

Attachment B.1

Summary of ACOP Changes 2021

- Add language allowing remote interviews to be conducted for new applicants, and re-examination/interim appointments due to the result of weather, pandemic or illness.
- Add language permitting interview appointment letters to be sent via email, or any other electronic method, to applicants or residents.
- Clarified that HACCC reserves the right to request more than four pay stubs if staff feel that is needed to properly calculate rent portions.
- Adopted an Emergency Transfer Plan outlining when external transfers from public housing to other covered housing programs will be considered.
- Clarified that families who are transferring from one public housing unit to another have three days to vacate their original unit.
- Clarified that when a single member household dies, HACCC will move to retake possession of the unit as legally permitted. However, staff will coordinate with whomever is responsible for claiming the personal effects of the deceased on the timing of this action.
- Added a policy permitting remote hearings to be conducted as a result of weather, pandemic, illness, as a reasonable accommodation, or in other instances (such as a lack of childcare) determined appropriate by HACCC. Remote hearings will be properly noticed in advance and HACCC will provide technical assistance as needed.
- Added language to ensure that pre-hearing discovery is granted whenever there is a remote hearing. HACCC will provide all relevant documents in advance of the hearing to the family and will also require that the family provide HACCC with advance copies of documents the family plans to submit at the hearing.
- Clarified that application of COLAs for fixed sources of income would apply to annual reexaminations due 60 days after HACCC learns of the COLA's effective date.