

IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 23-25-10-01H

In the Matter of Updating the Housing Choice Voucher Administrative Plan and Admissions and Continued Occupancy (ACOP), Removal from the Waiting List.

WHEREAS, Homes for Good is required by HUD to establish policies that describe the circumstances under which applicants will be removed from a waiting list.

NOW IT IS THEREFORE ORDERED THAT:

**The Housing Choice Voucher Administrative Plan for Fiscal Year 2024 shall be revised as follows:**

*Page 4-12 is amended to state:*

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 (see Chapter 3), 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 assistance, 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 review regarding the PHA's decision (see Chapter 16) [24 CFR982.201(f)].

*Applicant families may be on a program specific tenant-based or project-based voucher waitlist no more than once. If applicant family accepts subsidy they will be removed from said waitlist. The family will continue to remain on any other tenant-based or project-based voucher waitlists they had applied for and were placed on.*

**The Admissions and Continued Occupancy (ACOP) for Fiscal Year 2024 shall be revised as follows:**

*Page 4-13 is amended to state:*

Removal from the Waiting List

**PHA Policy:**

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)].

*A family may be on a waitlist no more than once. If applicant family accepts subsidy they will be removed from said waitlist. The family will continue to remain on any other waitlists they had applied for and were placed on.*

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 applicant does not provide, within the time stated on the PHA letter, required documentation necessary for the PHA to determine eligibility, and the PHA is therefore unable to determine eligibility, the applicant will be removed from the waiting list.

DATED this 25 day of October, 2023

Heather Buch

[Heather Buch \(Oct 26, 2023 13:41 PDT\)](#)

Vice-Chair, Homes for Good Board of Commissioners

JAP

Secretary, Homes for Good Board of Commissioners










# Board Order - Updating Admin Plan and ACOP. Removal from a Waiting List

Final Audit Report

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