

**CKHA Revision to Public Housing Admissions &  
Continued Occupancy Plan (ACOP) August 2016**

Chapter	Sections	Changes Made in ACOP
Table of Contents	n/a	Updated TOC
Chapter 3 Eligibility	3-I.C.	Removed references to divorce or separation decree. Added phrasing to include family members forced to leave a housing unit due to actual or threatened abuse to third paragraph of the policy on p. 3-2
Chapter 3 Eligibility	3-I.C.	Added policy that remaining household members must have been added to the lease (household) at least 12 months prior to requesting to assume lease agreement.
Chapter 3 Eligibility	3-II.C., 3-III.B., 3-III.C.	Added info regarding SSNs for children under age 6 in first paragraph under 3-II.C. Social Security Numbers on p. 3-13 Added sentence clarifying that an arrest must be substantiated when documenting criminal activity in the third policy paragraph on p. 3-15 Added sentence regarding arrest records not being used as proof of disqualifying criminal activity in policy on p. 3-16
Chapter 3 Eligibility	3-III.D., 3-III. E., 3-III.F.	Added sentence regarding arrest records not being used as proof of disqualifying criminal activity under 2nd half of policy on p. 3-21 Revised policy regarding use of arrest records and police reports when determining eligibility on p. 3-22 Added references to VAWA in paragraph and policy under Notification on p. 3-24
Chapter 4 Applications	4-III.E.	Added paragraph outlining the CKHA's responsibilities to families with regards to VAWA rights at the end of p. 4-17.
Chapter 6 Income	6-I.E., 6-I.G.	Added Streamlining Final Rule reference to heading on p. 6-9 Removed policy under Calculation of the Disallowance and replaced it with a new definition of the earned income disallowance, and added heading Original Calculation Method on p. 6-10. Added Revised Calculation Method subsection on p. 6-11 Added reference to optional policies in Chapter 7 under 6-I.G. ASSETS on p. 6-15
Chapter 6 Income	6-III.A.	Changed 24 CFR reference from 3 to 4, and added new paragraph and a second policy under Utility Reimbursement on p. 6-38
Chapter 6 Income	6-III.D.	Replaced maximum rent with flat rent, added list item (6), and deleted last paragraph on p. 6-42 & 43.
Chapter 6 Income	6-III.E.	Updated Notice PIH and added CFR reference in heading, added second paragraph explaining flat rent requirement and deleted the policy on p. 6-44 Revised <b>Flat Rents and Earned Income Disallowance</b> section to reflect the EID revised calculation method, and removed section on <b>Flat Rents and Mixed Families</b> on p. 6-45
Chapter 6 Income	Exhibit 6-2	Added clarification regarding deferred Department of Veterans Affairs disability payments to item (14) on p. 6-52
Chapter 6 Income	Exhibit 6-4	Updates throughout <b>EARNED INCOME DISALLOWANCE</b> on p. 6-54 through 6-56
Chapter 7 Verifications	7-I.D., 7-II.B.	Added new subsection titled <b>Value of Assets and Asset Income</b> , along with a corresponding policy on p. 7-7 Added clarification of self-certification on p. 7-9 Turned acceptable evidence of SSN indented paragraphs into a bulleted list, added paragraph regarding SSNs for children under six and an additional policy for granting 90-day extensions for SSN documentation on p. 7-12
Chapter 7 Verifications	7-III.C.	Added paragraph referring to Chapter 9 for policies governing income determinations for fixed incomes on p. 7-15
Chapter 8 Leasing	8-I.A.	Inserted <i>Reauthorization</i> into the title: Violence against Women Act of 2013 on p. 8-2

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Chapter 9 Re-examinations	9-I.B.	<p>Added new 9-I.B section titled <b>STREAMLINED ANNUAL REEXAMINATION</b>, including a new policy on p. 9-2 which states: <i>CKHA will streamline the annual reexamination process by applying the verified COLA or interest rate to fixed-income sources. CKHA will document in the file how the determination that a source of income was fixed was made.</i></p> <p><i>If a family member with a fixed source of income is added, CKHA will use third-party verification of all income amounts for that family member.</i></p> <p><i>If verification of the COLA or rate of interest is not available, CKHA will obtain third-party verification of income amounts.</i></p> <p><i>Third-party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.</i></p>
Chapter 9 Re-examinations	9-III.C.	Removed reference to second 12-month exclusion period under policy for <i>PHA-initiated Interim Reexaminations</i> on p. 9-11
Chapter 9 Re-examinations	9-III.D.	Policy change regarding interim changes: <i>only those rent increases which are \$20.00 or greater will be processed by "Rent Revision Agreement" and made a part of this Lease Agreement as an Interim Rent Change. P. 9-13</i>
Chapter 11 Community Service	11-I.B., 11-I.C., 11-I.D., 11-I.E., Exhibit 11-1, Exhibit 11-3, Exhibit 11-4,	<p>Added paragraph regarding community service as noted in Notice PIH 2015-12, deleted corresponding policy, updated Notice PIH reference, and included SNAP benefits in list of benefits in the last bullet on p. 11-2 Updated Notice PIH reference on p. 11-2 Updated Notice PIH reference and deleted eighth bullet on p. 11-3 Deleted last bullet under Work Activities on p. 11-4 Updated Notice PIH references and added info to first paragraph and policy regarding notifying the family that self-certifications are subject to review on p. 11-5 Repaginated due to new content in the Change in Status policy starting on p. 11-7 Added Determination of Initial Compliance section with two examples to Change in Status policy on p. 11-7 &amp; 8. Added references in 11-I.D. heading, and added further clarification under Documentation and Verification of Compliance on p. 11-9 Updated the corresponding policy on p. 11-10 Changed secondary heading from Initial Noncompliance to Noncompliant Residents and updated throughout section on p. 11-11. Added Enforcement Documentation to Continued Noncompliance heading and completely revised section on p. 11-12 Deleted Enforcement Documentation section previously found on p. 11-13 Deleted eighth bullet and other minor edits on p. 11-16 Revised item number 2 and added bullet under item number 3 on p. 11-17 Deleted first dash paragraph under item number 4 on p. 11-18 Added SNAP to list of benefits in last paragraph on p. 11-21 Added EXHIBIT 11-4: CSSR WORK-OUT AGREEMENT beginning on p. 11-22</p>
Chapter 12	12-I.C.	Edited second paragraph under 12-I.C. EMERGENCY TRANSFER PROCEDURES on p. 12-2
Chapter 12 Transfer Policy	12-III.B.	Added reference to section 16-VII.D regarding documentation of threats of violence under policy on p. 12-6

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Chapter 13 Leased Terminations	13-II.I	Updated Notice PIH reference in 13-II.I. heading, and updated paragraph under this section on p. 13-4
Chapter 13 Leased Terminations	13-III.B.	Added paragraph regarding record of arrest not being used as a basis for termination to all policies on pp. 13-6 and 13-7. Added to policy regarding terminations for lease violations a provision addressing failure to have tenant paid utilities restored in 24 hours for service shut off due to nonpayment. p.13-9
Chapter 13 Leased Terminations	13-III.C, 13-III.D. 13-III.E.,	Updated proper name of VAWA and other small edit on p. 13-10 Added second paragraph under 13-III.D. regarding VAWA on p. 13-12 Minor edits and Expanded explanation of arrest records not being used as the sole basis for termination to policy on pp. 13-14 and 13-15. Updated VAWA explanation and added applicable FR Notices references on p. 13-16 Expanded on actions that may be taken to reduce or eliminate a threat in first paragraph on p. 13-17 Extensive edits throughout paragraphs and policy on p. 13-16-18 Updated policy regarding VAWA on p. 13-21
Chapter 14 Grievances	14-I.B.	Added additional information under Notice of Denial on p. 14-2
Chapter 14 Grievances	14-III.A., 14-III.E., 14-III.F, 14-III.G., 14-III.H.	Added additional information in first two paragraphs on p. 14-7 Inserted new bullet point, Expedited Grievance and re-wrote definition of Hearing Officer/Panel bullet on p. 14-7 Deleted third bullet, text in following paragraph, and phrase in policy on p. 14-10 Deleted Requests for Hearing and Failure to Request explanation. Deleted Escrow Deposits subsection including the policy on p. 14-10 Added policy on selection of hearing officers.Updated reference numbers and revised the Expedited Grievance Procedure policy on p. 14-11 Extensive revision of section 14-III.F. Deleted Decision without Hearing subsection on p. 14-12 Updated CFR reference and other minor edits on p. 14-13 Updated CFR references, deleted sentence regarding admissibility of all evidence, and deleted last paragraph on p. 14-18 Added Limited English Proficiency subsection on p. 14-15 Added phrase regarding complainant rights to last paragraph on p. 14-17
Chapter 16 Program Administration	Introduction	Deleted references to public housing maximum rents in third paragraph on p. 16-1
Chapter 16 Program Administration	16-II.B., 16-V.A., 16-VII.A, 16-VII.C., Exhibit 16-1	Revised Establishing Flat Rents and Review of Flat Rents on pp. 16-4 and 16-6 Deleted section 16-II.C. Public Housing Maximum Rents that had been on p. 16-7. Added phrase regarding VAWA confidentiality compliance to end of second paragraph on p. 16-13 Minor edits to bring language and references current with the reauthorization of VAWA on pp. 16-15 and 16-16 Added second paragraph regarding VAWA rights and updated first policy with same information on p. 16-16 Added several minor clarifications to paragraphs and policy on p. 16-17 Updated CFR reference in first policy on P. 16-19 Expanded list of crimes in first sentence on p. 16-28. Added mental health professional as service provider in second bullet, added administrative record to third bullet, and further clarification in new paragraph on p. 16-21. Added intimate partner to first and third bullet and revised the definition of stalking as per VAWA on p. 16-22

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Glossary	n/a	Revised definition for Affiliated individual on p. GL-4
Glossary	n/a	Revised definition for Violence Against Women Reauthorization Act on p. GL-13