

SUMMARY OF ADMISSIONS & CONTINUED OCCUPANCY POLICY (ACOP) CHANGES
September 2022

	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
Chapter I: Overview of the Program & ACOP				
1.	Page I-1 B. Moving to Work Designation	ACC Amendment	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Included specific information on Cohort #2 and the six year evaluation period
2.	Page 1-2 C. Tiered Rent Policy	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Included policy on the different groups of families and applicability of MTW policies Included policy on the enrollment period and post enrollment grouping for new admissions
3.	Page 1-3 F. Cares Act Waiver	PIH Notice 2020-13 & Successor Notices	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added policy guidance on the expiration of the CARES Act waivers and provides notice that historical waivers are found in the prior ACOP
Chapter III: Eligibility for Admission and Processing of Applications				
4.	Page III-1 C. Establishing and Maintaining the Waiting List	HHA	<ul style="list-style-type: none"> Added language to existing policy 	<ul style="list-style-type: none"> Added language allowing HHA to open or close waiting lists for specific bedroom sizes and/or types of units. Added language allowing for use of a lottery or other methods when opening a waiting list.
5.	Page III-4 I. Applicant's Right to a Hearing	HHA	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Adding policy on the format for hearings
6.	Page III-5 J. Processing Applications for Admission	HHA	<ul style="list-style-type: none"> Added language to existing policy 	<ul style="list-style-type: none"> Clarified that every application file for admission to public housing will include the date and time of application or lottery number if applicable.
7.	Page III-8 K. The Preference System	HHA	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added waiting list preference for eligible households who have been referred to HHA by local law enforcement agencies seeking to relocate households for safety reasons

	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
				related to witness protection.
Chapter V: Tenant Selection and Unit Assignment Plan				
8.	Page V-1 A. Making Unit Offers to Transferees and Applicants	HHA	<ul style="list-style-type: none"> Added language to existing policy 	<ul style="list-style-type: none"> Clarified that if two applicants need the same type and size of apartment and have the same local and ranking preference status, the applicant with the earliest date and time of application, or lottery number if applicable, will receive the earlier offer.
Chapter VII: Verification				
9.	Pages VII-1 C. General Verification Requirements	HHA	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Updates general verification requirements.
10.	Page VII-2 D. Substantial Difference	MTW Supplement	<ul style="list-style-type: none"> Substantial difference is defined as \$2,400/year 	<ul style="list-style-type: none"> Substantial difference is defined as \$5,000/year
11.	Page VII-2 E. Hierarchy of Verification	MTW Supplement	<ul style="list-style-type: none"> Current plan includes the regulatory hierarchy 	<ul style="list-style-type: none"> Updates the hierarchy to reflect a streamlined approach for verifying program information
12.	Page VII-3 F. Age of Verification Documents	MTW Supplement	<ul style="list-style-type: none"> Documents may not be more than 60 days old from the date of voucher issuance Documents must be dated within 60 days from the date of HHA request 	<ul style="list-style-type: none"> Streamlines the age of verification documents to reflect a 180 day window.
13.	Page VII-3 G. Enterprise Income Verification	PIH Notice 2018-18	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added EIV and IVT verifications using HUD's system

	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
14.	Page VII-4 H. Verification of Assets	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Allows for self-certification of asset value, at admission and recertification, when assets are \$50,000 or below.
Chapter VIII – Determining Income and Adjusted Income				
15.	Pages VIII-1 to VIII-4 A. & B. Income Inclusions and Exclusions	24 CFR 5.609	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added regulatory language on items included and excluded from income
16.	Pages VIII-4 C. & D. FT Student Income Adoption Assistance Payments	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added policy on MTW income exclusions for FT student income and adoption assistance payments
17.	Page VIII-5 E. Seasonal Income	HHA	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added policy to reflect use of retrospective income for families with seasonal income
18.	Page VIII-5 to VIII-6 F. Asset Income G. Passbook Savings Rate	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Add policy to exclude income on assets of \$50,000 or below Streamline calculation of asset income over \$50,000 to reflect face value of the asset times the passbook savings rate Added policy on HHA method for establishing the passbook savings rate
19.	Pages VIII-6 to VIII-7 H. Earned Income Disallowance	24 CFR 5.601	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added regulatory language on identifying, calculating and processing the earned income disallowance
20.	Pages VIII-8 to VIII-12 I. Calculating Annual	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Add policy on regulatory and MTW calculation of income including the

	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
	and Adjusted Income	24 CFR 5.609 and 24 CFR 5.611		identification of the groups to which the policy applies.
Chapter IX: Tenant Rent– Control & Excluded Group				
21.	Page IX-1 A – E Policies on TTP and Tenant Rent	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added policies to reflect TTP and tenant rent for the Control and Excluded groups.
22.	Page IX-2 F. Over-Income Families	HOTMA	<ul style="list-style-type: none"> Updates the outcome after 2 years of over-income status 	<ul style="list-style-type: none"> Includes policy that after two consecutive years of over-income status, HHA will offer choice of flat rent or income based rent. HHA has the option to terminate.
Chapter X: Tenant Rent– Tiered Rent Only				
23.	Pages X-1 to X-2 A - C Policies on TTP and Tenant Rent	24 CFR 5.628	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added policies on the calculation of rent and subsidy determination using the Tiered Rent model Applies to the Treatment group only
24.	Page X-2 D. Over-Income Families	HOTMA	<ul style="list-style-type: none"> Updates the outcome after 2 years of over-income status 	<ul style="list-style-type: none"> Includes policy that after two consecutive years of over-income status, HHA will offer choice of flat rent or income based rent. HHA has the option to terminate.
Chapter XI: Hardship Policies				
25.	Pages XI-1 to XI-10 A – K Hardship Policies		<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Prepared policies on hardship process, requests, eligibility, remedy, time frame and applicability for each individual hardship Provided examples to reflect calculation of applicable hardship rents Decrease in Income Childcare expense hardship

	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
				<ul style="list-style-type: none"> • Full-time student hardship • Alt Verification Hierarchy hardship • Minimum rent hardship •
XII: Reexaminations				
26.	Page XII-1 A - B Recert Frequency and Phase In	MTW Supplement	<ul style="list-style-type: none"> • Not included in the ACOP 	<ul style="list-style-type: none"> • Added policy to reflect annual and triennial recert frequency • Add policy to reflect three year phase-in of triennial recert schedule for the Excluded group.
27.	Page XII-1 C. Eligibility for Continued Occupancy	HHA	<ul style="list-style-type: none"> • Not included in the ACOP 	<ul style="list-style-type: none"> • Added policy concerning annual requirement for completion of a criminal background screening questionnaire
28.	Page XII-2 F. Zero Income Families – Increase in Income	HHA	<ul style="list-style-type: none"> • Not included in the ACOP 	<ul style="list-style-type: none"> • Added policy to require zero income families to report increases in income between regular reexams and for HHA to run EIV every 180 days for zero income families
29.	Page XII-4 K. Change in Household Composition	MTW Supplement	<ul style="list-style-type: none"> • Not included in the ACOP 	<ul style="list-style-type: none"> • Added policy to reflect processing of interim certifications for changes in household comp. • Policy language includes applicable updates for UA and Rent by grouping
30.	Page XII-5 M. & N.: Interim Rent Changes	MTW Supplement	<ul style="list-style-type: none"> • Not included in the ACOP 	<ul style="list-style-type: none"> • Added policies to reflect when interim rent increases and decreases will be applied to each of the three tenant groupings
XIII: Community Service				
31.	Page XIII-1 A. Triennial Reexams and CSSR	MTW Supplement	<ul style="list-style-type: none"> • Not included in the ACOP 	<ul style="list-style-type: none"> • Added policy to reflect timing of CSSR requirements for families on triennial recert frequencies

	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
XIV: Transfer Policy				
32.	Page XIV-1 General Transfer Policy	HHA	<ul style="list-style-type: none"> Revised and added language to existing policies on transfers among HHA programs 	<ul style="list-style-type: none"> Revised language allowing for transfers among HHA's programs with authorization from the HHA's President/CEO or their designee. Added language regarding households who are transferred to another public housing site or HHA program due to planned modernization, demolition, redevelopment or other construction activities. Allows relocated residents the right to return to renovated or replacement units, if eligible. Added language regarding households who are transferred to another public housing site or HHA program due to planned conversion under the Rental Assistance Demonstration (RAD) program. Allows relocated residents the right to return to renovated or replacement units, if eligible.
33.	Page XIV-2 C. Administrative Transfers	HHA	<ul style="list-style-type: none"> Administrative Transfer Category 1: Physical Improvements 	<ul style="list-style-type: none"> Revised Category 1 to reflect transfers due to Management Initiatives, i.e. when HHA determines that physical improvements are necessary to resolve circumstances deemed as a threat to life, health and/or safety or other issues as determined by management, and/or when HHA determines that a transfer is necessary to resolve problems of an urgent or life-threatening nature that are not related to building or unit conditions.
34.	Page XIV-3 Resident Initiated	HHA	<ul style="list-style-type: none"> Policy on resident initiated transfers due to changes in family composition 	<ul style="list-style-type: none"> Removed this policy as these transfers are not resident-initiated and are required

	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
	Transfers			
35.	Page XIV-5 H. Reexamination & Moves	MTW Supplements	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added policy to reflect completion of reexaminations and update of rent for each of the family groupings at the time a move takes place
Appendix A: Definitions				
31.	Pages A-7 & A-9 MTW related definitions	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added definitions for MTW and Tiered Rent TTP
Appendix : COVID Waivers				
32.	Pages A-1 to A-5 CARES Act Waivers	PIH Notice 2020-05 & Successor Notices	<ul style="list-style-type: none"> Reflects CARES Act waivers, which have since expired 	<ul style="list-style-type: none"> Removed expired waivers Left narrative historical reference to the waivers in the Overview chapter of the ACOP
33.	Pages B-1 to B-7 Grievance Policy	HHA	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added the revised Grievance Policy as an appendix to the ACOP.
Appendix : Remote Hearing Guidelines				
34.	Remote Hearing Guidelines	HHA	<ul style="list-style-type: none"> Currently includes COVID related policies on remote grievance/hearings 	<ul style="list-style-type: none"> Removed this Appendix
Appendix D. Tiered Rent Table				
35.	Page D-1	MTW Supplement	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added the tiered rent table used to determine TTP under MTW
Appendix E: Federally Mandated Income Exclusions				
36.	Page E-1	79 FR 28938	<ul style="list-style-type: none"> Not included in the ACOP 	<ul style="list-style-type: none"> Added the listing of federally mandated income exclusions