

## WAITING LIST POLICY

**Placement on the Waiting List:** *(NOTE: A Live-in Aide/Attendant should not be placed on the Waiting List because they are not applying for housing on their own. They are living in the unit “only” to provide care for a disabled household member. They have no right of continued occupancy should the person they are caring for move out of the property. See forms RA-13 and TC-48.)*

Before placing an Applicant on the Waiting List, the preference, program type, income level and unit type must be determined. This includes “in house” 236, BMIR or Market residents applying for Section 8 assistance. This information is based on the information the Applicant lists on the Rental Application. **Every completed application must have the required information.** Verification of the placement (where applicable) must be done immediately. Do not wait for the Applicant screening requirement. The status of an application can be changed at any time circumstances warrant after being placed on the Waiting List. (See below for information regarding notifying the applicant.)

Immediately after an application is received and is determined to be substantially COMPLETE as set forth in the “Application Instructions”, the Applicant is placed on the relevant Waiting List: “Record of Applications/Waiting List” form RS-23h; “Record of Applications/Waiting List” for D.S. Shalom House, form RS-23h (202). *The date and time recorded on the application must match the date and time recorded on the Waiting List.*

Every Applicant whether his/her application is complete or incomplete must be notified of their *Waiting List Status* by way of form RS-30 “Notice of Status of Application” that must be mailed to the Applicant within 10 days of the application submission date.

*NOTE: Final eligibility for residency is not assessed at this time.*

Please also see the “In-House Preference” section for information regarding unit transfers and assigning Section 8 at mixed properties slots.

### Waiting List Format:

Applicants will be placed on the Waiting List for each unit size for which they meet the Occupancy Standards (see “Screening Process” section for Occupancy Standards). Remember that the unit size for an Applicant can be changed at anytime circumstances warrant after being placed on the Waiting List even if the appropriate bedroom size Waiting List is closed to new Applicants.

The Waiting List shall be maintained in a loose-leaf binder, which has tabbed dividers for each unit size at the property – this includes a tab for “Unit Transfers” (form RS-23ut) for in-house residents. (See “In-House Preference” section.) Behind each unit size tab or unit transfer tab, there will be a separate Waiting List form (sheet) as relevant to the property: RS-23h or RS-23h (202).

**THE WAITING LIST IS MAINTAINED IN STRICT CHRONOLOGICAL ORDER BY APPLICATION DATE AND TIME** (date of completion) regardless of preference, income level, elderly status or unit type.

Be sure to indicate which program they may qualify for: HUD - S/8, 236, or BMIR. The Waiting List must be made available for review by the Owner, Property Supervisor, Occupancy Supervisor or HUD representatives upon request.

The Waiting List must never leave the property office and must be kept current in the binder for at least a three-year consecutive calendar cycle. Every fourth year (of completed pages) must be placed in a **permanent file** in the Management Office in chronological order. The Waiting List must never be purged or re-written.

**NOTE:** A copy of the HUD Income Limits for “each” year must be kept with the Waiting List as a reference to income eligibility circumstances at the time of the application.

***Failure to follow HUD Waiting List requirements on the Waiting List can lead to criminal charges, penalties, fines and employee dismissal. Never “jump” Applicants on the Waiting List. (See below for additional information regarding Extremely Low Income Applicants.) Always adhere to Management and Government policies for Applicant selection. NO EXCEPTIONS!***

Always remember to send an RS-30 “Notice of Status of Application” when adding an Applicant to the Waiting List and at any time the Applicant’s Waiting List status changes – this includes removal from the Waiting List.

### **Required Preferences:**

For HUD Properties That Are Section 8, 236, BMIR, 515-S8, 202-S8 & Elderly:

- 1 - Displace:** a) an action by the United States government, or, b) natural disaster as declared by the President of the United States. If an applicant were applying as a result of being displaced, they would have a preference for an immediate move-in. The circumstances must be verified. This will mean that other applicants may be skipped.
  
- 2 - Extremely Low Income Households:** (Does not apply to 236 or BMIR programs.) Households earning 30% or less of the area Median income (See HUD income limit chart, updated annually.) Refer to the “Income Level” section below for further information and monitoring.

### **3- All Other Applicants**

#### **Income Level:**

The Applicant’s gross income must be *at* or *below* the HUD Income Limit requirements to be eligible to remain on the Waiting List and for residency at the property. These limits will either be “Low” (80% level) or “Very Low” (50% level) depending on when the

Property's *original* Housing Assistance Payments Contract was signed. This will vary per property. Please see the attached "Income Level/Program Type Chart" section for the correct limit for the property.

Any Applicant household at or below the "Very Low" or "Extremely Low" income level will automatically qualify to be placed on the Waiting List at any Section 8 property.

**ELI - Extremely Low-Income Households (*Income Targeting*):** This *pertains to ALL HUD Section 8 Rental Assistance programs only*. This applies to both move-in and Initial admissions. For example, if an Initial certification is processed to move a tenant from Section 236 or Market to Section 8 assistance it must be included in the income targeting evaluation. Managers must *target* Applicant households earning 30% or less of the area Median income (See HUD income limit chart, updated annually). At least **40%** of the total annual admissions to Section 8 units must be filled with ***extremely low-income*** households.

To monitor this percentage, Managers will ***always*** give preference to applicants at or below the **ELI** limit. Because this percentage will change with every *move in and Initial certification*, Managers will also run an "Income Targeting Report" or "Tenant Income Eligibility" report ***monthly*** as an additional method of tracking the ELI requirement.

This means that Low or Very Low income Applicants (as applicable to the site) will be skipped on the Waiting List to accommodate the ELI percentage.

Should the Applicant's income exceed the income level requirements for the property at any time, an RS-30 must be sent to notify the Applicant that they are no longer eligible to remain on the Waiting List or to be admitted for residency.

### Unit Type:

- E** - This column must be checked on the Waiting List to designate that "Elderly Units" have been set aside at a property per their government contract. Applicants must be age 62 years or older, or, age 18 and over and be disabled to qualify for these units. ***NOTE:*** *If this is a HUD 202 or 231 property Applicants must be at least 62 years of age to qualify for this type of unit.*
  
- H** - Applicants whose household, (according to self-assessment indicated by applicable boxes checked on the Rental Application RS-1hr) includes a physically disabled individual who would benefit from and desire an "accessible" unit. The Waiting List contains a "Unit Type" column for this information. *If this is a HUD 202 or 231 property the Head, Co-Head or Spouse must be at least 18 years of age or older, meet the HUD disability requirements and need/require the accessibility features of this unit prior to move-in.*

**Removal from the Waiting List:**

Once an Applicant is placed on the Waiting List, he/she can only be removed under the following circumstances and then “Color Coded”, as appropriate, per the chart below:

1. Failure of the Applicant to renew the active status of the application every 6 months as required in the “Application Processing” section.
2. Voluntary withdrawal of the application by the Applicant.
3. Inability of Management to contact the Applicant; or Applicant refusal of a unit as set forth in the “Applicant Selection” section in company policy.
4. Failure to comply with Management’s requests for information, including but not limited to: household composition, household identification, social security numbers, income and assets, special unit type requirements, etc.
5. Failure of the Applicant to meet the “Screening Process” policy in regard to “Eligibility Criteria”, “Occupancy Standards”, “Lease Compliance Standards”.
6. Applicant meets/passes the requirements in the “Screening Process” policy and moves into a unit.

IN ALL CASES OF REMOVAL, the Applicant will be mailed, within 10 days, a “Notice of Status of Application” (RS-30) stating the reason for removal. In addition, it is **mandatory** that a copy of each and every RS-30 produced for an Applicant must be attached to the appropriate application and noted on the “Waiting List”.

**NOTE:** The applicant has the right to respond to Management in writing or to request an informal meeting to discuss the rejection of their application. Any meeting to discuss the applicant’s rejection must be conducted by a member of Management’s staff who was not involved in the initial decision to deny admission or assistance.

Within 5 business days of Management’s response or meeting, Management must advise the applicant in writing of the final decision on eligibility.

If the reason for the rejection is not remedied in a satisfactory manner within 3 to 5 business days from Management’s response or meeting, a written complaint may be submitted to the Management Agent’s Office at the address specified on the RS-30 “Notice of Status of application” form.

In the event that an applicant is removed from the Waiting List and subsequently the Owner/Owner’s Agent determines that an error was made in removing the applicant, the applicant must be “reinstated” at the “original” application date and time. A new RS-30 “Notice of Status of Application” will be mailed to the applicant to confirm the correction.

### Changes to the Resident Selection Plan or Policies:

In the event that a new or revised “Resident Selection Plan or Policy” is implemented that could affect an applicant’s eligibility for housing or tenancy, Management will notify persons on the “Waiting List” immediately, via mail. The letter will include information regarding the change or changes and that they need to contact Management right away to update their “Waiting List” status. If the change causes an application to be removed from the “Waiting List”, the applicant will be sent a “Notice of Status of Application” (Form RS-30hr) to confirm their removal from the “Waiting List”.

### Record-Keeping:

The applicant’s file should be available for review by the applicant upon request or by a third party who provides the applicant’s signed authorization for access. This does not apply to the credit/criminal report supplied by the reporting or verifying agency.

### COLOR CODING THE WAITING LIST

Property Managers will use the color codes below to properly maintain the property’s Waiting List:

	Highlight entire row in <b>Pink</b> , when applicant is applying to live with existing household; <u>or</u> , a Section 8 slot is assigned for an in-house resident.
	Highlight entire row in <b>Green</b> when an Applicant has moved into a unit.
	Highlight entire row in <b>Orange</b> when an Applicant has been “Rejected” for poor screening (credit, police/criminal, housing); <u>or</u> , over-income, over occupancy, etc.
	Highlight entire row in <b>Yellow</b> if applicant has been “Dead Filed” due to expired application, found other housing or refused apartment etc.