

## Chapter 4 – APPLICATION, WL, & SELECTION

### INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the CCHA with the information needed to determine the family's eligibility. HUD requires the CCHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the CCHA must select families from the waiting list in accordance with HUD requirements and CCHA policies as stated in the administrative plan and the annual plan.

The CCHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the CCHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the CCHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the CCHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and CCHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the CCHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the CCHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the CCHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the CCHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the CCHA has the information needed to make a final eligibility determination.

## PART I: THE APPLICATION PROCESS

### 4-I.A. OVERVIEW

This part describes the CCHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the CCHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

### 4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the CCHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the CCHA. The CCHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the CCHA's application.

Depending upon the length of time that applicants may need to wait to receive assistance, the CCHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the CCHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may submit online applications by creating an account at [www.apply.hacc.org](http://www.apply.hacc.org)  
*If an applicant or anyone in the family is a person with disabilities, and requires a specific accommodation in order to fully utilize our programs and services, they may contact the housing authority at 361-889-3300.*

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

##### **Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]**

The CCHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard CCHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The CCHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the CCHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the CCHA's policies related to providing reasonable accommodations for people with disabilities.

##### **Limited English Proficiency**

CCHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the CCHA's policies related to ensuring access to people with limited English proficiency (LEP).

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

The CCHA must review each complete application received and make a preliminary assessment of the family's eligibility. The CCHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the CCHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

##### **Ineligible for Placement on the Waiting List**

If the CCHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the CCHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 16).

##### **Eligible for Placement on the Waiting List**

The CCHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the CCHA.

## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

The CCHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a CCHA may structure its waiting list and how families must be treated if they apply for assistance from a CCHA that administers more than one assisted housing program.

### **4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]**

The CCHA's HCV waiting list must be organized in such a manner to allow the CCHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the CCHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such CCHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

The CCHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the CCHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that CCHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

The CCHA will not merge the HCV waiting list with the waiting list for any other program the CCHA operates.

## **4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]**

### **Closing the Waiting List**

A CCHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the CCHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

The CCHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the CCHA has particular preferences or funding criteria that require a specific category of family, the CCHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

### **Reopening the Waiting List**

If the waiting list has been closed, it cannot be reopened until the CCHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

The CCHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The CCHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

***Corpus Christi Caller Times and the CCHA Website [www.hacc.org](http://www.hacc.org)***

#### **4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]**

The CCHA must conduct outreach as necessary to ensure that the CCHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the CCHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the CCHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

CCHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

CCHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

The CCHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the CCHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

#### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

While the family is on the waiting list, the family must immediately inform the CCHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted using the CCHA's RentCafe Portal at [www.apply.hacc.org](http://www.apply.hacc.org)

If an applicant or anyone in the family is a person with disabilities, and requires a specific accommodation in order to fully utilize our programs and services, they may contact the housing authority at 361-889-3300.

#### **4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]**

HUD requires the CCHA to establish policies to use when removing applicant names from the waiting list.

##### **Purging the Waiting List**

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a CCHA request for information or updates, and the CCHA determines that the family did not respond because of the family member's disability, the CCHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the CCHA will send both an email and letter "Save My Spot" to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program.

The letter sent to the last address/email that the CCHA has on record for the family. The update request will provide a deadline date and instruction for completing the process and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be completed online using the CCHA's Rent Café portal at [www.apply.hacc.org](http://www.apply.hacc.org).

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the CCHA may reinstate the family if it is determined that the lack of response was due to CCHA error, or to circumstances beyond the family's control.

If an applicant or anyone in the family is a person with disabilities, and requires a specific accommodation in order to fully utilize our programs and services, they may contact the housing authority at 361-889-3300.

##### **Removal from the Waiting List**

If at any time an applicant family is on the waiting list, the CCHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the CCHA has determined the family is not eligible for assistance, a notice will be sent to the family's address/email of record provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the CCHA's decision (see Chapter 16) [24 CFR 982.201(f)].

### **PART III: SELECTION FOR HCV ASSISTANCE**

#### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the CCHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The CCHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the CCHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

#### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

##### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the CCHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The CCHA must maintain records showing that such families were admitted with special program funding.

##### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award a CCHA funding for a specified category of families on the waiting list. The CCHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the CCHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

The CCHA administers the following types of targeted funding:

**Mainstream for Persons with Disabilities** - Mainstream program vouchers enable income-eligible disabled families to lease affordable private housing.

**Non-Elderly Disabled** – NED vouchers enable non-elderly families to lease affordable private housing of their choice.

**Veterans Affairs Supportive Housing (VASH)** - The Veterans Affairs Supportive Housing (VASH) Program for homeless veterans combines Housing Choice Voucher (HCV) rental assistance with

case management and clinical services provided by the Department of Veterans Affairs (VA) at VA medical centers and community-based outreach clinics.

**Foster for Youth Independence (FYI)** – The Foster for Youth Independence initiative provides Housing Choice Voucher (HCV) rental assistance with case management provided by the Texas Department of Child and Protective Services.

**Emergency Housing Voucher (EHV)** – The Emergency Housing Voucher (EHV) program was made available through the American Rescue Plan Act (ARPA). Through EHV, HUD is providing housing choice vouchers to local Public Housing Authorities (PHAs) in order to assist individuals and families who are:

- Homeless,
- At risk of homelessness,
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or
- Were recently homeless or have a high risk of housing instability.

### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

### **4-III.C. SELECTION METHOD**

CCHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the CCHA will use [24 CFR 982.202(d)].

#### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

CCHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the CCHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the CCHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

The CCHA will use the following local preferences:

#### **INVOLUNTARY DISPLACEMENT – (30 Points)**

This preference is offered to families that are displaced due to Natural Disaster or Government Action.

- Verified in writing by local, state, or federal authorities within the last 6 months.

### **HOMELESS – (5 POINTS)**

This preference is offered to applicants who lack stable, safe, and adequate housing.

- To qualify for this preference, CCHA will require: 1. Referral letter from CCHA homeless provider, 2. Certification from shelter that the family is homeless, 3. Letter from institution where family is exiting (90 days or less), 4. Letter from federal, state, or local police, court records, or certification from agency that provide VAWA assistance.

### **RESIDENCY – (50 Points)**

An applicant shall qualify for the residency local preference if the applicant lives, works, or has been hired to work or is attending school within the Corpus Christ Housing Authority jurisdiction. Applicants who reside in the City of Corpus Christi receive preference over applicants who reside outside of the City of Corpus Christi. Verification of this local preference by an applicant must clearly identify residency, employment, impending employment, or schooling with the service jurisdiction of the Housing Authority.

### **MAINSTREAM – (35 points)**

Applicants must have a household member who is a non-elderly person (18 – 61 years of age) with disabilities and who is –

- (1).Transitioning out of institutional or other segregated setting,
- (2).At serious risk of institutionalization,
- (3).Homeless,
- (4).At risk of becoming homeless

Verified by birth certificate, and 1. Referral letter from CCHA homeless provider, 2. Certification from shelter that the family is homeless, 3. Letter from institution where family is exiting (90 days or less), 4. Letter from federal, state, or local police, court records, or certification from agency that provide VAWA assistance.

### **ELDERLY – (5 Points)**

This preference is offered to applicants with a Head/Spouse/Co-Head who are 62 years of age or older. Verified with applicant provided birth certificate.

### **DISABLED – (5 Points)**

This preference is offered to applicants with a Head/Spouse/Co-head who are disabled as defined by HUD definition. Verified with through Social Security Administration, or with the applicant provided “licensed professional”.

### **VETERANS – (5 Points)**

This preference is offered to Veteran families. CCHA defines a “veteran” as a Head of Household that was honourably or generally discharged or who is currently on active duty with the following branches of service: Army, Navy, Air Force, Marines, Coast Guard and the National Guard (if deployed during war). This definition also includes the spouse of a veteran who is currently on active duty, or the widow of a veteran who was killed in action. Verified using DD214.

### **WAITING LIST TIME ADJUSTMENT – (5 Points)**

CCHA will give preference to applicants of 5 points each year they are on the waiting list. System automatically verified against application date.

### **WORKING FAMILIES – (5 Points)**

This preference is offered to all working families. To qualify for this preference the head, co-head, or spouse must be working at least 30 hours per week at the State’s minimum wage, or more, for the period of twelve consecutive months prior to admission, at the time of eligibility determination. To qualify for the preference:

(1).Head, co-head, or Sole Member must be working at least 30 hours per week at the State’s minimum wage. Verification furnished by employment verification.

### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the CCHA’s fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a CCHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are “continuously assisted” under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

The CCHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

### **Order of Selection**

The CCHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a CCHA does not have enough funding to assist the family at the top of the waiting list, it is

not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the CCHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the CCHA. Documentation will be maintained by the CCHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the CCHA does not have to ask higher placed families each time targeted selections are made.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, the CCHA must notify the family [24 CFR 982.554(a)].

CCHA will notify the family by first class mail and email when it is selected from the waiting list. The notice will inform the family of the following:

The steps to complete the online Intake Certification, due date (10 business days), and contact number to reach is additional assistance is needed.

If the notification letter is returned to CCHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address and email of record.

If the notification letter is returned to CCHA with a forwarding address, the family will be mailed a new selection letter and provided another 10 business days to complete the online process.

#### **4-III.E. THE APPLICATION INTERVIEW**

HUD recommends that the CCHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a CCHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the CCHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the CCHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

Families selected from the waiting list are not required to participate in an in-person eligibility interview.

The head of household and the spouse/cohead must complete the online interview as well as any persons over the age of 18.

The head of household or spouse/cohead must provide acceptable 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 during the online certification due date, he or she will be mailed/emailed their requirement to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, CCHA will allow the family to retain its place on the waiting list for **indefinitely**. If not all household members have disclosed

their SSNs at the next time CCHA is issuing vouchers, CCHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, CCHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide during the online Intake Certification must be provided within 10 business days. (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame. If the required documents and information are not provided within the required time frame, the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the online application and online Intake Certification process.

The online Intake Certification will be conducted in English/Spanish. For limited English proficient (LEP) applicants, CCHA will provide translation services in accordance with CCHA's LEP plan.

Intake Interviews will be completed online and a deadline date provided. In all circumstances, if a family does not complete the online Intake Certification by the scheduled due date, CCHA will send another notification letter with a new deadline date. Applicants who fail to act on the two deadline dates without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

If an applicant or anyone in the family is a person with disabilities, and requires a specific accommodation in order to fully utilize our programs and services, they may contact the housing authority at 361-889-3300.

#### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The CCHA must verify all information provided by the family (see Chapter 7). Based on verified information, the CCHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

If the CCHA determines that the family is ineligible, the CCHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to the waiting list taking into account any change in the families preference status with the original time/date. The CCHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the CCHA determines that the family is eligible to receive assistance, the CCHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

## **Chapter 5 – BRIEFING AND ISSUANCE**

### **INTRODUCTION**

This chapter explains the briefing and voucher issuance process. When a family is determined to be eligible for the Housing Choice Voucher (HCV) program, the CCHA must ensure that the family fully understands the way the program operates and the family's obligations under the program. This is accomplished through both an oral briefing and provision of a briefing packet