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**CENTRAL FALLS HOUSING AUTHORITY ADMINISTRATIVE PLAN FOR THE  
HOUSING CHOICE VOUCHER PROGRAM**

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The Central Falls Housing Authority proposes the following change to the HCV Administrative Policy. Any questions or concerns should be directed to:

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**Current Policy:**

**4.II. UPDATING THE WAITING LIST [24 CFR 982.204]**

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

**Purging the Waiting List**

The decision to remove an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

PHA Policy

The waiting list will be updated as needed to ensure that all applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that

failure to respond will result in the applicant's name being removed from the waiting list.

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 not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.

When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore, no informal hearing is required.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if the lack of response was due to PHA error, or to circumstances beyond the family's control.

## **Removal from the Waiting List**

### PHA Policy

The PHA will remove an applicant from the waiting list upon request by the applicant family. In such cases no informal hearing is required.

If the PHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the PHA's decision (see Chapter 14) [24 CFR 960.208(a)].

**Proposed Policy:**

**4.II. UPDATING THE WAITING LIST [24 CFR 982.204]**

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

**Purging the Waiting List**

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

PHA Policy

On an annual basis, the CWL administrator will update the centralized applicant pool on behalf of the participating housing authorities to ensure that all applicant information is current and accurate.

To accomplish this, the CWL administrator will **use an electronic process** to send an update request to each family on the waiting list to determine whether the family continues to be interested in the program. This update request will be sent to the last email address that the CWL administrator has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

If the family fails to respond within 10 business days, the CWL administrator will send a second email request to the email address that the CWL administrator has on record for the family.

The family must utilize the Centralized Wait List portal to respond, except in the case where the family has received the PHA's approval to use another method in order to accommodate the needs of a person with disabilities or the PHA prescribes another method due to unforeseen technical issues. Responses must be provided not later than 10 business days from the date of the letter.

If the family fails to respond to the second contact attempt, the family will be removed from all applicable PHA waiting lists without further notice.

**If a family is removed from the waiting list for failure to respond, the CWL administrator or the PHA Director or Assistant Director of Leased Housing and Rental Services may reinstate the family if he or she determines that the lack of response was due to error by the CWL administrator or the PHA, or if reinstatement would reasonably accommodate an applicant with a disability.**

## Removal from the Waiting List

### PHA Policy

If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance, the family will be removed from all applicable PHA waiting lists. However, the family's position on any other Housing Choice Voucher waiting lists of CWL participating housing authorities will not be affected.

If a family is removed from the waiting list(s) because the family has been determined ineligible for assistance by the PHA, a notice will be sent to the family's email of record. The notice will state the reasons the family was removed from the waiting list(s) and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

When a family is housed by a participating agency (i.e., has entered into a lease and HAP contract with the landlord and the participating agency), the CWL administrator will remove the family from all other participating agency Housing Choice voucher waiting lists. The CWL administrator will run periodic reports to check this status. If the family later ends participation in the program, they may reapply via the Centralized Wait List portal.

## **Removal from the Waiting List**

### PHA Policy

The PHA will remove an applicant from the waiting list upon request by the applicant family. In such cases no informal hearing is required.

If the PHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the PHA's decision (see Chapter 14) [24 CFR 960.208(a)].