 2 Children Opp. Sex (under age 5), 1 Either Sex

The PHA shall grant exceptions from the standards if the PHA determines the exceptions are justified by the relationship, age, sex, health or handicap of Family members, or other individual circumstances.

The family may request a larger size than that listed on the Certificate or Voucher by submitting to the PHA in writing a request for a larger size Certificate or Voucher and give the

justification for the request within 10 days of the determination of bedroom size by the PHA listed on the Certificate or Voucher. The PHA will consider the request according to the conditions outlined in this Plan and determine whether or not the request will be granted. The necessity for an exception to unit size standards must be verified and documented. The granting of the exception shall be at the discretion of the PHA.

Special circumstances may dictate a larger size than the Occupancy Standards show such as:

Spouses who, because of verified medical reason, cannot share a bedroom;

An elderly, handicapped, or disabled person who requires a live-in attendant;

Different generations.

Children of the same sex with more than 10 years of age difference;

B. WHEN CHANGES ARE TO BE MADE

When the situation requires the issuance of another size Certificate or Voucher, it will also be dependent on availability. If the Certificate or Voucher that is needed, due to the change, is not available at the time, the family will be placed on the Transfer List (see Section XXV.)

Families will be selected from the Transfer List before families are selected from the waiting list. This assures that families who are already on the program are housed properly whenever possible.

The unit considerations in this section should be used as a guide to determine whether and when the bedroom size should be changed. If an unusual situation occurs, which is not currently covered in this policy, the case should be taken to the Supervisor who will review the situation, depending on the individual circumstances and the verification provided.

The Voucher size will only be changed at annual recertification or when the family moves to a new unit.

C. UNIT SIZE SELECTED

The family may select a different size dwelling than that listed on the Certificate or Voucher.

There are three criteria to consider for the Certificate Program:

Fair Market Rent Limitation. The PHA must always apply the FMR for the Certificate size approved for the family or the unit size actually selected by the family, whichever is less.

Utility Allowance. The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's Certificate.

Housing Quality Standards. HQS Standards allow 2 persons per living/sleeping room and would permit the following maximum occupancy, assuming a living room is used as a living/sleeping area:

0-BR	1
1-BR	4
2-BR	6
3-BR	8
4-BR	10
5-BR	12
6-BR	14

For the Voucher Program, families are not restricted by the bedroom size of the unit they select for housing other than the minimum Housing Quality Standards standard.

