

Section 5-II.A, 5-II.B and 5-II.C of the Approved 2015 HACC Housing Choice Voucher Administrative Plan Shall Be Amended to Read as Follows:

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

The HACC must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The HACC must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions or suspensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the HACC determines the appropriate number of bedrooms under the HACC subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the HACC determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the HACC to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;

Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the HACC subsidy standards.

HACC Policy

The HACC will issue a Housing Choice Voucher for a particular bedroom size. The bedroom size is a factor in determining the family's level of assistance and in no way relates to who occupies bedrooms or sleeping rooms. The following guidelines will determine each family's unit size without overcrowding or over-housing pursuant to 24 CFR 982.402:

Number of Bedrooms	Minimum # Persons	Maximum # Persons
0	1	1
1	1	2
2	3	4
3	5	6
4	7	8
5	9	10
6	11	12

- a. One bedroom will generally be assigned for each two family members
- b. A single pregnant woman with no other family members will be treated as a two-person family
- c. Single persons will be allocated one bedroom
- d. Live-in aides will be assigned a separate bedroom
- e. Subsidy standards will be applied consistently for all families of the same size and composition
- f. For families who have children of the opposite sex, once one of the children becomes six years of age or older, the family may be given an additional separate bedroom at the time of admission to the program or upon annual re-certification.

5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the PHA **may** grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

HACC Policy

The HACC **may** grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow due to a disability or other medical reason. The need for the larger unit must be documented. Such exceptions shall be applied uniformly and must be requested in writing.

Additionally, HACC **may** grant an exception to the subsidy standards if it is determined that the requested exception is justified by age, sex, health, relationship of family members or other personal circumstances. Such exceptions shall be applied uniformly and must be requested in writing. The family unit size will determine the maximum rent subsidy; however, the voucher holder may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller sized unit will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.

The PHA will notify the family of its determination within 10 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.

Any comments should be emailed in writing to Executive Director, Dale Gravett, at dgravett@haccnet.org.