

ADMIN Change Summary 6/2017

| Page # | Original Language | New Language | Reason |
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| 4-3 | <p><u>PHA Policy</u> Families may obtain application forms from the PHA’s office during normal business hours. Families may also request – by telephone or by mail – that an application be mailed to them via first class mail.</p> <p>Completed applications must be returned to the PHA by mail, by fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. IF an application is incomplete, the PHA will notify the family of the additional information require.</p> | <p><u>PHA Policy</u> Families can apply online through the Jackson Housing Commission website www.jacksonhousing-mi.org or at the JHC Administrative Offices located at Reed Manor by filling out an application online in the office.</p> <p>Applications must be completed during the time that the waiting list is open. Applications that are not complete will not be accepted to the waiting list.</p> | To match current practice. |
| 4-5 | <p><u>PHA Policy</u> The PHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application</p> | <p><u>PHA Policy</u> The PHA will send written notification of the preliminary eligibility determination within 10 30 business days of receiving a complete application</p> | To match current practice. |
| 4-8 | <p><u>PHA Policy</u> The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to: The Jackson Citizen Patriot, The DHS Office and The Jackson Public Housing Facilities</p> | <p><u>PHA Policy</u> The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to: The Jackson Citizen Patriot, Jackson M-Live, The Blazer, CAA, Jackson City Hall, Local Apartment Complexes, The DHS Office and The Jackson Public Housing Facilities</p> | To match current practice. |
| 4-10 | <p><u>PHA Policy</u> The family’s response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.</p> <p>If the family fails to respond</p> | <p><u>PHA Policy</u> The family’s response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the PHA on or before the return date on the letter, which is a minimum of 15 business days.</p> | To match current practice. |

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| | <p>within 15 business days, the family will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with a forwarding address, the notice will be resent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.</p> | <p>If the family fails to respond on or before the return date on the letter, the family will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with a forwarding address, the notice will be resent to the address indicated and by email to the email address on file. The family will be given a new deadline to respond, which will be at least 15 business days from the date of the 2nd attempt.</p> | |
| 4-14 | <p><u>PHA Policy</u> The PHA will offer a local preference which will require a minimum of one of the following documents: rent receipts, leases, utility bills, employer or agency records, school records, drivers licenses, voters registration records, credit reports, statement from household with whom the family is residing. Also to any family that has been terminated from its HCV program due to insufficient program funding.</p> | <p><u>PHA Policy</u> The PHA will offer several local preferences: Jackson County Residents: Current residents of Jackson County</p> <p>Involuntarily Displaced Preference: Applies to victim of a Natural Disaster; or a victim of Domestic Violence.</p> <p>Elderly Preference: Elderly preference applies when the head of household, spouse, or co-head is aged 62 or older.</p> <p>Disabled Preference: applies when the head, spouse, or co-head is considered disabled.</p> <p>Homeless Preference: Applies to applicants who lack a fixed, regular and adequate nighttime residence.</p> <p>Reunification Preference: Applies to applicants who are actively participating in a formal family reunification program.</p> <p>Veteran Preference: Applies to an applicant that the head of household, spouse, or co-head is</p> | To match current practice |

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| | | a current member of the military, a veteran, or the surviving spouse of a veteran. | |
| 4-15 | <p><u>PHA Policy</u> 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 PHA’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 PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in target 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 PHA does not have to ask higher placed families each time targeted selections are made.</p> | <p><u>PHA Policy</u> 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 PHA’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 PHA by a random selection lottery system. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in target 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 PHA does not have to ask higher placed families each time targeted selections are made.</p> | To match current practice |
| 4-16 | <p><u>PHA Policy</u> The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:</p> <p>Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview</p> <p>Who is required to attend the interview</p> <p>All documents that must be provided at the interview, including information about what constitutes acceptable</p> | <p><u>PHA Policy</u> The PHA will notify the family by first class mail and e-mail when it is selected from the waiting list. The notice will inform the family of the following:</p> <p>Date, time and location of the scheduled application interview orientation including any procedures for rescheduling the interview orientation</p> <p>Who is required to attend the interview orientation</p> <p>All documents that must be provided at the interview orientation,</p> | To match current practice |

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| | <p>documentation</p> <p>If a notification letter is returned to the PHA 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, as well as to any known alternate address</p> | <p>including information about what constitutes acceptable documentation</p> <p>If a notification letter is returned to the PHA with no forwarding address, and no response has been received by e-mail, 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, as well as to any known alternate address</p> | |
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