



HOUSING CHOICE VOUCHER

CHAPTER 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION.....3

PART I: THE APPLICATION PROCESS.....3

4-I.A. OVERVIEW3

4-I.B. APPLYING FOR ASSISTANCE4

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS4

Elderly and Disabled Populations4

Limited English Proficiency.....5

4-I.D. PLACEMENT ON THE WAITING LIST5

Ineligible for Placement on the Waiting List5

Eligible for Placement on the Waiting List.....5

PART II: MANAGING THE WAITING LIST.....6

4-II.A. OVERVIEW.....6

4-II.B. ORGANIZATION OF THE WAITING LIST6

4-II.C. OPENING AND CLOSING THE WAITING LIST7

Closing the Waiting List.....7

Reopening the Waiting List.....7

4-II.D. FAMILY OUTREACH8

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES.....8

4-II.F. UPDATING THE WAITING LIST9

Purging the Waiting List.....9

Removal from the Waiting List9

PART III: SELECTION FOR HCV ASSISTANCE.....10

4-III.A. OVERVIEW10

4-III.B. SELECTION AND HCV FUNDING SOURCES.....10

Special Admissions10

Targeted Funding11

Regular HCV Funding.....11

4-III.C. SELECTION METHOD11

CHAPTER 4

Local Preferences11
Proof that the head of household, spouse, or co-head currently lives in the County if County residency was claimed:12
Proof that the head of household, spouse, or co-head currently works in the County if County residency was claimed:13
Proof that the head of household, spouse, or co-head currently lives in Michigan if Michigan residency was claimed:.....13
Proof that the head of household, spouse, or co-head currently works in Michigan if Michigan residency was claimed:.....13
Proof that the head of household, spouse, or co-head currently lives outside of Michigan if an Out of State residency was claimed:13
Income Targeting Requirement14

4-III.D. NOTIFICATION OF SELECTION.....15

When a family has been selected from the waiting list, MSHDA must notify the family.15

4-III.E. THE APPLICATION INTERVIEW16
4-III.F. COMPLETING THE APPLICATION PROCESS.....17

CHAPTER 4

CHAPTER 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

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

MSHDA 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 MSHDA 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 MSHDA 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 MSHDA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and MSHDA 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 MSHDA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how MSHDA'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 MSHDA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide MSHDA in selecting families for HCV assistance as such assistance becomes available. It also specifies how MSHDA will obtain information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes MSHDA's 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 MSHDA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

CHAPTER 4

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 MSHDA 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 MSHDA. MSHDA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of MSHDA's application.

MSHDA Policy

MSHDA will utilize a two-step application process.

Under the two-step application process, MSHDA 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 information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families submit a pre-application to MSHDA on-line. As a reasonable accommodation to applicants with disability, MSHDA will accept pre-applications via telephone during normal business hours. Families may also request – by telephone, mail, or email – that an application be mailed to them via first class mail.

Pre-applications must be returned to the PHA by mail, email, fax, or submitted in person during normal business hours. Applications must be complete to be accepted by the online system for processing. If a pre-application is incomplete, the online system will reject the pre-application and will notify the family of the additional information required. MSHDA is not accepting on-line applications for the Project-Based Voucher Program. Families interested in applying to a PBV Development must meet with the Lead/Referring Agency to determine initial eligibility. The Lead/Referring Agency will assist the family with completing the PBV Waiting List documents for entry onto the appropriate PBV Waiting List.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

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

MSHDA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard MSHDA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). MSHDA must provide reasonable accommodation to the needs of individuals with disabilities.

The application-taking facility and the application process must be fully accessible, or MSHDA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of MSHDA's policies related to providing reasonable accommodations for people with disabilities.

CHAPTER 4

Limited English Proficiency

MSHDA is 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 MSHDA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

MSHDA must review each complete application received and make a preliminary assessment of the family's eligibility. MSHDA 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, MSHDA 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

MSHDA Policy

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

Eligible for Placement on the Waiting List

MSHDA Policy

MSHDA's online system will provide an automated written notification of the preliminary eligibility verification at the time the pre-application is completed and submitted.

For phone pre-applications submitted as a reasonable accommodation for persons with disability, MSHDA will provide a written determination of preliminary eligibility within 10 business days of receiving a complete pre-application. The written verification may be provided via U.S. Mail, fax, or e-mail.

Placement on the waiting list does not indicate that the family is eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list, including verifying any preferences the family may have selected when applying to the list.

Applications will be placed on the waiting list using the following methods:

- A Random Sort/Lottery Placement Method when the waiting list will be open between one (1) day and fourteen (14) days, and a predetermined number of applications will be accepted.
- A First/Come, First/Serve Placement Method when the waiting list will be open more than 14 days.

CHAPTER 4

In both instances, MSHDA will advertise to the general public the opening of the waiting list, the waiting list placement method, the number of applications to be accepted, and the timeframe for which the waiting list will be open.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

MSHDA 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 MSHDA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

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

MSHDA's HCV waiting list must be organized in such a manner to allow MSHDA 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 (PBV only);
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

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

MSHDA Policy

MSHDA will maintain a separate HCV program waiting list for each county served by MSHDA. MSHDA may also elect to maintain a waiting list based on regional jurisdiction rather than by county in areas with low population density.

MSHDA may maintain a separate waiting list for each PBV development or may combine the PBV waiting lists with the HCV waiting list. Some special programs will have a separate waiting list based on the requirements for that 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 MSHDA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

CHAPTER 4

HUD permits, but does not require, that PHAs 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.

MSHDA Policy

MSHDA may merge the HCV waiting list with the waiting list for any other program MSHDA operates.

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

Closing the Waiting List

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

MSHDA Policy

MSHDA will close the waiting list on the final day in which MSHDA advertised applications would be accepted or when the estimated waiting period for housing assistance for applicants on the list reaches 12 months for the most current applicants. Where MSHDA has particular preferences or funding criteria that require a specific category of family, such as homeless or project-based vouchers (PBV), MSHDA 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 MSHDA publishes a public 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.

MSHDA Policy

MSHDA 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.

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

- MSHDA Website
- MSHDA Social Media accounts
- The newspaper of general circulation in the county(s) in which MSHDA intends to open the waiting list
- Media that serves minority communities in the county(s) in which MSHDA intends to open the waiting list

CHAPTER 4

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

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

Because HUD requires MSHDA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), MSHDA 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].

MSHDA 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

MSHDA 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 contact information for agencies that can assist with placement on the waiting list 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

MSHDA Policy

MSHDA will monitor the characteristics of the population being served and the characteristics of the population as a whole in MSHDA's jurisdiction. Targeted outreach efforts will be undertaken when it is determined that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

MSHDA Policy

While the family is on the waiting list, the family must immediately, no later than 10 business days from the date of change, inform MSHDA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing to designated MSHDA staff or completed by the family through the Applicant Portal.

Project-based voucher applicants must notify the Housing Agent of any changes of family composition while on the waiting list to ensure the family is assigned the proper-size PBV unit.

An applicant may not transfer from one MSHDA HCV waiting list to another MSHDA HCV waiting list.

CHAPTER 4

In addition, an applicant can only be on one HCV waiting list; however, an applicant can be on an HCV waiting list and multiple PBV waiting lists at the same time.

If an applicant is already on an HCV waiting list and wishes to apply to a different HCV waiting list that is open via the First Come/First Serve Placement method, the applicant must remove their application from the first waiting list in the Applicant Portal and apply to the new waiting during the time it opens.

If the applicant is already on an HCV waiting list and wishes to apply to an open HCV waiting list via the Random Sort/Lottery Placement method, they can apply to the lottery regardless of their status on another HCV waiting list. If selected in the lottery for placement on the applicable waiting list, MSHDA will send notification to the applicant requiring the applicant to choose which HCV waiting list they wish to remain on.

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

HUD requires MSHDA 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 MSHDA request for information or updates, and MSHDA determines that the family did not respond because of the family member's disability, MSHDA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

MSHDA Policy

MSHDA reserves the right to purge the waiting list by removing (deleting) all applications that were not selected during the 12-month period that began on the date the waiting list was closed, MSHDA will send an update request via first class mail or email to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address or email that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

Removal from the Waiting List

MSHDA Policy

If at any time an applicant family is on the waiting list and MSHDA 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 MSHDA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address 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 review regarding MSHDA's decision (see Chapter 16) [24 CFR 982.201(f)].

CHAPTER 4

MSHDA will remove applicants from the waiting list under the following circumstances:

- The applicant requests removal; or
 - The applicant's homeless preference expires; or
 - The applicant did not meet the local preference verification requirement for the waiting list they applied to; or
 - The applicant refuses the voucher offering; or
 - The applicant has been determined ineligible for any other reason; or
 - The applicant did not respond, or the applicant's designated representative did not respond to requests for verifications and/or updates.
- **NOTE:** The homeless preference expires after 120 days if the applicant's homeless status is not recertified by the Housing Assessment and Resource Agency (HARA) for the applicable county waiting list.

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 MSHDA 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.

MSHDA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to MSHDA'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, MSHDA may admit such families whether or not they are on the waiting list, 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. MSHDA must maintain records showing that such families were admitted with special program funding.

MSHDA Policy:

MSHDA administers the following special admission programs:

- Housing Conversion Actions
- Rental Assistance Demonstration (RAD)

CHAPTER 4

Targeted Funding [24 CFR 982.204(e)]

HUD may award MSHDA funding for a specified category of families on the waiting list. MSHDA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, MSHDA 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.

MSHDA Policy

MSHDA administers the following types of targeted funding:

- Veterans Assistance Supportive Housing (VASH)
- Non-Elderly Disabled (NED) (formerly Mainstream I)
- Mainstream Voucher Program (non-elderly and disabled)
- Family Unification Program (FUP)
- Emergency Housing Vouchers (EHV)

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

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

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

MSHDA is 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 MSHDA to establish other local preferences, at its discretion. Any local preferences established must be consistent with MSHDA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

MSHDA Policy

MSHDA will offer a preference to any family that has been terminated from its Housing Choice Voucher (HCV) program due to insufficient program funding. These families will be drawn before all other waiting list preferences once program funding is reinstated to sufficient levels as determined by MSHDA.

A homeless preference is only assigned to the applicants on the HCV waiting list who are also a Michigan resident.

Applicants will be sorted and drawn in the following hierarchy of HCV Waiting List Preferences:

CHAPTER 4

1. **Current Participant in MSHDA's Emergency Housing Voucher Program** (Applicant is a current participant in MSHDA's Emergency Housing Voucher Program and is eligible to be transitioned to the HCV program in accordance with Notice PIH 2025-13)

This is a temporary preference and will be removed once current Emergency Housing Voucher participants have been provided with an opportunity to convert to the HCV program.

2. **Homeless County of Application Residency** (Applicant who is homeless and is living or working in the county of application)

In general, the homeless preference is valid for 120 days. In order to retain the homeless preference, the homeless service agency must recertify that the applicant meets the homeless preference every 120 days while on the HCV waiting list.

3. **Disabled County of Application Residency** (Applicant who is disabled and is living or working in the county of application)
4. **County of Application Residency** (Applicant who is living or working in the county of application)
5. **Disabled Michigan Residency** (Applicant who is disabled, is not living, or working in the county of application but is living or working in Michigan.)
6. **Michigan Residency** (Applicant who is not living or working in the county of application but is living or working in Michigan).
7. **Disabled Out of State Residency** (Applicant who is disabled but is not living or working in Michigan).
8. **Out of state Residency** (Applicant who is not living or working in Michigan).

Except for the homeless preference, all other local preferences must be verified at the time the applicant is selected from the waiting list. Failure to provide documentation to verify a local preference will result in denial of assistance. The applicant may reapply to the waiting list when the waiting list is open again.

Following is a list of documents that can be provided to verify a local preference:

Proof that that the head of household, spouse, or co-head currently lives in the County if County residency was claimed:

- A copy of a valid driver's license which includes a current address
- A copy of a valid state ID card which includes a current address
- A copy of a valid Medicaid card or a copy of a letter from Michigan Enrolls or the Michigan Department of Health and Human Services showing Medicare or Medicaid entitlement benefits which includes a current address
- A valid Social Security printout letter which includes a current address
- A copy of a valid voter's registration card which includes a current address

CHAPTER 4

- A letter from the Homeless Shelter, HARA, or Lead Agency indicating residency

Proof that the head of household, spouse, or co-head currently works in the County if County residency was claimed:

- A letter from the employer stating the applicant is employed in the County.
- A letter from the employer stating the applicant will be employed in the County.
- A copy of a valid paycheck stub with the employer's address showing the business is located in the County.

Proof that the head of household, spouse, or co-head currently lives in Michigan if Michigan residency was claimed:

- A copy of a valid driver's license which includes a current address in Michigan
- A copy of a valid state ID card which includes a current address in Michigan
- A copy of a valid Medicaid card or a copy of a letter from Michigan Enrolls or the Michigan Department of Health and Human Services showing Medicare or Medicaid entitlement benefits which includes a current address in Michigan
- A valid Social Security printout letter which includes a current address in Michigan
- A copy of a valid voter's registration card which includes a current address in Michigan
- A letter from the Homeless Shelter, HARA, or Lead agency indicating residency in Michigan

Proof that the head of household, spouse, or co-head currently works in Michigan if Michigan residency was claimed:

- A letter from the employer stating the applicant is employed in Michigan.
- A letter from the employer stating the applicant will be employed in Michigan.
- A copy of a valid paycheck stub with the employer's address showing the business is in Michigan.

Proof that the head of household, spouse, or co-head currently lives outside of Michigan if an Out of State residency was claimed:

- A copy of a valid driver's license
- A copy of a valid state ID card

CHAPTER 4

- A copy of a valid Medicaid card or a copy of a letter from Michigan Enrolls or the Michigan Department of Health and Human Services showing Medicare or Medicaid entitlement benefits
- A valid Social Security printout letter
- A copy of a valid voter's registration card

When the head of household, spouse, or co-head claims a disability preference, MSHDA will obtain proof of disability as outlined in Chapter 7 of the Administrative Plan.

In general, applicants must meet the income eligibility requirements in the county in which they were drawn and verify any local preferences prior to being approved to relocate to another area in MSHDA's jurisdiction or exercise portability rights.

Exceptions:

- Applicants that claim an Out of State residency on the HCV waiting list must move to MSHDA's jurisdiction and be under a HAP contract for a period of 12- months before exercising portability rights.
- Applicants drawn from the Emergency Housing Voucher waiting list can move to any county in MSHDA's jurisdiction or exercise portability rights once they have been determined eligible for assistance.

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 MSHDA'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, MSHDA 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)].

MSHDA Policy

MSHDA 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.

MSHDA's admission income eligibility criteria is that 80% of new admissions must be extremely low-income families and up to 20% of new admissions must be very low-income families.

Order of Selection

MSHDA's system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process [24 CFR 982.207(c)].

CHAPTER 4

If a PHA 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)].

MSHDA Policy

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 MSHDA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected according to the date and time assigned to the completed application.

Documentation will be maintained by MSHDA 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 MSHDA 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, MSHDA must notify the family. [24 CFR 982.554(a)].

MSHDA Policy

MSHDA generally does not conduct face-to-face interviews to collect the application and supporting documents. Families are required to return the application and supporting documents.

MSHDA will notify the family by first class mail no later than 10 business days from the date of selection or email when it is selected from the waiting list. The notice will inform the family of the following:

- Deadline to submit the application form and required documents to MSHDA, including any procedures for requesting an extension to the deadline.

- Documents that must be submitted to MSHDA, including information about what constitutes acceptable documentation.

In order to verify that copies of documents submitted by the applicant are true and correct, applicants will be required to provide original documents at the voucher-issuance briefing appointment. MSHDA staff will compare copies in the applicant's file with the original documents hand-carried by the family.

MSHDA staff will note "Viewed Original Documents" or "VOD", initial, and date the MSHDA copy of all documents after MSHDA views and confirms that copies of originals are correct and have not been altered.

If a notification letter is returned to MSHDA 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 of record.

CHAPTER 4

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that MSHDA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a MSHDA 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 MSHDA 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 MSHDA [Notice PIH 2018-24].

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

MSHDA Policy

MSHDA typically does not conduct face-to-face interviews to collect the application and supporting documents. Families are required to return the application and supporting documents.

Families selected from the waiting list may be required to participate in an eligibility interview.

When face-to-face interviews are required, the head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to MSHDA.

The head of household or spouse/co-head 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, at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, MSHDA will allow the family to retain its place on the waiting list for a maximum *of* 90 days. If not, all household members have disclosed their SSNs at the next time MSHDA is issuing vouchers, MSHDA 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, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, MSHDA 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 at the interview or is not part of the packet of information provided by the family via mail, must be provided within 10 business days of the interview. (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, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

CHAPTER 4

4-III.F. COMPLETING THE APPLICATION PROCESS

MSHDA must verify all information provided by the family (see Chapter 7). Based on verified information, MSHDA 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.

MSHDA Policy

If MSHDA determines that the family is ineligible, MSHDA 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 review (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 its original position on the waiting list. MSHDA will notify the family in writing that it has been returned to the waiting list and will specify the reasons for it.

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