

# TABLE OF CONTENTS

## CHAPTER 1

### PROGRAM OVERVIEW AND PLAN

1-I.A.	THE OVERVIEW .....	1-1
--------	--------------------	-----

#### PART I: THE HHA

1-I.B.	ORGANIZATION AND STRUCTURE OF THE HHA.....	1-1
1-I.C.	HHA MISSION.....	1-2
1-I.D.	THE HHA'S PROGRAMS.....	1-2
1-I.E.	THE HHA'S COMMITMENT TO ETHICS AND SERVICE....	1-2

#### PART II. THE HOUSING CHOICE VOUCHER (HCV) PROGRAM

1-II.A.	OVERVIEW AND HISTORY OF THE PROGRAM.....	1-3
1-II.B.	HCV PROGRAM BASICS.....	1-5
1-II.C.	THE HCV PARTNERSHIPS.....	1-5
1-II.D.	APPLICABLE REGULATIONS.....	1-9

#### PART III. THE HCV ADMINISTRATION PLAN

1-III.A.	OVERVIEW AND PURPOSE OF THE PLAN.....	1-9
1-III.B.	CONTENTS OF THE PLAN (24CFR982.54).....	1-9
1-III.C.	ORGANIZATION OF THE PLAN.....	1-11
1-III.D.	UPDATING AND REVISING THE PLAN.....	1-11

## CHAPTER 2

### FAIR HOUSING AND EQUAL OPPORTUNITY

#### PART I: NONDISCRIMINATION

2-1.A.	OVERVIEW.....	2-1
2-1.B.	NONDISCRIMINATION.....	2-2

#### PART II: POLICIES RELATED TO PERSONS WITH DISABILITIES

2-II.A.	OVERVIEW.....	2-3
2-II.B.	DEFINITION OF REASONABLE ACCOMMODATION.....	2-4
2-II.C.	REQUEST FOR AN ACCOMMODATION.....	2-5
2-II.D.	VERIFICATION OF DISABILITY.....	2-5
2-II.E.	APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION.....	2-6
2-II.F.	PROGRAM ACCESSIBILITY FOR PERSONS WITH HEARING OR VISION IMPAIRMENTS.....	2-7
2-II.G.	PHYSICAL ACCESSIBILITY.....	2-7
2-II.H.	DENIAL OR TERMINATION OF ASSISTANCE.....	2-8

#### PART III: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

2-III.A.	OVERVIEW.....	2-9
2-III.B.	ORAL INTERPRETATION.....	2-9
2-III.C.	WRITTEN TRANSLATION.....	2-10
2-III.D.	IMPLEMENTATION PLAN.....	2-10

EXHIBIT 2-I:	DEFINITION OF A PERSON WITH A DISABILITY UNDER FEDERAL CIVIL RIGHTS LAWS (24 CFR PARTS 8.3 AND 100.201).....	2-11
--------------	---	------

## CHAPTER 3

### ELIGIBILITY

INTRODUCTION.....	3-1
3-I.A. OVERVIEW.....	3-2
3-I.B. FAMILY AND HOUSEHOLD (24 CFR 982.201 (c), HUD-50058 IB, p. 13).....	3-2
3-I.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY.....	3-3
3-I.D. HEAD OF HOUSEHOLD (24 CFR 5.504(b)).....	3-4
3-I.E. SPOUSE, COHEAD, AND OTHER ADULT.....	3-4
3-I.F. DEPENDENT (24 CFR 5.603).....	3-4
3-I.G. FULL-TIME STUDENT (24 CFR 5.603, HCV GB p. 5-29).....	3-5
3-I.H. ELDERLY AND NEAR-ELDERLY PERSONS, AND ELDERLY FAMILY [24 CFR 5.100 AND 5.403].....	3-5
3-I.I. PERSONS WITH DISABILITIES AND DISABLED FAMILY [24 CFR 5.403].....	3-5
3-I.J. GUESTS [24 CFR 5.100].....	3-6
3-I.K. FOSTER CHILDREN AND FOSTER ADULTS.....	3-6
3-I.L. ABSENT FAMILY MEMBERS.....	3-7
3-I.M. LIVE-IN AIDE.....	3-8
 <b>PART II: BASIC ELIGIBILITY CRITERIA</b>	
3-II.A. INCOME ELIGIBILITY AND TARGETING.....	3-9
3-II.B. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS [24 CFR 5, SUBPART E].....	3-10
3-II.C. SOCIAL SECURITY NUMBERS [24 CFR 5.216 AND 5.218].....	3-12
3-II.D. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.230, HCV GB, p.5-12].....	3-13
 <b>PART III: DENIAL OF ASSISTANCE</b>	
3-III.A. OVERVIEW.....	3-13
3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.204(b)].....	3-14
3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE.....	3-15
3-III.D. SCREENING.....	3-18
3-III.E. CRITERIA FOR DECIDING TO DENY ASSISTANCE.....	3-20
3-III.F. NOTICE OF ELIGIBILITY OR DENIAL.....	3-22
EXHIBIT 3-1: DETAILED DEFINITIONS RELATED TO DISABILITIES.	3-22

## **CHAPTER 4**

### **APPLICATIONS, WAITING LIST AND TENANT SELECTION**

#### **PART I: THE APPLICATION PROCESS**

4-I.A.	OVERVIEW.....	4-2
4-I.B.	APPLYING FOR ASSISTANCE [HCV GB, pp.4-11-4-16].....	4-2
4-I.C.	ACCESSIBILITY OF THE APPLICATION PROCESS.....	4-2
4-I.D.	PLACEMENT ON THE WAITING LIST.....	4-3

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

4-II.A.	OVERVIEW.....	4-3
4-II.B.	ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 AND 205].....	4-4
4-II.C.	OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206].....	4-4
4-II.D.	FAMILY OUTREACH [HCV GV, pp.4-2 TO 4-4].....	4-5
4-II.E.	REPORTING CHANGES IN FAMILY CIRCUMSTANCES....	4-6
4-II.F.	UPDATING THE WAITING LIST [24 CFR 982.204].....	4-6

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

4-III.A.	OVERVIEW.....	4-7
4-III.B.	SELECTION AND HCV FUNDING SOURCES.....	4-8
4-III.C.	SELECTION METHOD.....	4-8
4-III.D.	NOTIFICATION OF SELECTION.....	4-14
4-III.E.	THE APPLICATION INTERVIEW.....	4-14
4-III.F.	COMPLETING THE APPLICATION PROCESS.....	4-15

## **CHAPTER 5**

### **BRIEFINGS AND VOUCHER ISSUANCE**

#### **PART I: BRIEFINGS AND FAMILY OBLIGATIONS**

5-I.A.	OVERVIEW.....	5-1
5-I.B.	BRIEFING [24 CFR 982.301].....	5-1
5-I.C.	FAMILY OBLIGATIONS.....	5-4

#### **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

5-II.A.	OVERVIEW.....	5-7
5-II.B.	DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402].....	5-7
5-II.C.	EXECEPTIONS TO SUBSIDY STANDARDS.....	5-8
5-II.D.	VOUCHER ISSUANCE [24 CFR 982.302].....	5-9
5-II.E.	VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS.....	5-10

## CHAPTER 6

### INCOME AND SUBSIDY DETERMINATIONS

[24 CFR PART 5, SUBPARTS E AND F; 24 CFR 982]

#### PART I: ANNUAL INCOME

6-I.A.	OVERVIEW	
6-I.B.	HOUSEHOLD COMPOSITIONS AND INCOME.....	6-2
6-I.C.	ANTICIPATING ANNUAL INCOME.....	6-5
6-I.D.	EARNED INCOME.....	6-8
6-I.E.	EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES [24 CFR 5.617].....	6-10
6-I.F.	BUSINESS INCOME [24 CFR 5.609(b)(2)].....	6-12
6-I.G.	ASSETS [24 CFR 5.609 (b)(3) and 24 CFR 5.603 (b)].....	6-14
6-I.H.	PERIODIC PAYMENTS.....	6-21
6-I.I.	PAYMENTS IN LIEU OF EARNINGS.....	6-22
6-I.J.	WELFARE ASSISTANCE.....	6-23
6-I.K.	PERIODIC AND DETERMINABLE ALLOWANCES [24 CFR 5.609(b)(7)].....	6-24
6-I.L.	ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME.....	6-25

#### PART II: ADJUSTED INCOME

6-II.A.	INTRODUCTION.....	6-27
6-II.B.	DEPENDENT DEDUCTION.....	6-28
6-II.C.	ELDERLY OR DISABLED DEDUCTION.....	6-28
6-II.D.	MEDICAL EXPENSES DEDUCTION [24 CFR 5.611(b)(3)(i)]....	6-28
6-II.E.	DISABILITY ASSISTANCE EXPENSES DEDUCTION [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)].....	6-29
6-II.F.	CHILD CARE EXPENSES DEDUCTION.....	6-31

#### PART III: CALCULATING FAMILY SHARE AND HHA SUBSIDY

6-III.A.	OVERVIEW OF RENT AND SUBSIDY CALCULATIONS.....	6-34
6-III.B.	FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT [24 CFR 5.630].....	6-35
6-III.C.	APPLYING PAYMENT STANDARDS [24 CFR 982.505].....	6-38
6-III.D.	APPLYING UTILITY ALLOWANCES [24 CFR 982.517].....	6-40
6-III.E.	PRORATED ASSISTANCE FOR MIXED FAMILIES [24 CFR 5.520].....	6-41
EXHIBIT 6-1:	ANNUAL INCOME INCLUSIONS 24 CFR 5.609.....	6-42
EXHIBIT 6-2:	ANNUAL INCOME INCLUSIONS.....	6-45
EXHIBIT 6-3:	TREATMENT OF FAMILY ASSETS.....	6-48
EXHIBIT 6-4:	EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES.....	6-49
EXHIBIT 6-5:	THE EFFECT OF WELFARE BENEFIT REDUCTION.....	6-51

# CHAPTER 7

## VERIFICATION

[24 CFR 982.516,24 CFR 982.551, 24 CFR 5.230]

### PART I. GENERAL VERIFICATION REQUIRMENTS

7-I.A.	FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516 AND 982.551,24 CFR 5.230].....	7-1
7-I.B.	OVERVIEW OF VERIFICATION REQUIRMENTS.....	7-2
7-I.C.	ENTERPRISE INCOME VERIFICATION (EIV).....	7-3
7-I.D.	THIRD-PARTY WRITTEN AND ORAL VERIFICATION.....	7-6
7-I.E.	REVIEW OF DOCUMENTS.....	7-7
7-I.F.	SELF-CERTIFICATION.....	7-8

### PART II. VERIFYING FAMILY INFORMATION

7-II.A.	VERIFICATION OF LEGAL IDENTITY.....	7-8
7-II.B.	SOCIAL SECURITY NUMBERS [24 CFR 5.216 AND HCV GB, p. 5-12].....	7-9
7-II.C.	DOCUMENTATION OF AGE.....	7-10
7-II.D.	FAMILY RELATIONSHIPS.....	7-10
7-II.E.	VERIFICATION OF STUDENT STATUS.....	7-11
7-II.F.	DOCUMENTATION OF DISABILITY.....	7-12
7-II.G.	CITIZENSHIP OR ELIGIBLE IMMIGARION STATUS [24 CFR 5.508].....	7-13
7-II.H.	VERIFICATION OF PREFERENCE STATUS.....	7-14

### PART III. VERIFYING INCOME AND ASSETS

7-III.A.	EARNED INCOME.....	7-14
7-III.B.	BUSINESS AND SELF-EMPLOYMENT INCOME.....	7-15
7-III.C.	PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS .....	7-15
7-III.D.	ALIMONY OR CHILD SUPPORT.....	7-16
7-III.E.	ASSETS AND INCOME FROM ASSETS.....	7-17
7-III.F.	NET INCOME FROM RENTAL PROPERTY.....	7-17
7-III.G.	RETIREMENT ACCOUNTS.....	7-18
7-III.H.	INCOME FROM EXCLUDED SOURCES.....	7-18
7-III.I.	ZERO ANNUAL INCOME STATUS.....	7-18

### PART IV. VERIFYING MANDATORY DEDUCTIONS

7-IV.A.	DEPENDENT AND ELDERLY/DISABLED HOUSEHOLD DEDUCTIONS.....	7-19
---------	---	------

7-IV.B. MEDICAL EXPENSE DEDUCTION..... 7-19  
7-IV.C. DISABILITY ASSISTANCE EXPENSES..... 7-21  
7-IV.D. CHILD CARE EXPENSES..... 7-22

EXHIBIT 7-1: EXCERPT FROM HUD VERIFICATIONS GUIDANCE NOTICE  
(PIH 2004-01, pp.11-14)..... 7-25

EXHIBIT 7-2: SUMMARY OF DOCUMENTATION REQUIREMENTS FOR  
NONCITIZENS [HCV GB, pp. 5-9 and 5-10]..... 7-29



## CHAPTER 8

### HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

[24 CFR 982 SUBPART I AND 24 CFR 982.507]

#### PART I: PHYSICAL STANDARDS

8-I.A.	GENERAL HUD REQUIREMENTS.....	8-1
8-I.B.	ADDITIONAL LOCAL REQUIREMENTS.....	8-3
8-I.C.	LIFE THREATENING CONDITIONS [24 CFR 982.404(a)]...	8-5
8-I.D.	OWNER AND FAMILY RESPONSIBILITIES [24 CFR 982.404].....	8-5
8-I.E.	SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL [24 CFR 35.1225].....	8-6
8-I.F.	VIOLATION OF HQS SPACE STANDARDS [24 CFR 982.403]	8-6

#### PART II: THE INSPECTION PROCESS

8-II.A.	OVERVIEW [24 CFR 982.405].....	8-7
8-II.B.	INITIAL HQS INSPECTION [24 CFR 982.401 (a)].....	8-8
8-II.C.	ANNUAL HQS INSPECTIONS [24 CFR 982.405(a)].....	8-10
8-II.D.	SPECIAL INSPECTIONS [HCV GV p. 10-30].....	8-10
8-II.E.	QUALITY CONTROL INSPECTIONS [24 CFR 982.405 (b), HCV GB p. 10-32].....	8-11
8-II.F.	INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP CONTRACT.....	8-12
8-II.G.	ENFORCING OWNER COMPLIANCE.....	8-13
8-II.H.	ENFORCING FAMILY COMPLIANCE WITH HQS [24 CFR 982.404(b)].....	8-14

#### PART III. RENT REASONABLENESS [24 CFR 982.507]

8-III.A.	OVERVIEW.....	8-15
8-III.B.	WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED.....	8-15
8-III.C.	HOW COMPARABILITY IS ESTABLISHED.....	8-16
8-III.D.	HHA RENT REASONABLENESS METHODOLOGY.....	8-17
EXHIBIT 8-I: OVERVIEW OF HUD HOUSING QUALITY STANDARDS...		8-19
EXHIBIT 8-II: SUMMARY OF TENANT PREFERENCE AREAS RELATED TO HOUSING QUALITY.....		8-21

## CHAPTER 9

### GENERAL LEASING POLICIES

9-I.A.	TENANT SCREENING.....	9-1
9-I.B.	REQUESTING TENANCY APPROVAL [FORM HUD-52517]	9-2
9-I.C.	OWNER PARTICIPATION.....	9-3
9-I.D.	ELIGIBLE UNITS.....	9-3
9-I.E.	LEASE AND TENANCY ADDENDUM.....	9-7
9-I.F.	TENANCY APPROVAL [24 CFR 982.305].....	9-11
9-I.G.	HAP CONTRACT EXECUTION [24 CFR 982.305].....	9-12
9-I.H.	CHANGES IN LEASE OR RENT [24 CFR 982.308].....	9-13

## **CHAPTER 10**

### **MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY**

#### **PART I: MOVING WITH CONTINUED ASSISTANCE**

10-I.A.	ALLOWABLE MOVES.....	10-1
10-I.B.	RESTRICTIONS ON MOVES.....	10-2
10-I.C.	MOVING PROCESS.....	10-3

#### **PART II: PORTABILITY**

10-II.A.	OVERVIEW.....	10-4
10-II.B.	INITIAL PHA ROLE.....	10-5
10-II.C.	RECEIVING PHA ROLE.....	10-10

# CHAPTER 11

## REEXAMINATIONS

### PART I: ANNUAL REEXAMINATIONS [24 CFR 982.516]

11-I.A.	OVERVIEW.....	11-1
11-I.B.	SCHEDULING ANNUAL REEXAMINATIONS.....	11-1
11-I.C.	CONDUCTING ANNUAL REEXAMINATIONS.....	11-2
11-I.D.	EFFECTIVE DATES.....	11-3

### PART II: INTERIM REEXAMINATIONS [24 CFR 982.516]

11-II.A.	OVERVIEW.....	11-4
11-II.B.	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION	11-5
11-II.C.	CHANGES AFFECTING INCOME OR EXPENSES.....	11-6
11-II.D.	PROCESSING THE INTERIM REEXAMINATION.....	11-8

### PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT

11-III.A.	OVERVIEW.....	11-9
11-III.B.	CHANGES IN PAYMENT STANDARDS AND UTILITY ALLOWANCES.....	11-9
11-III.C.	NOTIFICATION OF NEW FAMILY SHARE AND HAP AMOUNT.....	11-10
11-III.D.	DISCREPANCIES.....	11-11

## CHAPTER 12

### TERMINATION OF ASSISTANCE AND TENANCY

#### PART I: GROUNDS FOR TERMINATION OF ASSISTANCE

12-I.A.	OVERVIEW.....	12-1
12-I.B.	FAMILY NO LONGER REQUIRES ASSISTANCE [24 CFR 982.455].....	12-1
12-I.C.	FAMILY CHOOSES TO TERMINATE ASSISTANCE.....	12-2
12-I.D.	MANDATORY TERMINATION OF ASSISTANCE.....	12-2
12-I.E.	MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS .....	12-3

#### PART II: APPROACH TO TERMINATION OF ASSISTANCE

12-II.A.	OVERVIEW.....	12-7
12-II.B.	METHOD OF TERMINATION [24 CFR 982.552(a)(3)].....	12-7
12-II.C.	ALTERNATIVES TO TERMINATION OF ASSISTANCE.....	12-7
12-II.D.	CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE...	12-8
12-II.E.	TERMINATION NOTICE [HCV GV, p. 15-7].....	12-10
12-II.F.	HOW TERMINATION OF ASSISTANCE AFFECTS THE HAP CONTRACT AND LEASE.....	12-11

#### PART III: TERMINATION OF TENANCY BY THE OWNER

12-III.A.	OVERVIEW.....	12-11
12-III.B.	GROUNDS FOR OWNER TERMINATION OF TENANCY [24 CFR 982.310 AND FORM HUD-52641-A, TENANCY ADDENDUM].....	12-12
12-III.C.	EVICTION [24 CFR 982.310 (e) and (f) and Form HUD-52641-A, TENANCY ADDENDUM].....	12-13
12-III.D.	DECIDING WHETHER TO TERMINATE TENANCY [24 CFR 982.310 (h)].....	12-14
12-III.E.	EFFECT OF TERMINATION OF TENANCY ON THE FAMILY'S ASSISTANCE.....	12-15

EXHIBIT 12-1:	STATEMENT OF FAMILY OBLIGATIONS.....	12-15
EXHIBIT 12-2:	HELENA HOUSING AUTHORITY VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY.....	12-18

## CHAPTER 13

### OWNERS

#### PART I. OWNERS IN THE HCV PROGRAM

12-I.A.	OWNER RECRUITEMENT AND RETENTION [HCV GV, pp.2-4 to 2-6].....	13-1
13-I.B.	BASIC HCV PROGRAM REQUIREMENTS.....	13-2
13-I.C.	OWNER RESPONSIBILITES [24 CFR 982.452].....	13-4
13-I.D.	OWNER QUALIFICATIONS.....	13-5
13-I.E.	NON-DISCRIMINATION [HAP CONTRACT- FORM HUD-52641].....	13-8

#### PART II.HAP CONTRACTS

13-II.A.	OVERVIEW.....	13-8
12-II.B.	HAP CONTRACT CONTENTS.....	13-8
13-II.C.	HAP CONTRACT PAYMENTS.....	13-10
13-II.D.	BREACH OF HAP CONTRACT [24 CFR 982.453].....	13-12
13-II.E.	HAP CONTRACT TERM AND TERMINATIONS.....	13-13
13-II.F.	CHANGE IN OWNERSHIP/ASSIGNMENT OF THE HAP CONTRACT [HUD-52641].....	13-14

## **CHAPTER 14**

### **PROGRAM INTEGRITY**

#### **PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE**

14-I.A.	PREVENTING ERRORS AND PROGRAM ABUSE.....	14-1
14-I.B.	DETECTING ERRORS, AND PROGRAM ABUSE.....	14-2
14-I.C.	INVESTIGATING ERRORS AND PROGRAM ABUSE.....	14-3

#### **PART II: CORRECTIVE MEASURES AND PENALTIES**

14-II.A.	SUBSIDY UNDER- OR OVERPAYMENTS.....	14-5
14-II.B.	FAMILY-CAUSED ERRORS AND PROGRAM ABUSE.....	14-5
14-II.C.	OWNER-CAUSED ERROR OR PROGRAM ABUSE.....	14-7
14-II.D.	HHA-CAUSED ERRORS OR PROGRAM ABUSE.....	14-8
14-II.E.	CRIMINAL PROSECUTION.....	14-10
14-II.F.	FRAUD AND PROGRAM ABUSE RECOVERIES.....	14-11

## **CHAPTER 15**

### **INFORMAL REVIEWS AND HEARINGS**

15-I.A.	NOTICE OF RIGHTS.....	15-1
15-I.B.	CIRCUMSTANCES WHICH REQUIRE THE OFFER OF AN INFORMAL REVIEW OR HEARING.....	15-1
15-I.C.	TIMING OF INFORMAL HEARINGS.....	15-3
15-I.D.	INFORMAL REVIEW OR HEARING PROCESS.....	15-3



## CHAPTER 16

### HOMEOWNERSHIP OPTION

GENERAL DESCRIPTION AND INFORMATION.....	16-1
16-I.A. INITIAL REQUIREMENTS FOR FAMILIES.....	16-1
16-I.B. ELIGIBILITY REQUIREMENTS FOR THE .....	16-1
16-I.C. ELIGIBILITY CRITERIA FOR THE HOME.....	16-3
16-I.D. APPLICATION PROCESS.....	16-4
16-I.E. HOME SEARCH.....	16-4
16-I.F. SALES AGREEMENT.....	16-4
16-I.G. LENDING AND FINANCING PROCESS.....	16-5
16-I.H. DOCUMENTS REQUIREMENT FOR REVIEW AND APPROVAL FO HOME PURCHASE.....	16-6
16-I.I. COMPLIANCE WITH FAMILY OBLIGATIONS.....	16-6
16-I.J. AMOUNT OF ASSISTANCE.....	16-6
16-I.K. DETERMINING HOMEOWNERHSIP EXPENSES.....	16-7
16-I.L. PAYMENTS.....	16-7
16-I.M. PORTABILITY AND MOVES.....	16-7
16-I.N. MAXIMUM TERM OF ASSISTANCE.....	16-7
16-I.O. DENIAL OR TERMINATION OF ASSISTANCE.....	16-8

# CHAPTER 17

## FAMILY SELF SUFFICIENCY

OVERVIEW AND PURPOSE.....	17-1
FAMILY DEMOGRAPHICS.....	17-1

### PART I. ESTIMATE OF PARTICIPANTS

17.I.A.	ELIGIBLE FAMILIES FROM OTHER SELF-SUFFICIENCY PROGRAMS.....	17-2
17.I.B.	SELECTION.....	17-2
17.I.C.	INCENTIVES TO ENCOURAGE.....	17-2
17.I.D.	OUTRACH EFFORTS.....	17-3

### PART II.FSS SERVICES

17.II.A.	CASE MANAGEMENT PROCESS.....	17-4
17.II.B.	ESCROW ACCOUNT.....	17-4
17.II.C.	INTERIM ESCROW DISBURSEMENT.....	17-4
17.II.D.	FINAL ESCROW DISBURSEMENT.....	17-5

### PART III. REVISIONS AND TERMINATION OF CONTRACT AND SERVICES

17-III.A.	ITSP REVISIONS.....	17-5
17-III.B.	CONTRACT EXTENSIONS.....	17-7
17-III.C.	GRIEVANCE/HEARING PROCEDURES.....	17-7
17-III.D.	ASSURANCE OF NON-INTERFERENCE WITH RIGHTS OF NON-PARTICIPATING.....	17-7