

ADMINISTRATIVE PLAN CHANGE TO OCCUPANCY/SUBSIDY STANDARDS

REMOVE (PAGES 16-17 – S-8 HCV ADMIN PLAN):

SUBSIDY STANDARDS:

A. Guidelines:

The following guidelines shall determine the number of bedrooms required to accommodate each family without overcrowding or over-housing.

Suggested Guidelines

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1 Br	1	2
2 Br	2	4
3 Br	3	6
4 Br	4	8
5 Br	5	10
6 Br	6	12

The following principles govern the size of the voucher for which a family will qualify. Generally, two people are expected to share each bedroom, except that subsidy standards will be so assigned that:

1. It will not be necessary for adults of different generations or opposite sex, other than husband and wife, to occupy the same bedroom.
 2. Exceptions to the largest permissible subsidy size may be made in case of reasonable accommodations for a person with disabilities, if requested. In the case of chronic illness, or other physical infirmity, a deviation from the occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.
 3. Two children of the opposite sex over the age of six years will not be required to share a bedroom.
 4. At the option of the HA, an infant, up to the age of two years, may share a bedroom with its parent(s). The HA may, but it is not required to, consider an unborn child in determining subsidy size.
 5. The HA will count a child who is temporarily away from the home because the child has been placed in foster care for six months or less, is away at school or other situations that can be documented.
 6. A single head of household parent shall not be required to share a bedroom with his/her child over the age of two years.
 7. A live-in attendant will be assigned a bedroom. Singles 50 years of age or older or disabled residents with live-in attendants will be assigned two bedroom units.
- A family that consists only of a pregnant woman must be treated as a two person family.

REMOVE STATEMENT (PAGE 35 – S8 HCV ADMIN PLAN):

✓ If payment standards are reduced the new payment standard does not become effective until the second reexamination for units under existing contract.

ADD NEW GUIDELINES:

Admin Plan Change:

Effective August 1, 2009

SUBSIDY STANDARDS:

A. Guidelines:

The following guidelines shall determine the number of bedrooms required to accommodate each family without overcrowding or over-housing.

1. The Montgomery Housing Authority (MHA) will assign one bedroom for each two persons within the household.
2. Subsidy standards will not be determined by age, gender of children, or generation difference.
3. The MHA will count a child who is temporarily away from the home because the child has been placed in foster care for six months or less, is away at school.
4. The MHA will not consider an unborn child in determining subsidy size for a family. A single pregnant woman with no other family members must be treated as a two-person family.
5. A live-in attendant will be assigned a bedroom. No additional bedrooms are provided for the live-in attendant's family. Singles 50 years of age or older or disabled residents with live-in attendants will be assigned two bedroom units.
6. Exceptions to the largest permissible subsidy size may be made in case of reasonable accommodations for a person with disabilities, if requested. In the case of chronic illness, or other physical infirmity, a deviation from the occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.

Administration Plan Changes

Termination of Participants—Overleasing

If the Montgomery Housing Authority has insufficient funding to support Housing Assistance Payment (HAP) contracts under the Housing Choice Voucher program, MHA may immediately reduce the program by terminating contracts using the following:

1. Families who are not current on their repayment agreements;
2. Families who committed fraud (as verified using EIV and other sources);
3. Families who fail a criminal background check pursuant to guidelines outlined in Section XXIII of the Administrative Plan (a criminal background check will be conducted on all family members 18 and over);
4. Families who are above 80% of AMI

Repayment Agreement Policy

If a participant underreports their income, which results in subsidy overpayments, the participant will not be permitted to remain in the program unless the amount owed is \$500 or less.

A participant owing \$500 or less may enter into a repayment if:

1. There are no other program violations
2. Pays 50% of the retroactive amount within 10 days;
3. Enters a repayment agreement of no more than 12 months for the remaining balance;

Relocation/Unit Transfer

Participants who want to transfer from one unit to another must submit the request within a minimum of 45 days prior to the beginning of the lease term.

The MHA will not permit a participant family to move during the initial lease term and will prohibit more than one move by the family during any one year period. These policies apply to participant families that move within the MHA jurisdiction and outside the MHA jurisdiction under portability procedures.

The MHA may deny a participant family to move if the PHA does not have sufficient funding for continued assistance.

The MHA may deny a participant family to move at any time in accordance with CRR Section 982.552 (Grounds for Denial or Termination of Assistance) and Section XXIII of the MHA Section 8 HCV Administrative Plan (Termination of Assistance).

Interims

The Montgomery Housing Authority wishes to encourage families to improve their economic circumstances. As such, the MHA will not perform an interim if there are incremental increases in family earned income due to wage pay increases, raises from existing employment, and increases from unearned income (i.e., COLA adjustments for Social Security/Supplemental Security Income) from a current household member. MHA will defer the increase to the next regular reexamination.