

## **Chapter 20**

### **FAMILY SELF-SUFFICIENCY**

#### **[24 CFR 984.201(a-f)]**

#### **INTRODUCTION**

Charleston-Kanawha Housing Authority (CKHA) administers a Family Self-Sufficiency (FSS) Program under its Section 8 Housing Choice Voucher (HCV) Program in accordance with 24 CFR 984.201(a-f). CKHA is not required to include the Section 8 FSS policies in their administrative plan.

#### **20-I.A. OVERVIEW**

The FSS program is a program to promote economic self-sufficiency among participating families in the HCV program. CKHA assists in connecting FSS families with the appropriate support services and resources in their communities needed to move the family toward economic self-sufficiency. FSS offers a financial incentive to families upon successful completion of their Contract of Participation or upon achievement of certain interim goals. CKHA has a HUD-approved Action Plan, which includes the FSS Mission Statement, Family Demographics, Implementation Timetable, FSS Family Selection Procedures, Enrollment Requirements, Identification of Supportive Services, Outreach and Recruitment, Assessment of Needs, Incentive Plan, Case Management, Program Termination, Escrow Procedures, Completion Requirements and Assurances.

## **20-I.B. SELECTION PROCEDURES**

Selection of FSS participants will be made from the current residents participating in the Housing Choice Voucher Program utilizing the following:

- Applicant identified as active Section 8 (HCV) housing tenant
- Referral to Family Self Sufficiency Program occurs
- Name added to appropriate FSS waiting list (Section 8)
- FSS Coordinator/Case Manager contacts prospective participant to schedule an acceptance interview appointment
- Acceptance interview facilitated by FSS Coordinator/Case Manager
- FSS Coordinator/Case Manager compiles, analyzes, and evaluates interview information gathered
- FSS Coordinator/Case Manager and client make decision to enroll or refer to other appropriate services
- Applicant demonstrates motivation through attending required meetings, completing appropriate paperwork
- Participant will be selected by objective system (placement on the FSS waiting list) in accordance with 24 CFR 984.203 (Selection procedures will be non-discriminator with regard to race, color, religion, sex, handicap, familial status or national origin.)
- FSS Coordinator/Case Manager completes FSS evaluation packet for acceptance into FSS Program
- Schedule appointment with FSS Coordinator/Case Manager for completion of Contract f Participation and signing of contract
- Enrollment into FSS Program occurs
- Case Management Activities begin

## **20-I.C. PROGRAM TERMINATIONS**

CKHA may terminate a family's participation in the FSS Program or withhold supportive services if the family fails to comply with the terms and conditions of the FSS Contract of Participation. The Contract of Participation will automatically be terminated if the family's Section 8 assistance is terminated. The contract may also be terminated before the expiration of the contract term, and any extension, thereof by:

- Mutual consent of the parties
- The failure of the FSS family to meet it's obligations under the Contract of Participation
- The family's withdrawal from the FSS Program
- Such other act as is deemed inconsistent with the purpose of the FSS Program, or
- By operation of law CKHA will give a notice of termination to the head of the family that states the reasons for the termination decision.

If the contract is terminated, the family has no right to receive funds from the family's FSS escrow account. The grievance and hearing procedures which will be available to the families will follow the CKHA Administrative Plan for Section 8 Voucher Programs which has been set in accordance to 24 CFR 982.555.

## **20-I.D. HEARING PROCEDURES**

All FSS participants are entitled to an informal hearing in accordance with the PHA adopted Informal-hearing procedures as outlined in Chapter 16 of this Plan.

## **20-I.E. CHANGES TO FSS PROGRAM REQUIREMENTS**

The QHWRA of 1998 makes the following changes to the Family Self Sufficiency Program effective October 21, 1998.

- The mandatory minimum FSS program size will not increase when a PHA receives incremental housing choice vouchers on or after October 21, 1998.
- The PHA may reduce their mandatory minimum FSS program size obligation as families successfully complete their FSS Contract.