



Housing Authority of the City of Columbia, Missouri

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TO: Resident Advisory Board

FROM: Andrea Tapia, Director of Housing Choice Voucher Program

DATE: February 1, 2014

RE: HCV Administrative Plan Updates and Changes

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1. **Updated guidance on sex offenders found in Notice PIH 2012-28**
 2. **New policy Imputing Income from Assets found in Notice PIH 2012-29**
 3. **Updated guidance on moves with continued assistance found in Notice PIH 2012-42**
 4. **Extensive changes concerning income exclusions as per Notice PIH 2013-04 and the Federal Register notice published December 14, 2012.**
 5. **Nan McKay minor modifications and corrections for clarification and wording**
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Summary of Proposed Revisions

1. **Guidance on Lifetime Sex Offenders in Federally Assisted Housing**

The Office of Inspector General (OIG) conducted an audit of the Department of Housing and Urban Development's requirement prohibiting lifetime sex offenders from admission to HUD-subsidized housing. The result of this audit estimated that 2,904 to 3,046 assisted households included lifetime registered sex offenders as a household member.

Mandatory Prohibition for Lifetime Sex Offenders:

HUD regulation 24 CFR § 5.856, 960.204(a)(4) and § 982.553(a)(2) prohibit admission after June 25, 2001, if any member of a household is subject to a State lifetime sex offender registration requirement. This regulation reflects a statutory prohibition. A household receiving assistance with such a member is in violation of federal law.

2. **Imputing Income From Assets:**

Notice PIH 2012-29 clarifies program policy related to passbook saving rate used to determine annual income from net family assets. When determining annual income for families who apply for or receive assistance in the Housing Choice Voucher Program (HCV) and public housing programs, a public housing agency (PHA) includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5,000. This notice also minimizes the administrative burden on Field Offices and PHA's in conducting a survey of local banks, by relying on a rate that is publicly available and based upon recent market data.

3. **Guidance On Moves With Continued Assistance:**

One of the key features of the Housing Choice Voucher (HCV) program is the mobility of the assistance. 24 CFR 982.353 states that housing choice voucher participants may choose a unit that meets program requirements anywhere in the United States, provided that a PHA administering the tenant-based program has jurisdiction over the area in which the unit is located. Moves with continued assistance can occur both inside and outside of the initial PHA's jurisdiction.

4. **Changes To Income Exclusions:**

In an effort to reduce administrative burdens on PHAs, HUD is providing guidance, and clarification on the requirements to verify income that is excluded from the determination of annual income.

5. **Nan McKay Minor Modifications And Corrections:**

Language has been revised throughout for clarity and citations have been updated and checked for accuracy.

Lifetime Sex Offenders

Notice PIH 2012-28

Current Policy

Lifetime Registered Sex Offender section added.

Revised Policy:

Lifetime Registered Sex Offenders [Notice PIH 2012-28]

Should a PHA discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the PHA must immediately terminate assistance for the household member.

In this situation, the PHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the PHA must terminate assistance for the household.

Recommended Procedures:

Admission- PHAs are encouraged to use the Dru Sjodin National Sex Offender Database (<http://www.nsopw.gov>), an online, searchable database hosted by the Department of Justice, which combines the data from individual state sex offender registries and /or other available national, state, or local resources. In addition to screening adult members of the applicant's household, HUD recommends criminal background screening include juvenile members of the applicant's household, to the extent allowed by state and local law.

Annual Recertification/Reexamination- HUD recommends during annual recertification or reexamination, PHAs ask whether the tenant or any member of the tenant's household is subject to a State lifetime sex offender registration program in any state. PHAs should verify this information using the Dru Sjodin National Sex Offender Database and/or other official federal, state and local resources and document this information in the same manner as admission.

If the recertification screening reveals the tenant has falsified information or otherwise failed to disclose criminal history on his/her application and or/recertification forms, the PHA should pursue eviction or termination of assistance.

Imputing Income from Assets

Notice PIH 2012-29

Current Policy

6-I.G Imputing Income From Assets [24 CFR 5.609(b)(3) Notice PIH 2012-29]

When net family assets are \$5,000 or less, the PHA will include in annual income the actual income anticipated to be derived from the assets. When the family has net family assets in excess of \$5,000, the PHA will include in annual income the greater of (1) the actual income derived from the assets or (2) the imputed income. Imputed income from assets is calculated by multiplying the total cash value of all family assets by the current HUD-established passbook savings rate.

Policy Revision

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The HUD field office no longer provides an interest rate for imputed asset income. The “safe harbor” is now for the PHA to establish a passbook rate within 0.75 percent of a national average.

Recommended Procedures:

Safe Harbor Definition: For areas and issues in which the PHAs have discretion to make policy, HUD recommends that those policies and procedures be based on HUD guidance. Using HUD guidance creates a “safe harbor” for PHAs because HUD has determined that the guidance is consistent with applicable requirements. The PHA may establish its own passbook rate that the PHA will apply in calculating imputed assets from income. The PHA should review the passbook annually to determine that it is within the safe harbor range.

The PHA will review the passbook rate annually, in December of each year. The rate will not be adjusted unless the current PHA rate is no longer within 0.75 percent of the national rate, the passbook rate will be set at the current national rate. Changes to the passbook rate will take effect on March 1st same date as the utility allowance changes.

Moves with Continued Assistance

Notice PIH 2012-42

Current Policy

PHA Policy

Restrictions on Elective Moves [24 CFR 982.314(c)]

HUD regulations permit the PHA to prohibit any elective move by a participant family during the family's initial lease term. They also permit the PHA to prohibit more than one elective move by a participant family during any 12-month period. However, such prohibitions, if adopted, do not apply when the family member or a member of the family is or has been a victim of domestic violence, dating violence, or stalking and the move is needed to protect the health or safety of the family or family member. (For the policy on documentation of abuse, see section 10-I.A.)

PHA Policy

The PHA will deny a family permission to make an elective move during the family's initial lease term. This policy applies to moves within the PHA's jurisdiction or outside it under portability.

The PHA will also deny a family permission to make more than one elective move during any 12-month period. This policy applies to all assisted families residing in the PHA's jurisdiction.

The PHA may consider exceptions to these policies for the following reasons: to protect the health or safety of a family member (e.g., lead-based paint hazards, domestic violence, witness protection programs), to accommodate a change in family circumstances (e.g., new employment, school attendance in a distant area), or to address an emergency situation over which a family has no control.

In addition, the PHA may allow exceptions to these policies for purposes of reasonable accommodation of a family member who is a person with disabilities (see Chapter 2).

Policy Revision:

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Recommended Procedures

10-II.A. OVERVIEW

Within the limitations of the regulations and this plan, a participant family or an applicant family that has been issued a voucher has the right to use tenant-based voucher assistance to lease a unit anywhere in the United States providing that the unit is located within the jurisdiction of a PHA administering a tenant-based voucher program [24 CFR 982.353(b)]. The process by which a family obtains a voucher

from one PHA and uses it to lease a unit in the jurisdiction of another PHA is known as portability. The PHA that issues the voucher is called the **initial PHA**. The PHA that has jurisdiction in the area to which the family wants to move is called the **receiving PHA**.

The receiving PHA has the option of administering the family's voucher for the initial PHA or absorbing the family into its own program. Under the first option, the receiving PHA provides all housing services for the family and bills the initial PHA for the family's housing assistance payments and the fees for administering the family's voucher. Under the second option, the receiving PHA pays for the family's assistance with its own program funds, and the initial PHA has no further relationship with the family. The initial PHA must contact the receiving PHA via email or other confirmed delivery method to determine whether the receiving PHA will administer or absorb the initial PHA's voucher. Based on the receiving PHA's response, the initial PHA must determine whether they will approve or deny the portability request [Notice PIH 2012-42].

PHA's commonly act as both the initial and receiving PHA because families may move into or out of their jurisdiction under portability. Each role involves different responsibilities. The PHA will follow the rules and policies in section 10-II.B when it is acting as the initial PHA for a family. It will follow the rules and policies in section 10-II.C when it is acting as the receiving PHA for a family.

Verification of Excluded Income

PIH 2013-04

Current Policy:

EXHIBIT 6-2: ANNUAL INCOME EXCLUSIONS

CFR 5.609(c) *Annual income does not include the following:*

- (1) Income from employment of children (including foster children) under the age of 18 years;
- (2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- (3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);
- (4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- (5) Income of a live-in aide, as defined in Sec. 5.403;
- (6) The full amount of student financial assistance paid directly to the student or to the educational institution;
- (7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- (8) (i) Amounts received under training programs funded by HUD; (ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);(iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;(v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
- (9) Temporary, nonrecurring or sporadic income (including gifts);
- (10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

(11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

(12) Adoption assistance payments in excess of \$480 per adopted child;

(13) [Reserved]

(14) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

(15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

(17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. [See the following chart for a list of benefits that qualify for this exclusion.]

Sources of Income Excluded by Federal Statute from Consideration as Income for Purposes of Determining Eligibility or Benefits

a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));

b) Payments to Volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);

c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));

d) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);

e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));

f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b)); (effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931);

g) Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub.L- 94-540, 90 Stat. 2503-04);

- h) The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U. S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408);
- i) Amounts of scholarships funded under title IV of the Higher Education Act of 1965, including awards under federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu);
- j) Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f));
- k) Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in In Re Agent-product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- l) Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
- m) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);
- n) Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j));
- o) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);
- p) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));
- q) Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran (38 U.S.C. 1805);
- r) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602); and
- s) Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931).

Revised Policy:

6-I.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

Other exclusions contained in 24 CFR 5.609(c) and updated by FR Notice 12/14/12 that have not been discussed earlier in this chapter include the following:

- Reimbursement of medical expenses [24 CFR 5.609(c)(4)]
- Amounts received by participants in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred and which are made solely to allow participation in a specific program [24 CFR 5.609(c)(8)(iii)]
- Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS) [(24 CFR 5.609(c)(8)(ii)]
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era [24 CFR 5.609(c)(10)]
- Adoption assistance payments in excess of \$480 per adopted child [24 CFR 5.609(c)(12)]
- Refunds or rebates on property taxes paid on the dwelling unit [24 CFR 5.609(c)(15)]
- Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(c)(16)]
- Amounts specifically excluded by any other federal statute [24 CFR 5.609(c) (17), FR Notice 12/14/12]. HUD publishes an updated list of these exclusions periodically. It includes:
 - (a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b))
 - (b) Benefits under Section 1780 of the School Lunch Act and Child Nutrition Act of 1966 including WIC
 - (c) Payments to Volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058)
 - (d) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c))
 - (e) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e)
 - (f) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f))
 - (g) Payments received under programs funded in whole or in part under the Workforce Investment Act of 1998 (29 U.S. C. 2931)
 - (h) Deferred disability benefits from the Department of Veterans Affairs, whether received as a lump sum or in monthly prospective amounts

- (i) Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04)
- (j) Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C. 1774f (b))
- (k) A lump sum or periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the United States District Court case entitled Elouise Cobell et al. v. Ken Salazar et al
- (l) The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U. S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408)
- (m) Benefits under the Indian Veterans Housing Opportunity Act of 2010 (only applies to Native American housing programs)
- (n) Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f))
- (o) Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in *In Re Agent*-product liability litigation, M.D.L. No. 381 (E.D.N.Y.)
- (p) Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721)
- (q) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q)
- (r) Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j))
- (s) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433)
- (t) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d))
- (u) Amounts of scholarships funded under the Title IV of the Higher Education Act of 1965j, including awards under federal work –study programs or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087 uu). For Section 8 programs, the exception found in §237 of Public Law 109-249 applies and requires that the amount of financial assistance in excess of tuition and mandatory fees shall be considered income in accordance with the provisions codified at 24 CFR 5.609 (b)(9), except for those persons with disabilities as defined by 42 U.S.C. 1437a(b)(3)(E) (Pub.L. 109-249) (See Section 6-I.L. for exceptions.)
- (v) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602).

Recommended Procedures:

Fully Excluded Income:

Income that is fully excluded means the entire amount qualifies to be excluded from the annual income determination. For fully excluded income, the PHA is not required to:

- Verify the income in accordance with the HUD-prescribed verification hierarchy;
- Document in the tenant file why third party verification was not available as required by 24 CFR 960.259(c)(i) and 24 CFR 982.516(a)(2); and
- Report the income in Section 7 of the form HUD-50058.

PHAs may accept an applicant or participant's self-certification as verification of fully excluded income. The PHA's application and reexamination documentation, which is signed by all adult family members, may serve as the self-certification of the fully excluded income. PHAs have the option of elevating the verification requirements if necessary, to determine if a source of income qualifies for a full exclusion.

Examples of common fully excluded income categories that are verifiable through applicant or participant self-certification are:

- Supplemental Nutrition Assistance Program (SNAP) benefits, formerly known as food stamps.
- Income from a live-in aide.

For a complete list of income exclusions, see 24 CFR 5.609(c).

Partially Excluded Income:

Income that is partially excluded means that only a certain portion of the income reported by the family qualifies to be excluded, while the remainder must be included when determining the family's annual income. For partially excluded income, PHAs are required to:

- Comply with HUD-prescribed verification requirements and all applicable regulations pertaining to the determination of annual income; and
- Report the income in Section 7 of the form HUD-50058.

The Department of Veterans Affairs "Aid and Attendance" benefits – in accordance with 24 CFR

5.609(c)(4), these benefits may be excluded from income if they are used "specifically for, or in reimbursement of, the cost of medical expenses for any family member." Live-in or Periodic medical assistance and services of doctors and health care professionals are among the services that may be counted as medical expenses. The PHA must verify the amount provided for aid and attendance medical expenses and the amount actually being used by the veteran for such expenses. Any portion of the benefit not used for such expenses would continue to be counted as income by the PHA when determining the family's annual income.

Earnings in excess of \$480 for full-time students 18 years old or older (24 CFR 5.609(c)(11) – in order to determine the amount of earnings to include in the calculation of the family's annual income, the PHA must verify the amount of employment income for these family members.

For a complete list of income exclusions, see 24 CFR 5.609(c).

Revision Instructions – 4/1/13 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
---	Addendum 2013-03 (A-1 thru A-4)	Added a new Addendum file which addresses HUD Notice PIH 2013-03. (This file was released early and previously dated 3-1-13.)
Revision Page	Revision Page	Added new revision date
TOC-1 thru TOC-30 (Entire TOC)	TOC-1 thru TOC-30	Updated TOC
Intro-i thru iv	Intro-i thru iv	Revised text on p. Intro- i, and updated Document and Location table
Entire Chapter 1	1-1 thru 1-16	Revised for clarity: changed text or formatting on pp. 1-2, 1-3, 1-5, 1-7, 1-9, 1-10, 1-11, 1-13, and 1-15
2-3/4	2-3/4	Revised for clarity: changed text on pp. 2-3, 2-4
2-7 thru 2-10	2-7 thru 2-10	Revised for clarity: changed text throughout, including changes in PHA Policy on p. 2-7
3-1 thru 3-16	3-1 thru 3-16	Revised for clarity: changed text on pp. 3-1, 3-3, 3-6, 3-7, 3-8, 3-9 (in PHA Policy), 3-10, 3-11, 3-12, 3-13, 3-15 (in PHA Policy)
3-21 thru 3-30	3-21 thru 3-30	Revised for clarity and for Notice PIH 2012-28: changed text on pp. 3-21, 3-23, 3-25 (added a new PHA Policy), 3-26 (in PHA Policy), 3-27, 3-28 (in PHA Policy), and 3-29
4-1 thru 4-4	4-1 thru 4-4	Changed text on pp. 4-1, 4-3 (in PHA Policy), and 4-4
4-9/10	4-9/10	Revised for clarity: changed text on pp. 4-9, 4-10 (in PHA Policy)
4-13 thru 4-18	4-13 thru 4-18	Revised for clarity: changed text on pp. 4-13, 4-14 (in PHA Policy), 4-15, 4-16 (in PHA Policy), 4-17, 4-18
5-1 thru 5-8	5-1 thru 5-8	Revised for clarity: changed text on pp. 5-1, 5-2 (in PHA Policy), 5-3 (deleted obsolete policy), 5-5 (in PHA Policy), 5-6, 5-7 (in PHA Policy)
5-11 thru 5-16	5-11 thru 5-16	Revised for clarity: changed text on pp. 5-11, 5-14, 5-16 (in PHA Policy)
6-5 thru 6-10	6-5 thru 6-10	Revised for clarity: added text in the PHA Policy on p. 6-6, changed text on p. 6-7, deleted text on pp. 6-8, 6-10
6-13/14	6-13/14	Revised for clarity: changed text on p. 6-14
6-17 thru 6-20	6-17 thru 6-20	Added text on p. 6-17, changed text on p. 6-18 and added new text and a new PHA Policy under “ <i>Imputing Income from Assets</i> ”per Notice PIH 2012-29; changed text on p. 6-19 and repaginated through p. 6-20
6-27 thru 6-38	6-27 thru 6-38	Changed text on pp. 6-28, 6-30, 6-32, 6-33, 6-36, added text to PHA Policy on p. 6-37 (per Federal Register 12/14/12)
6-41/42	6-41/42	Formatting change on p. 6-42

Revision Instructions – 4/1/13 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
6-61 thru 6-70	6-61 thru 6-68	Removed footnote on p. 6-62, deleted text on pp. 6-63 and 6-64 for “ Sources of Income Excluded by Federal Statute from Consideration as Income for Purposes of Determining Eligibility or Benefits ” since the updated text is listed on pp. 6-32 and 6-33, repaginated through end of chapter.
7-1 thru 7-10	7-1 thru 7-10	Changed text on pp.7-1, 7-2, 7-3 (e in PHA Policy), 7-4, deleted <i>EIV Discrepancy Report</i> on p. 7-5 and repaginated thru p. 7-6, changed text on pp. 7-6 (in PHA Policy), 7-7, 7-9 (in PHA Policy), 7-10
7-13 thru 7-26	7-13 thru 7-26	Revised for clarity: changed text on pp.7-13 (in PHA Policy), 7-15, 7-18, added new Wages subheading and PHA Policy on p. 7-19, changed web links in PHA Policy on p. 7-20, changed text on pp. 7-21 (in PHA Policy), 7-24 (in PHA Policies) per Notice PIH 2013-04, and repaginated from 7-23 thru 7-26
7-29 thru 7-32	7-29 thru 7-32	Changed text on pp.7-29 (in PHA Policy), 7-32 (in PHA Policy)
8-1 thru 8-20	8-1 thru 8-20	Revised for clarity: changed text on pp. 8-1, 8-2, formatting change on p.8-3, changed text on p. 8-4, formatting changes on pp. 8-5 and 8-6, text changes on pp. 8-6 (in PHA Policy), 8-7, 8-9, 8-11 (in PHA Policy), 8-13, formatting changes on p. 8-14, text change on p. 8-16 (in PHA Policy), Formatting change on p. 8-17 and 8-18, 8-20
9-1 thru 9-4	9-1 thru 9-4	Revised for clarity: changed text on pp.9-2, and 9-4 (in PHA Policy)
9-7 thru 9-14	9-7 thru 9-14	Revised for clarity: changed text on pp.9-7, 9-8, 9-9, 9-10, 9-12 (note change in PHA Policy), 9-13, 9-14
Entire Chapter 10	10-1 thru 10-22	Per Notice PIH 2012-42, changed text and/or PIH Notice number on pp.10-1, 10-3, 10-4, 10-5, 10-7, 10-8 (in PHA Policy), 10-9, 10-10 (in PHA Policy), 10-11 (in PHA Policy), 10-12, 10-13, 10-15, 10-16, 10-17, 10-18, 10-19, 10-20, 10-21
11-1 thru 11-4	11-1 thru 11-4	Revised for clarity: changed text on pp. 11-2 (in PHA Policy), and 11-3 (in PHA Policy)
11-7 thru 11-10	11-7 thru 11-10	Revised for clarity: changed text on pp. 11-7 (in PHA Policy), and 11-10 (in PHA Policy)
12-1 thru 12-6	12-1 thru 12-6	Changed text on pp. 12-1 (in PHA Policy), 12-2 (in PHA Policy), added section on Lifetime Registered Sex Offenders per Notice PIH 2012-28 on p. 12-3 and repaginated thru p. 12-5, format change on p. 12-6
12-9 thru 12-12	12-9 thru 12-12	Revised for clarity: changed text on pp. 12-9, 12-10 (in PHA Policy), and 12-12
12-15 thru 12-18	12-15 thru 12-18	Revised for clarity: changed text on pp. 12-15 (in PHA Policy) and 12-17
13-1/2	13-1/2	Revised for clarity: changed text on p. 13-1

Revision Instructions – 4/1/13 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
13-5 thru 13-10	13-5 thru 13-10	Revised for clarity: changed text on pp. 13-5, 13-6, 13-7, 13-8, 13-9 (in PHA Policy), 13-10
13-13 thru 13-18	13-13 thru 13-18	Revised for clarity: changed text on pp. 13-13, 13-14, 13-15, 13-16, 13-17, 13-18
13-21/22	13-21/22	Revised for clarity: changed text on p. 13-21 (in PHA Policy)
14-3 thru 14-8	14-3 thru 14-8	Revised for clarity: changed text on pp. 14-3 (in PHA Policy), 14-4 (in PHA Policy), 14-5 (in PHA Policy), 14-7 (in PHA Policy)
15-3 thru 15-10	15-3 thru 15-10	Revised for clarity: 15-6, 15-7, 15-10
15-13/14	15-13/14	Revised for clarity: changed text on pp. 15-14
15-23 thru 15-28	15-23 thru 15-28	Revised for clarity: changed text on pp. 15-24 and pagination change thru 15-25, changed text on pp. 15-27
16-3 thru 16-22	16-3 thru 16-22	Revised for clarity: pp. 16-3 (in PHA Policy), 16-5, 16-6, 16-11, 16-13 (in PHA Policy), 16-22 (in PHA Policies), formatting change on pp. 16-8, 16-16
16-31/32	16-31/32	Revised for clarity: changed text on p. 16-31 (in heading)
16-39/40	16-39/40	Revised for clarity: changed text on p. 16-39
16-55/56	16-55/56	Changed web links on p. 16-56
17-9/10	17-9/10	Formatting change on p. 17-9
17-17/18	17-17/18	Formatting change on p. 17-18
17-31/32	17-31/32	Formatting change on p. 17-31
17-43/44	17-43/44	Formatting changes on pp. 17-43 and 17-44
GL-7/8	GL-7/8	Changed text under <i>Imputed Income</i> on p. GL-8