Chapter 2

APPLYING FOR ADMISSION

INTRODUCTION

The policy of HAKC is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but HAKC will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Policy.

A. HOW TO APPLY

Families who wish to apply for any of HAKC’s programs must complete a written application form when application-taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

Public Housing and HCV applications are accepted at the central intake area at 299 Paseo Blvd, Kansas City, MO., Monday through Friday between the hours of 8:30 a.m. and 11:30 a.m.; and all public housing properties. A list of public housing properties may be obtained on HAKC’s website, www.hakc.org. Applicants may identify up to three (3) property selections for possible residency. HAKC property information will be provided for applicant review.

The application process will involve two phases.

1. The first is the initial application for admission, referred to as the preliminary application. The preliminary application is dated and time stamped and is keyed to the computerized Waiting List management system to secure a place on the Waiting List in accordance with the date and time order, and preference, if claimed. HAKC will assume that the facts certified by the applicant in the preliminary application are correct, although all those facts will be verified later in the application process.

2. The second phase is the final determination of eligibility referred to as the “full application.” The full application takes place when the family approaches the top of the Waiting List and is notified to come in for an interview. At this time, HAKC verifies that all HUD, State, local, and HAKC eligibility factors are current in order to determine the family’s eligibility before an offer of a suitable unit is made.
B. APPLICATION PROCEDURES

HAKC will utilize a preliminary application form for the initial application. Pre-applications and applications may be taken over the phone for Out of State applicants or for purposes of reasonable accommodations. Pre-applications may be taken over the internet after HAKC provides the system on their website at www.hakc.org.

Other translations of the pre-application may be available for individuals needing additional assistance or interpretation of the document.

Applicants will automatically be placed on both wait lists unless they otherwise state.

At a minimum, the preliminary application will contain questions designed to obtain the following information:

- Names of head of household, spouse/co-head
- Names of all members and age of all members
- Number of family members (used to estimate bedroom size needed)
- Street address and phone numbers
- Mailing address (If PO Box or other permanent address)
- Annual income
- Source(s) of income received by household members
- Information regarding request for reasonable accommodation or for accessible unit
- Social Security Numbers
- Race/ethnicity
- Questions regarding previous participation in HUD programs
- Preferences
- Site-based selection

Duplicate applications, including applications from a segment of an applicant household, will not
Preliminary applications will not require interviews. Information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

Applicants are required to inform HAKC in writing of changes in family composition, income, and address. NOTE: “in writing” may be in the form of an email. Applicants are also required to respond to requests from HAKC to update information on their application, or to determine their continued interest in assistance.

Corrections, updates, or changes on applications will be documented in writing or in email. Obsolete information on paper forms of applications will be lined through and documented as to its obsolescence, initialized and dated by the employee making such changes, or by the applicant, if such change is made by the applicant him/herself.

Failure to provide information or to respond to mailings will result in the applicant being removed from the waiting list.

When the applicant nears the top of the waiting list, HAKC will then utilize a full application form. Applications will require an interview and information on the application will be verified prior to admission. Final eligibility will be determined when the full application process is completed and all information is verified.

C. PREFERENCE DEFINED

An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet HAKC’s Selection Criteria before being offered a unit.

There are factors other than preferences that affect the selection of applicants from the waiting list before applying its preference system; HAKC will match the characteristics of the available unit to the applicants available on the waiting list. Unit size, accessibility features, or types of development limit the admission of families to households whose characteristics “match” the vacant unit available. By matching unit and family characteristics, families lower on the waiting list may receive an offer of housing before families with an earlier date and time of application or families with a higher preferences (e.g. the next unit available is an accessible unit and the only applicant family needing such features is in the non-preference pool, i.e. having no preference). Factors other than the preference system that affect applicant selection are described below.

The Housing Authority will select families based on the following preferences within each
bedroom size category and on our local housing needs and priorities.

When selecting a family for a unit with **accessible features**, HAKC will give a preference to families that include persons with disabilities who can benefit from the unit’s features.

If no family needing accessible features can be found for a unit with such features, HAKC will house a family not needing the unit features, but a non-disabled family in an accessible unit will be required to move as soon as a disabled family or a family with a disabled member is identified and needs the unit.

When selecting a family for a unit in housing designated for elderly families, or disabled families, if any, HAKC will give a priority to elderly or disabled families.

- When selecting a family for a unit in a property that houses elderly and disabled families, as opposed to a general occupancy development that houses non-elderly families as well, HAKC will give equal priority to elderly families and disabled families.

- When selecting a single person at a Mixed Population development, elderly, disabled, or displaced single persons have priority over other singles. Single applicants who are not elderly, disabled or displaced are eligible but will only be admitted after all elderly or disabled families or single displaced persons have been offered units.

Preferences will be granted to applicants who are otherwise qualified and who, at the time of the unit offer (prior to execution of a lease); meet the definitions of the preferences described below.

**Preference Category**

**Preference #1: Working, Elderly, Disabled, Veterans** - An application in which the head of household or spouse is considered working; elderly (62 year or older); disabled; or veteran. Applicants who do not qualify for the preference; date and time of application will prioritize applicants.

Preference as further defined:

1. **Working Head of Household**

   An application in which the head of household is considered working in a long-term full-time or part-time employment capacity in accordance with the following:

   (a) Any head of household or spouse legally employed by an employer in a full-time capacity. The head of household must work for wages, commissions or other consideration of value. The head of household must demonstrate full-time
employment for, at least, six (6) consecutive months of the preceding twelve (12) months prior to the date of the pre-application or the date of formal application, except for mitigating circumstances, such as, lay-off, calendar closure, or regular seasonal employment, such as construction or teaching. Full-time employment must be an average of thirty-two (32) hours per week. It must be apparent that the full-time employment is not of a temporary nature, and the head of household must anticipate such continuous employment prior to the date of the application. Individuals working through temporary or staffing agencies must demonstrate the prescribed time criteria in work assignments. Self-employed individuals would not qualify for this Local Preference unless the head of the household were able to demonstrate one full year of self-employment prior the date of application; or

(b) Long-term Part-time Employment. Any head of household or spouse legally employed in a long-term part-time capacity. The head of household must work for wages, commissions or other consideration of value and have been so gainfully employed for, at least, six (6) consecutive months prior to the date application (if admitted within sixty (60) days of the pre-application) or the date of placement (in all other cases) except for mitigating circumstances, such as, lay-off calendar closure, or regular seasonal employment, such as construction or teaching. Part-time employment must be an average of twenty (20) hours per week. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of application. Individuals working through temporary or staffing agencies must demonstrate the prescribed time criteria in work assignments. Self-employed individuals would not qualify for this preference unless the head of the household were able to demonstrate one full year of self-employment prior the date of application; or

2. **Elderly Families Preference**

Any head of household, age 62 or older.

3. **Disability Preference** (24 CFR 982.207)

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423), who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act [U.S.C. 6001(7)], or has a disability as determined by HUD regulations at 24 CFR 5.403 and 8.3.

A person diagnosed to have HIV is considered a disabled person.

In accordance with Section 223 of the Social Security Act, an individual shall not be considered to be disabled where alcoholism or drug addiction are contributing factor material to the determination that the individual is disabled.
4. **Veteran**

An applicant head, spouse or co-head who was discharged under honorable conditions from the U.S. Military.

An applicant head, spouse or co-head who has served in a branch of the United States armed forces 180 days of regular active duty service and a last discharge or release under honorable conditions. Such member does not need to have any wartime service; or 90 days of active duty service, one (1) day of which is during "wartime", and a last discharge or release under honorable conditions. The one-day need not have actually been served in a war zone.

**Preference #2: Housing Factor**

**Preference as further defined:**

1. **Homeless** – The family lacks a fixed, regular, and adequate nighttime residence; AND the primary nighttime residence is one of the following:

   A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters, and transitional housing);

   An institution the provides a temporary residence for individuals intended to be institutionalized; or

   A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

2. **Involuntarily Displaced** - Involuntarily displaced persons are applicants not living in standard, permanent replacement housing. The applicant is or will be involuntarily displaced if she or he have or will vacate the unit in which he or she resides because of one of the following circumstances:

   (a) Disaster – The unit is uninhabitable because of a disaster such as fire or flood.

   (b) Government Action – The family has been forced from the home by government action (Federal, State of local) such as code enforcement, public improvements or development program.

   (c) Action of the Housing Owner – Action by a housing owner which is beyond an applicant’s ability to control despite the applicant having met all previous conditions of occupancy, and is other than a rent increase.
(d) Domestic Violence – There is actual or threatened physical violence directed against one or more of the family members by another member of the same household.

(e) Reprisals – A member of the family is providing information on criminal activity to a law enforcement agency (federal, State, or local). The agency has conducted a threat assessment and recommends that the family be re-housed. NOTE: HAKC will require a copy of a letter from a law enforcement agency certifying to the threat assessment and recommendation for re-housing.

(f) Hate Crimes – A member of the family has been a victim of one or more hate crimes, AND the family has vacated a housing unit because of this crime; OR the fear associated with the crime has destroyed the peaceful enjoyment of the unit.

(g) Inaccessible Unit – A member of the family has a mobility impairment that makes the person unable to use critical elements of the current housing unit; AND the owner is not legally obligated to make changes to the unit that would make these critical elements accessible to the family member with the disability.

(h) HUD Disposition of Multifamily Project – A unit converted to non-residential use, a unit or building closed for rehabilitation, sale of a building requiring unit(s) to be made vacant, a unit taken off the rental market by the owner, and disposition of a multifamily rental property HUD.

SPECIAL PREFERENCE for SCATTERED-SITES

An applicant must be able to comply with seasonal, utility, and maintenance requirements to be considered for scattered site housing. This special preference is limited to new public housing applicants who applied and selected scattered site housing under the site-based preference policy and to residents of the conventional public housing developments. The special preferences for applicants on the scattered site base preference list as follows:
1. **Special Preference #1: Working 24 Months, Elderly and Disabled**

   (a) Elderly and Disabled Families. Any head of household, age 62 or older or receiving social security disability, supplemental security income (SSI) disability benefits, or any other payments based on an individual’s inability to work.

   (b) Working Head of Household. An applicant where the head of household is considered working in a long-term full-time or part-time capacity or an approved job training capacity in accordance with the following:

   Any head of household legally employed by an employer in a full-time capacity.

   - The head of household must work for wages, commissions or other consideration of value and have been so gainfully employed after the date of application. The head of household must demonstrate full-time employment for, at least, 24 consecutive months prior to the date of the pre-application and the date of placement except for mitigating circumstances, such as, lay-off, calendar closure, or regular seasonal employment, such as construction work or teaching. The time period for change of employment due to mitigating circumstances is 30 days between full time employments.

   - Full-time employment must be an average of thirty-two (32) hours per week.

   - It must be apparent that the full-time employment is not of a temporary nature, and the head of household must anticipate such continuous employment prior to the date of the application.

   - Self-employed individuals would not qualify for this special preference unless the head of the household is able to demonstrate 24 months of self-employment prior the date of application; or

   (c) **Long-term Part-time Employment**

   Any head of household legally employed in a long-term part-time capacity. The head of household must:

   - Work for wages, commissions or other consideration of value; and

   - Have been so gainfully employed for 24 months prior to the date of application or the date of placement (in all other cases), except for
mitigating circumstances, such as lay-off calendar closure, or regular seasonal employment, such as construction or teaching work. The time period for change of employment due to mitigating circumstances is 30 days between full-time employments.

- Part-time employment must be an average of twenty (20) hours per week. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of application.

- Self-employed individuals would not qualify for this special preference unless the head of the household was able to demonstrate on 24 months of self-employment prior to the date of application and placement.

2. Special Preference #2: Working 12 Months

(a) Working Head of Household

- An applicant where the head of household is considered working in a long-term full-time or part-time capacity or an approved job training capacity in accordance with the following:

- Any head of household legally employed by an employer in a full-time capacity. The head of household must work for wages, commissions, or other consideration of value and have been so gainfully employed after the date of application.

- The head of household must demonstrate full-time employment for, at least, 12 consecutive months prior to the date of the pre-application and the date of placement except for mitigating circumstances, such as, lay-off, calendar closure, or regular seasonal employment.

- The time period for change of employment due to mitigating circumstances is 30 days between full-time employments.

- Full-time employment must be an average of thirty-two (32) hours per week.
It must be apparent that the full-time employment is not of a
temporary nature, and the head of household must anticipate such
continuous employment prior to the date of the application.

Self-employed individuals would not qualify for this special
preference unless the head of the household is able to demonstrate
one full year of self-employment prior the date of application; or

(b) Long-term Part-time Employment

Any head of household legally employed in a long-term part-time
capacity. The head of household must work for wages, commissions or
other consideration of value and have been so gainfully employed for, at
least, 12 consecutive months prior to the date of pre-application except for
mitigating circumstances, such as, lay-off calendar closure, or regular
seasonal employment.

Part-time employment must be an average of twenty (20) hours per
week.

It must be apparent that the part-time employment is of a
continuous, as opposed to a temporary nature, and the head of
household must anticipate such continuous employment after the
date of application.

Self-employed individuals would not qualify for this Special
Preference unless the head of the household was able to
demonstrate on 12 months of self-employment prior to the date of
application and placement.

All Other Applicants

The Housing Authority will select all other applicants on the Special Preference
Scattered-Site list according to local preference. Therefore, applicants who qualify under
Special Preference #1 and #2 are housed first then the other applicants under the local
preference.

Notice and Opportunity for a Meeting

If an applicant claims but does not qualify for a preference, the applicant can request a meeting:

HAKC will provide a notice that an applicant does not qualify for a preference containing a brief
statement of the reasons for the determination, and that the applicant has or may meet with
HAKC’s designee to review the determination.
Federally Declared Disaster Victim (HAKC may implement through Board Action- if area designated as federal disaster)

A family participating in the public housing program from a jurisdiction declared by the President as a federal disaster area. A disaster that occurred 180 days or more before the date of application is not entitled to this preference.

Elderly/Disabled Preference and Designation

When selecting a single person at a mixed population development; elderly, disabled or displaced single persons will have priority over single persons who are not elderly, disabled or displaced, regardless of other preferences. Single applicants who are not elderly, disabled or displaced can only be admitted after all elderly or disabled families or single displaced persons have been offered units.

In the designated elderly only developments, new admission priority will be given to elderly families that qualify for the unit over non-elderly families. If no elderly families are on the waiting list, then the HAKC will prioritize the “near elderly” for the development in accordance with the elderly only designation plan.

Properties designated for disabled families: Disabled families will receive a priority for admission to units or buildings covered by a HUD-approved Designation Plan. Designation of housing for the elderly or disabled requires a designated housing plan approved by HUD.

Accessible Units (See Chapter 1- Other Accommodations)

Qualified families will be offered an accessible unit, upon request by the family, when an accessible unit is available. Due to the limited number of accessible units, HAKC will offer vacant accessible units with features for persons with disabilities as stated in Chapter 1.

C. COMPLETION OF A FULL APPLICATION

Preferences claimed on the preliminary application or while the family is on the waiting list will be verified after the family is selected from the pre-application waiting list.

The qualification for preference must exist at the time the preference is verified and at the time of admission regardless of the length of time an applicant has been on the waiting list because the preference is based on current status.

Applicants on the Waiting List who will be selected in the next 10-30 days will be sent a letter to complete a full application. The letter will notify the applicant of an application interview and request the applicant to bring any documents which verify family selected preference, family composition, household income, assets, eligible expenses and residential history. The letter will
provide the applicant a full and detailed list of items to bring to the interview. Documents presented at the time of full application are not in lieu of third party verification.

Applicants are required at the full application interview to:

1. Complete a Full Application Form prior to the full application interview.
2. Sign Release of Information Forms including authorization form for criminal background checks of all adult household members, and consent for verification of Immigration status.
3. All adult members must participate in a full application interview with a HAKC representative during which the applicant will be required to furnish complete and accurate information as requested by the interviewer. The applicant will sign and certify that all information is complete and accurate.

**Requirement to Attend Interview**

HAKC utilizes the full application interview to discuss the family’s circumstances in greater detail, to clarify information that has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other HAKC services or programs that may be available.

The head, spouse, co-head and all adult family members are required to attend the interview and sign the housing application. Exceptions may be made for adult students attending school out of state or for members for whom attendance would be a hardship.

It is the applicant’s responsibility to reschedule the interview if s/he misses the appointment. If the applicant does not reschedule or misses a rescheduled meeting(s), HAKC will reject the applicant unless the missed appointment is due to extreme emergency, such as hospitalization, death in immediate family, etc.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to provide some information, but only with permission of the person with a disability. Additionally, as a possible reasonable accommodation, HAKC may conduct a home visit or complete a phone application.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review. (See Chapter 13 on Complaints, Grievances and Appeals.)

All adult members must sign form HUD-9886, "Release of Information"; the declarations and consents related to citizenship/immigration status; and any other documents required by HAKC.
Applicants will be required to sign specific verification forms for information that are not covered by the HUD-9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by HAKC.

Information provided by the applicant will be verified, including information related to family composition, income, allowances and deductions, assets, eligible immigration status, full time student status and other factors related to preferences, eligibility and rent calculation.

If HAKC determines at or after the interview that additional information or document(s) are needed, HAKC will request the document(s) or information in writing. The family will be given five (5) working days to supply the information; however extensions may be given for extenuating circumstances such as information that must be obtained from out of state. If the information is not supplied in this time period, HAKC will provide the family a notification of denial for assistance. (See Chapter 13 on Complaints, Grievances and Appeals.)

D. PROCESSING APPLICATIONS

As families approach the top of the Waiting List, the following items will be verified to determine qualification for admission:

- Preference verification

- Family composition and type (elderly/non elderly), inclusive of family status, familial/marital status when needed for Head or spouse definition, or for inclusion in the household of a minor who is not yet born to or adopted by the assisted family, or legal guardianship, or right to custody, including temporary right to custody.

- Annual Income* inclusive of tips and meals, including income that is expressly excluded by regulation where the HAKC is required verify.

- Assets and Asset Income*

- Deductions from Annual Income including but not limited to full-time student status, including students who are 18 or over, childcare expenses for children under 13 where such expenses allow an adult family member to be employed or to further his/her education or seek employment, total medical expenses of all family members in households whose Head or spouse is elderly or disabled, disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus which allow an adult family member to be employed, disability for determination of allowance or deductions.
• Social Security Numbers (SSN) of all eligible family members. Members that do not declare eligibility will be required to execute a document that member does not have Social Security Number.

• Non-economic selection criteria used in applicant screening, inclusive of criminal history report, past landlord reports, credit reports, rent payment history,

• Citizenship or eligible immigration status, including date and place of birth.

• EIV Information and background information

*In the event that the family appears to be eligible for income that is not reported to be received (i.e. TANF, unemployment compensation, child support, etc.), the absence of such income will be verified. Family members will not be required to contact the local SSA office for verification that they do not receive benefits.

**Timeliness of Verifications**

All verifications will be obtained prior to determination of eligibility to ensure that current and accurate data is being used in calculating rents and eligibility.

Certification by the appropriate staff member will be made when verification of all necessary items for each application is completed.

Verifications for the public housing program must be dated within 60 days from the date of the interview and not exceed 120 days in age, prior to admission to the unit. The family will be questioned prior to admission in regard to any change in status. If changes are reported, they will be verified to determine their effect on eligibility, preference rating (if any), rent, and unit size required.

The applicant file will contain documentation of all verifications.

**Systems of Verification**

**Upfront Income Verification (UIV):** The verification of income at admission or before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. HUD’s Enterprise Income Verification System (EIV) is considered to be this method.

To assure that the data upon which determinations of eligibility, preference status (if any), rent to be paid, and size of dwelling unit required are based on full, true, and complete information to
the best of staff’s ability, the data on each applicant will be verified and consist of the following types and systems of verification:

1. HAKC will consult the EIV system on all applicants. The EIV will be used to determine if the applicant is in the HUD system, determine if they are being assisted by other programs in the HUD data-base, and determine if they were previously be assisted by another PHA.

2. HAKC may use any of the streamlined verification systems and other streamline systems as allowed by HUD whenever possible. The simplifying the income verification process is as follows:
   
   (a) Tenant reports income and provides current documents

   (b) HAKC consults EIV system, and prints income details report (include in tenant file except PHAs in Florida, who should print and maintain EIV ICN printout in the tenant file

   (c) If additional information is not needed, the HAKC uses the current tenant-provided documents to calculate anticipated annual income

   (d) 3rd party verification is only required if:

   - The tenant disputes the EIV data
   - Additional information is required as determined by the HAKC, such as
     - Effective dates of employment
     - Pay rate, number of hours worked, pay frequency for new jobs
     - Confirmation of changes in circumstances (reduced hours, reduces rates of pay, etc.)
   - The HAKC will use current tenant-provided documents or most current information to calculate anticipated annual income

If third party verification is not received directly from the source, HAKC staff will document the file as to why third party verification was impossible to obtain and another method was used (such as reviewing documents families provide.)

The HAKC will not delay the processing of an application beyond 10 working days because a third party information provider does not return the verification in a timely manner.

For applicants, verifications used to determine adjusted income may not be more than 60 days old at the time of the original lease. All tenant supplied documents should be dated within the last 60 days of the interview or reexamination. Pay stubs should be current and consecutive.
Regardless of these timeframes, Criminal History Reports will be useable as a valid verification for no longer than 90 days.

F. **FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY**

After the verification process is completed, HAKC will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by HAKC, and the tenant suitability determination (see Chapter 3 on Eligibility for Admission).

Because HUD can make changes in rules or regulations and family circumstances may have changed during the review process that affect an applicant’s eligibility, it is necessary to make a final eligibility determination.

The household is not actually eligible for a unit offer until this final determination has been made, even though they may have been listed on the waiting list.