



Resident Selection Plan
for
Project Based Rental Assistance (PBRA)
Program

Revision Date	Update(s)
05/31/2024	Release Date



This Tenant Selection Plan covers all properties under PBRA programs. This includes but is not limited to:

- Cottage Creek Apartments
- Sunshine Plaza Apartments
- Reagan West Apartments
- San Juan II
- Pecan Hill Apartments

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Section 1: Nondiscrimination

Beacon Communities will not discriminate against any person in the terms, condition, or privileges of an apartment, or otherwise make available or deny the provisions of services of facilities in connection therewith, because of race, color, religion, sex, national origin, familial status, being handicapped, sexual orientation or gender identity.

1.1 Nondiscrimination:

Equal access to housing regardless of sexual orientation or gender identity:

- Beacon may not inquire about the sexual orientation or gender identity of an applicant.
- Any individual may voluntarily self-identify sexual orientation or gender identity.
- An inquiry of the applicant's sex can be made only to determine the number of bedrooms to which a household may be entitled.

Beacon will comply with state and federal fair housing and anti-discrimination laws including, but not limited to, consideration of reasonable accommodations requested to complete the application process. Screening criteria will be applied in a manner consistent with all applicable laws, Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines and the Department's rules.

1.2 Policies Related to Persons with Disabilities:

Beacon Communities will ask all applicants and resident families if they require any type of accommodations, in writing, on the intake application, reexamination documents, and notices of adverse action by Beacon Communities.

Beacon will provide a specific position and phone number as the contact person for requests for accommodations for persons with disabilities.

1.3 Program Accessibility for Reasons with Hearing or Vision Impairments:

At the initial point of contact with each applicant, Beacon shall inform all applicants of alternative forms of communication that can be used other than plain language paperwork.

1.4 Request for Reasonable Accommodation:

Beacon Communities will comply with Section 504 of the Rehabilitation Act of 1973 by:

- Making reasonable modification(s)
- Effective communication

An applicant/resident will be given a form to request a reasonable accommodation at the time of the pre-application, application, recertification, renewal, and at any time as requested. Beacon encourages the family to make requests in writing using a reasonable accommodation request form. However, Beacon Communities will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted. Reasonable Accommodation must be verified unless the need is visible.

Reasonable Accommodation Must Meet the Following Requirements:

- The individual must have a disability limiting one or more major life activities.
- The disability must have a direct correlation to the accommodation being requested.
- The accommodation must be reasonable; it cannot result in a financial or administrative burden to the property.

After a request for an accommodation is presented, Beacon will respond, in writing, within ten business days. If Beacon denies a request for an accommodation because there is no relationship, or nexus, found between the disability and the requested accommodation, the notice will inform the family of the right to appeal Beacon's decision.

If Beacon denies a request for accommodation because it is not reasonable, Beacon will discuss with the family whether an alternative accommodation could effectively address the family's disability-related needs without a fundamental alteration to the PBRA program and without imposing an undue financial and/or administrative burden.

If Beacon believes that the family has failed to identify a reasonable alternative accommodation after interactive discussion and negotiation, Beacon will notify the family, in writing, of its determination within ten business days from the date of the most recent discussion or communication with the family. The notice will inform the family of the right to appeal Beacon's decision.

1.5 Violence Against Women Act (VAWA):

Beacon Communities will apply the Violence Against Women Act (VAWA) protections to applicants/residents. Beacon policies will support or assist victims of domestic violence, dating violence, or stalking and protect victims, as well as members of their families, from being denied housing or from losing HUD-assisted housing.

Beacon will provide all applicants with information about VAWA at the time they request an application for housing assistance, at the time of admission, at the annual reexamination, and include the information in all termination of assistance and termination of tenancy (eviction) notices. Beacon will also include such information in all notices of denial of assistance.

Beacon will post the following information regarding VAWA in its offices and on its website, and will make the information readily available to anyone who requests it.

- A copy of form HUD-5380, Notice of Occupancy Rights Under the Violence Against Women Act (Exhibit 8-1)
- A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation (Exhibit 8-2)
- A copy of Beacon Communities emergency transfer plan (Exhibit 8-3)
- A copy of Beacon Communities Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 8-4)



- The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) Contact information for local victim advocacy groups or service providers.

Management may not consider incidents of domestic violence, dating violence, or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy, or occupancy rights of the victim of abuse. Management may not consider criminal activity directly relating to abuse, engaged in by a member of a resident’s household or any guest or other person under the resident’s control, cause for termination of assistance, tenancy, or occupancy rights if the resident or an immediate member of the resident’s family is the victim or threatened victim of that abuse.

Any request for documentation of domestic violence, dating violence, sexual assault, stalking, or human trafficking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.

Beacon may, at its discretion, extend the deadline for 14 business days. In determining whether to extend the deadline, Beacon will consider factors that may contribute to the victim’s inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim’s need to address health or safety issues. Any extension granted by Beacon will be in writing. Once the victim provides documentation, Beacon will acknowledge receipt of the documentation within ten business days.

A hearing will be held by a third party with experience in adjudicating domestic violence cases, upon mutual agreement by Beacon and involved parties, within ten business days of receipt of documentation. Notification of the outcome of the hearing will be provided in writing to the involved parties within ten business days of the meeting.

If presented with conflicting certification documents (two or more forms HUD-5382) from members of the same household, Beacon will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(b)(2) and by following any HUD guidance on how such determinations should be made. If Beacon does not receive third-party documentation within the required timeframe (and any extensions), Beacon will deny VAWA protections and will notify the applicant or tenant in writing of the denial.

The individuals requesting relief under VAWA will have 30 calendar days to submit third-party documentation. Beacon may, at its discretion, extend the deadline for ten business days. Any extension granted by Beacon will be in writing. When requesting third-party documents, Beacon will provide contact information for local domestic violence and legal aid offices. In such cases,



applicants or tenants will be given 30 calendar days from the date of the request to provide such documentation.

If Beacon accepts an individual's statement or other corroborating evidence (as determined by the victim) of domestic violence, dating violence, sexual assault, stalking, or human trafficking, Beacon will document acceptance of the statement or evidence in a separate file, away from the resident's file, in a secure place. If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, Beacon will inform the victim before disclosure occurs so that safety risks can be identified and addressed.

Whenever Beacon has reason to suspect that providing information about VAWA to a tenant or affiliated individual might place a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking at risk, it will attempt to deliver the information by hand directly to the victim, or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, Beacon may decide not to send mail regarding VAWA protections to the victim's unit if Beacon believes the perpetrator may have access to the victim's mail unless requested by the victim. When discussing VAWA with the victim, Beacon will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room. The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.

Applicants/residents who wish to file a VAWA complaint against Beacon may notify Beacon either orally or in writing. Beacon will advise the family of their right to file a VAWA complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO). Beacon will inform the family that not later than one year after an alleged VAWA violation has occurred or is terminated, applicants and tenants who believe they have been injured by a VAWA violation or will be injured by such a violation that is about to occur may file a VAWA complaint using FHEO's online complaint form via mail, email, or telephone.

Beacon will attempt to remedy complaints made against Beacon and will investigate all allegations of discrimination. Beacon will keep a record of all complaints, investigations, notices, and corrective actions.

Section 2: Eligibility

It is the policy of Beacon Communities to admit only qualified applicants. An applicant is qualified if they meet all the following criteria:

- The head of household must be a person of age to legally enter into a contractual agreement.
- All household members age 18 and over must have a current, non-expired picture ID.

Applicants (Head of Household, Spouse or Co-Head and all other adults) who are age 18 or older are required to sign the Consent to the Release of Information Forms HUD-9887 and 9887A prior to being accepted, every year thereafter, and within 7 days of turning 18 years of age.

Applicants must have an Annual Income at the time of admission that does not exceed the very low-income limits for occupancy established by HUD and available in the office. Not more than 25% of the overall occupancy can be made available to families whose income exceeds 50% of the area median income, but falls below 80% of the area median income.

The amount the family would be required to pay is calculated by using the applicable HUD rent formula. The income eligible family must also need the assistance by being able to receive at least \$1.00 of rental assistance.

A minimum of 40% of the assisted units that become available in each year must be made available to families whose income does not exceed 30% of the area median income (extremely low-income) at the time of admission. Admit only extremely low-income families until the 40% target is met. In chronological order, owners select eligible applicants from the waiting list whose incomes are at or below the extremely low-income limit to fill the first 40% of expected vacancies on the property. Once this target has been reached, admit applicants in waiting list order. It is possible that an applicant on the waiting list will be skipped in order to this policy.

All applicants applying for assistance must disclose and document their social security number.

Beacon will verify an individual's SSN using self-certification and third-party documentation as a last resort when no other forms of verification of the individual's SSN are available.

Once an individual's status is classified as "verified" in HUD's EIV system, Beacon will not remove copies of documentation accepted as evidence of Social Security numbers.

Family members who declare citizenship or national status will not be required to provide additional documentation unless Beacon receives in Applicants must provide documentation of Citizenship/Immigration status.

Exceptions:

- Current residents who are age 62 or older and receiving assistance as of January 31, 2010 are not required to disclose or verify their social security number.

- This exemption applies as long as this household requests assistance including a transfer to another unit at the property or moving to another HUD assisted property or program.
- The social security number requirements do not apply to persons not claiming eligible immigration status. In these cases, the household is considered a “mixed” household and assistance is prorated based upon the number of eligible household members.

Applicants who do not provide social security numbers may remain on the waiting list. However, an otherwise eligible household cannot be deemed eligible until all household members applying for assistance have submitted valid social security numbers and acceptable documentation to verify the social security number is correct.

Acceptable forms of identification of Social Security number:

- Original social security card
- Original document issued by a federal or state government agency which contains the name, SSN, and other identifying information
- Driver’s license with SSN
- Identification card issued by a medical insurance provider, or by an employer or trade union
- Earnings statements on payroll stubs
- Bank Statements
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court Records

Applicants who have not disclosed and/or provided verification of Social Security Number for all non-exempt household members have 90 days from the date they are first offered an available unit to disclose and/or verify the Social Security Numbers. During this 90-day period, the applicant may, at their discretion, retain their place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the Social Security Numbers of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list.

When the participant requests to add a new household member who is at least six years of age, or is under the age of six and has an assigned SSN, the participant must provide the following to the processing entity at the time of the request, or at the time of processing the interim reexamination or recertification of family composition that includes the new member(s). The participant shall be required to provide the complete and accurate SSN assigned to each new child and documentation to verify the SSN for each new child within 90 calendar days of the child being added to the household. An additional 90-day extension must be granted if delays are due to circumstances beyond the family’s control [24 CFR 5.216].



Only U.S. citizens or eligible non-citizens may receive assistance. Applicants must provide documentation of Citizenship/Immigration status.

- For U.S. citizens, a signed declaration of citizenship
- For non-citizens 62 years and older, a signed declaration of eligible noncitizen status and proof of age.

For non-citizens under the age of 62 claiming eligible status:

- A signed declaration of eligibility immigration status
- A signed consent form
- A DHS-approved document

Non-citizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance. In these instances, Beacon may:

- Offer continued prorated assistance to a mixed family.
- Offer temporary deferral of assistance termination to an ineligible family. At the end of the deferral period, the family must either pay market rent or vacate the unit.

Beacon is currently utilizing the Systematic Alien Verification for Entitlements (SAVE) Program to determine the immigration status of non-citizens. As of 2005, we are using the SAVE Program's Verification Information System (VIS), a web-based application to complete queries on immigration status. If information cannot be obtained using VIS, status is pending, or if further verification is required, a Document Verification Request-Form G-845 is completed. The requests are submitted to Immigration & Naturalization Service:

USCIS

8940 Fourwinds Drive, Suite #2020

San Antonio, Texas 78239-1994

The unit for which the applicant is applying must be the applicant's only residence.

Applicant must agree to pay rent required by the program under which the family will be receiving assistance.

2.1 Project Specific Requirements:

Beacon Communities currently has designated elderly or designated disabled housing at this time.

Section 3: Screening Criteria

Beacon Communities will use the following methods of screening and they will be completed for all new applicants as follows (see Resident Approval Requirements):

Applicant must meet or exceed the following Applicant Suitability Screening:

All applicants will be screened in accordance with HUD regulations and sound management practices. Otherwise, eligible applicants will be screened and those who meet the screening criteria will be considered suitable for housing, as follows:

- Past performance in meeting financial obligations is satisfactory, particularly rent. Mitigating circumstances will be considered.
- No record of disturbance of neighbors, destruction of property, pattern of abuse of alcohol, or living or housekeeping habits which adversely affect the health, safety or welfare of other residents.
- A criminal history report must be approved as described below.

3.1 Methods of Screening:

Beacon Communities will use the following methods of screening and they will be completed for all new applicants:

- Complete a rental history check on all applicants.
- Complete a criminal background check and a review of the list of the Lifetime Registered Sex Offenders in all states where applicant household members have resided or use a database that checks against all state registries on all applicants and each year at re-cert. Any household containing a member(s) who is subject to a state sex offender lifetime registration requirement will be denied. An applicant will be denied who demonstrates drug or violent criminal behavior.

At the time of application processing, Beacon will screen all applicants and household members for state sex offender registration in all states where the applicant and members of the applicant's household have resided using Yardi screening.

If it is determined that a household member is subject to a state lifetime sex offender registration requirement, the household will be denied, or assistance will be terminated, unless the ineligible household member is removed from the household. For applicant households, the ineligible household member must be removed from the application, or the application will be denied.

Beacon will screen all household members for state sex offender registration and criminal history at the time of each resident's annual recertification. Should there be any evidence that any member of the applicant/resident household is subject to a state lifetime sex offender registration program or that any prior records have been falsified or not properly disclosed, or that a criminal history is discovered that violates the above policies in effect at the time of the annual recertification, the resident's lease may be immediately terminated or the family will be given the opportunity to remove the offender from the household.

In the cases listed above, proof that the ineligible member has been removed from the household must be provided to management. This would include (1) executing a new lease without the eligible household member, or (2) established utility account at another address, or (3) verification of a change in address from the U. S. Postal Service for the ineligible member.

3.2 Criminal Activities:

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past three years, the family will be denied admission. “Currently engaged in” is defined as any use of illegal drugs during the previous three months.

- Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100].
- Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].
- Criminal activity that may threaten the health, safety, or welfare of other tenants.
- Criminal activity that may threaten the health or safety of Beacon staff, contractors, subcontractors, or agents.
- Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.

Reasons for denial include convictions within the last five years, for, but not limited to: vandalism and misdemeanors beyond two charges. Illegal drug activity of any kind beyond one misdemeanor charge within the last ten years will result in the application being denied. A single felony drug charge that is ten or more years old that will result in an application being denied will be submitted for further review.

Felonies such as crimes involving violence against persons, weapons and/or crimes involving sexual offenses will be denied regardless of the time frame in which they were committed. Any applications that will be considered denied for any of the above criminal criteria must be forwarded to the Assistant Director for further review and consideration.

Applicants who have documentation reflecting the dismissal with a deferred adjudication must provide this documentation within three business days of submission of the application.

Beacon will not admit an otherwise-eligible family who was evicted from federally assisted housing within the past three years for drug-related criminal activity under any circumstances. Beacon will admit an otherwise-eligible family who was evicted from federally assisted housing within the past three years for drug-related criminal activity, if Beacon is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by Beacon Communities, or the person who committed the crime is no longer living in the household.

3.3 Restrictions on Assistance Based on Assets

Beacon Communities defines not sufficient for the size of the family as being overcrowded based on Beacon Communities occupancy standards in Chapter 8 of this policy.

3.4 EIV

EIV Existing Tenant Search

- All new households will be verified through the Existing Tenant Search prior to approval of assistance.
- A move-in cannot be processed until a move-out at the other property is completed.

If the EIV Existing Tenant Search reveals that the applicant or a member of the applicant's household is currently receiving HUD rental assistance at another residence, Beacon must follow up first with the resident to discuss the details of their circumstances, and then with the respective O/A or PHA to confirm the individual's program participation status prior to admission. Beacon will also attempt to coordinate move-out and move-in dates with the resident and the respective O/A or PHA at the other location.

In addition, applicants will be verbally notified that rental assistance will not be provided for the new unit until the day after assistance stops in the current residence, as identified in TRACS. Prior to move-in, the applicant will be required to submit to Beacon a move-out inspection form, signed and dated by the previous landlord.

Section 4: The Application Process

4.1 Application Process:

Applicants must complete a Pre-Application to be placed on the waiting list. Families may obtain a pre-application from the Beacon property office during normal business hours.

Families may also request—by telephone or by mail—that application forms be sent to the family via first class mail contacting the applicable leasing office during normal business hours. Applications may be made in person during normal business hours. Completed applications will be dated, time-stamped upon receipt, and referred to the Beacon property office where resident selection and assignment is processed.

Individuals who are unable to complete an application in person may contact Beacon Communities to make special arrangements to complete their application. If the applicant is visually impaired, or has limited English proficiency (LEP), all notices will be made available in a format understandable by the applicant. All adult applicants will be given the opportunity to complete Form HUD-92006, Supplement to Application for Federally Assisted Housing, at the time of application and annually at recertification.

Completed applications must be returned to the Beacon property by mail, electronically, or submitted in person during normal business hours. Applications must be filled out completely in order to be accepted by Beacon Communities for processing. If an application is incomplete, Beacon Communities will notify the family of the additional information required.

The pre-application packet will include:

- Pre-application
- HUD Form 92006: Supplemental to the Application
- Privacy Policy
- Tenant Selection Policy
- Resident Approval Requirements
- Notice of Reasonable Accommodation and VAWA form

If an applicant is requesting a reasonable accommodation on the pre-application, a special unit questionnaire will be requested to be filled out to understand the special accommodations needed for the unit. The waiting list log will be notated of the need for a 504 or pre-modified (special) unit, if applicable to the property.

- The applicant(s) requesting that type of unit will be called from the waiting list as a special unit(s) becomes available. The applicant(s) could possibly jump the waiting list if a special unit becomes available before they reach the top of the waiting list.
- Applicants not requiring a 504 or pre-modified unit may be skipped to enable an applicant with special needs to be housed as a reasonable accommodation.

Applicants are selected from a waiting list in date and time order of the pre-application.



Depending upon the length of time between the date of application and the availability of housing, Beacon Communities may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, Beacon Communities initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when the family is selected from the waiting list.

Beacon properties waiting list will not close.

4.2 Electronic Documentation and Signatures:

Beacon will accept and use electronic signatures (e-signatures) during the application process, the leasing process, and the annual and interim recertification process, as described in this section and in compliance with Notice H 2020-04 and any applicable federal, state, and local laws. In lieu of electronic signatures, tenants have the option to sign any required documents or forms on paper with a "wet" signature if they so request.

References to original signatures throughout this policy may be interpreted and implemented through electronic means. Beacon will ensure appropriate data security for both the record being signed and the signature.

Acceptable methods of electronic signature include:

- DocuSign

In compliance with federal, state, and local laws and HUD regulations, Beacon will securely, electronically transmit HUD-approved and required documents when feasible throughout the application, move-in, and annual and interim recertification process. Tenants and applicants may request paper copies of such documents and may provide information in paper form at any time.

Beacon will inform applicants of their ability to communicate electronically with Beacon and/or receive paper copies of documents via the application.

The following methods are acceptable for electronic submission of documents:

- Rent Cafe
- DocuSign

Where HUD requires an acknowledgement of receipt for certain documents or forms Beacon has adopted a policy for electronic documents, Beacon will request an electronic acknowledgement



of receipt from the applicant or tenant. For documents provided electronically that do not require and acknowledgement of receipt, Beacon will maintain records showing they provided information electronically.

Section 5: Waiting List Procedures

Beacon Communities provides no preferences for eligible families on the waiting list. Approved applicants will be housed based solely on the date and time of their application. Beacon Communities will select applicants from the waiting list according to the date and time of application, on a first-come, first-served basis.

Beacon will monitor progress in meeting the extremely low-income (ELI) requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

Beacon will keep all waiting lists open, regardless of wait time. Beacon Communities will accept applications according to Chapter 4 of this TSP.

At the time of initial application, Beacon will advise families in writing that they are responsible for notifying Beacon Communities in writing when their circumstances, mailing address, phone numbers, or other means of contact change. Beacon will require applicants to update their contact information every six months by contacting the property in writing, or by other method requested at initial application by applicants with disabilities. If no written update is received by the designated due date, Beacon Communities will remove the applicant from the waiting list.

Any time contact is made, an action is taken, or any activity occurs that is specific to an application, a notation will be made on the waiting list. As applicants approach the top of the waiting list, they will be contacted by telephone or email and first class mail to schedule an interview to complete their applicant file. Applicants who fail to attend their scheduled interview or fail to reply to the letter will have their applications removed from the waiting list, subject to reasonable accommodation for persons with disabilities.

When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may submit a new application with a new application date if the waiting list is open.

Section 6: Denial of an Application

If Beacon Communities determines from the information provided that a family is ineligible, the family will not be placed on the waiting list. When a family is determined to be ineligible, Beacon will send written notification of the ineligibility determination within ten business days of receipt of the completed application.

The notice will specify the reasons for ineligibility, and will inform the family of its right to respond to the owner in writing or request a meeting within 14 days to dispute the rejection. The notice will state that applicants who are persons with disabilities have the right to request a reasonable accommodation.

Beacon has established a policy that revocation of consent to access financial records will result in denial of admission or termination of assistance in accordance with Beacon policy.

In order for a family to revoke their consent, the family must provide written notice to Beacon.

Within ten business days of the date the family provides written notice, Beacon will send the family a notice acknowledging receipt of the request and explaining that revocation of consent will result in denial or termination of assistance, as applicable. At the same time, Beacon will notify their local HUD office.

Rejection notices will be in writing within seven calendar days of the screening result and will state the reason(s) for the rejection.

Applicant has the right to respond to the owner in writing and request a meeting within 14 calendar days to dispute the rejection.

The Manager will notify the applicant of the scheduled meeting in writing within 24 hours of receiving the applicant's request to discuss the denial.

The owner must advise the applicant in writing of the final decision on eligibility within five business days after the meeting.

If Beacon determines from the information provided that a family is eligible, the family will be placed on the waiting list. Beacon Communities will send written notification of the preliminary eligibility determination within ten business days of receiving a completed application.

Beacon will deny admission to an applicant family if Beacon Communities determines that the family:

- Has a pattern of unsuitable past performance in meeting financial obligations, including rent within the past three years
- Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past three years which may adversely affect the health, safety, or welfare of other tenants
- Owes rent or other amounts to this or any other O/A or PHA in connection with any assisted housing program

- Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition, or rent
- Has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program
- Has engaged in or threatened violent or abusive behavior toward Beacon personnel
- Abusive or violent behavior towards Beacon personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

Beacon may also consider:

- Any statements made by witnesses or the applicant not included in the police report
- Whether criminal charges were filed
- Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal
- Any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity
- Evidence of criminal conduct, if it indicates a demonstrable risk to safety and/or property
- Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs

In the case of drug or alcohol abuse, Beacon will consider whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully.

Beacon will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

Further, Beacon acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under Beacon Communities policies.

While Beacon is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform Beacon in accordance with Chapter 1 of this TSP that their status as a victim is directly related to the grounds for the denial. Beacon will request that the applicant provide enough information to Beacon to allow Beacon to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.



All applicant household members will be processed together as one approval or rejection for rental assistance and a unit. If any household member fails to meet the requirements of this tenant selection plan, the entire applicant household will be rejected.

If the family indicates that the behavior of a family member with a disability is the reason for the proposed denial of admission, Beacon Communities will determine whether the behavior is related to the disability. If so, Beacon will determine whether alternative measures are appropriate as a reasonable accommodation. Beacon will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed denial of admission.

In order for a credit report to be considered acceptable, the credit report may show minor, moderate, or limited credit problems within the last three years. A lack of a credit history will not automatically result in an application being denied.

Beacon will consider the existence of mitigating factors, such as loss of employment or other financial difficulties, before denying admission to an applicant based on the failure to meet prior financial obligations.

In order to determine the suitability of applicants, Beacon will examine applicant history for the past three years.

Any one of the following by any household member listed on the application may result in rejection of the application:

- Any history that the applicant has moved out of a residence owing a balance
- Any eviction from a previous residence in the last three years, for eviction from federally assisted housing for drug-related criminal activity
- Four or more late payments of rent within a 12-month period from a current or previous residence
- Any one report that the applicant, or their household members or guests, were destructive to the unit or common areas at a current or previous residence
- Any one report that the applicant has or had poor housekeeping habits rising to the level of a health or safety threat from a current or previous residence
- Any one report that the applicant caused or was involved in disturbances at a current or previous residence
- Any one report that the applicant did not abide by the rules and regulations at a current or previous residence

Beacon will also consider utility company references covering the monthly amount of utilities, late payment, disconnection, return of a utility deposit, and whether the applicant can get utilities turned on in their name. (Use of this inquiry will be reserved for applicants applying for units where there are tenant-paid utilities).



If an applicant has no rental payment history, Beacon will check court records of financial judgments and credit reports. A lack of rental history will not disqualify someone from becoming a resident, but a poor rental history may.

Applicants with no rental payment history will also be asked to provide Beacon with personal references. The references will be requested to complete a verification of the applicant's ability to pay rent if no other documentation of ability to meet financial obligations is available. The applicant will also be required to complete a checklist documenting their ability to meet financial obligations.

Beacon will not conduct housekeeping inspections.

Section 7: Certifications

7.1 Interim Recertifications

Beacon will conduct an interim recertification any time the family's adjusted income has decreased by any amount.

7.2 Interim Increases

Provided a family's increase meets the ten percent threshold, Beacon will conduct an interim recertification when the family experiences an increase in earned income and the family previously had an interim recertification performed for a decrease in adjusted income (whether for earned income, unearned income, or a combination of the two) since their last annual recertification.

Beacon will not process an interim recertification for increases in earned income when an interim recertification was previously performed since the family's last annual and the interim recertification resulted in an increase in the family's rent, nor will Beacon process an interim recertification for an increase in earned income when the family has not had a previous interim recertification since their last annual recertification. Beacon will also process an interim recertification for any other increases in income that meet the ten percent threshold.

Beacon will not perform an interim recertification when a family reports an increase in income (whether earned or unearned income) within three months of their annual recertification effective date. However, families who delay reporting income increases until the last three months of their certification period may be subject to retroactive rent increases.

7.3 Family Reporting

The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within ten business days of the date the change takes effect. The family may notify Beacon either orally or in writing. If the family provides oral notice, Beacon may also require the family to submit the changes in writing. Within ten business days of the family reporting the change, Beacon will determine whether the change will require an interim recertification.

If the change will not result in an interim recertification, Beacon will note the information in the tenant file but will not conduct an interim recertification. Beacon will send the family written notification within ten business days of making this determination informing the family that Beacon will not conduct an interim recertification.

If the change will result in an interim recertification, Beacon will determine the documentation the family will be required to submit based on the type of change reported. Beacon will ask the family to report changes in all aspects of adjusted income at this time. The family must submit any required information or documents within ten business days of receiving a request from Beacon. This time frame may be extended for good cause with Beacon approval. Beacon will



accept required documentation by mail, email, fax, or in person. Beacon will conduct the interim within a reasonable time period based on the amount of time it takes to verify the information.

Generally, the family will not be required to attend an interview for an interim recertification. However, if Beacon determines that an interview is warranted, the family may be required to attend.

7.4 Changes Not Reported Timely

In general, when the family fails to report a change in income or family composition timely, and the change would lead to a rent decrease, Beacon will apply the decrease the first of the month following completion of the interim recertification.

However, Beacon will apply the results of the interim recertification retroactively where a family's ability to report a change in income promptly may have been hampered due to extenuating circumstances such as a natural disaster or disruptions to Beacon management operations. Beacon will decide to apply decreases retroactively on a case-by-case basis. When Beacon applies the results of interim decreases retroactively, Beacon will clearly communicate the effect of the retroactive adjustment to the family and may enter into a repayment agreement in accordance with Beacon policies.

Beacon will also clearly communicate the effect of the retroactive adjustment to the owner.

Section 8: Transfer

Beacon Communities has a transfer list in which it is possible that current residents will be selected before an applicant on the waiting list.

Applicants will be housed based on the 2:1 ratio. The 2:1 ratio is as follows:

- For every two people pulled from the regular Waiting List, one person may be pulled from the Transfer Waiting List for the same size unit.

When a resident is residing in a program unit and a medical/reasonable accommodation or an under-/oversized-unit situation occurs, the resident may request a transfer. Transfers are allowed within the same community if approved through the below protocol:

- The property manager must evaluate the transfer request by first confirming all documentation and information supporting the request, and by completing a unit inspection.
- Once the transfer has been approved or disapproved, the property manager must mail a confirmation letter to the resident within seven calendar days.

Reasonable Accommodation Transfers

Transfers due to reasonable accommodation must meet all qualifications.

- A doctor must certify any unit transfer for a medical reason in writing, if the need is not visible.
- Management will complete the reasonable accommodation process and place the resident on the list by date and time.
- The resident will be housed in the next available unit that meets their needs.
- Over/Under sized Requests: Resident must complete the Waiting List Transfer request form.

Residents requesting a transfer to another unit will be required to submit a written request for transfer.

In case of a reasonable accommodation transfer, Beacon will encourage the resident to make the request in writing using a reasonable accommodation request form. However, Beacon will consider the transfer request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.

Beacon will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, or by requiring more information or documentation from the family, such as documentation of domestic violence, dating violence, sexual assault, or stalking.

Beacon will respond within 10 business days of the submission of the family's request.

The resident will be housed in the next available appropriately sized vacant unit, when they reach the top of the transfer waiting list. The resident understands that this unit will become their permanent residence.

The following are the only instances in which a transfer will be approved:

- **Emergency Transfer:** Maintenance conditions in the resident's unit, building, or at the site that pose an immediate, verifiable threat to the health or safety of the resident or family members that cannot be repaired or abated within 24 hours. Unit is uninhabitable through no fault of the resident (i.e., fire, flood, tornado, etc.), and emergency transfers under VAWA.
- **Uninhabitable Unit:** If there is no vacant unit available in the case of an uninhabitable unit, the resident will be directed to the Red Cross or other appropriate agencies for temporary housing, then re-housed in their original unit after all repair work has been completed. If more than one resident is displaced due to a fire, flood, tornado, etc., households will be placed in appropriately sized vacant units in order of initial move-in date. If no vacant units are available, the same procedures will be followed as described above.
- **Violence Against Women Act (VAWA):** For a verified incident of domestic violence, dating violence, sexual assault, stalking, or human trafficking. For instances of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the threat may be established through documentation outlined in Chapter 1. In order to request the emergency transfer, the requestor must submit an emergency transfer request form (HUD-5383), although Beacon may, on a case-by-case basis, waive this requirement and accept a verbal request in order to expedite the transfer process. If Beacon accepts an individual's statement, Beacon will document acceptance of the statement in the individual's file in accordance with Chapter one of this TSP. Beacon will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, stalking, or human trafficking. Beacon will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. Beacon defines immediately available as a vacant unit that is ready for move-in within a reasonable period of time, not to exceed [insert number of days]. Beacon has adopted an emergency transfer plan, which is included as Exhibit 8-1 to this plan.

These transfers are mandatory.

- **Beacon-Required Transfers:** The types of transfers that may be required by Beacon include, but are not limited to, transfers to make an accessible unit available for a disabled family, transfers to comply with occupancy standards, and transfers for demolition, disposition, revitalization, or rehabilitation.

Transfers required by Beacon are mandatory.

- **Transfers to Make an Accessible Unit Available:** When a non-accessible unit becomes available, Beacon will transfer a family living in an accessible unit that does not require

the accessible features to an available unit that is not accessible. Beacon may wait until a disabled resident requires the accessible unit before transferring the family that does not require the accessible features out of the accessible unit. If a resident is required to transfer to make an accessible unit available, the resident has 30 days after they have been notified that an appropriately sized unit is available for them. If they do not move within that time frame, they are required to pay full market rent in their current unit.

- **Occupancy Standards Transfers:** Beacon will transfer a family when the family size has changed and the family is now too large (overcrowded) or too small (over-housed) for the unit occupied. Beacon may also transfer a family who was initially placed in a unit in which the family was over-housed to a unit of an appropriate size based on Beacons' occupancy standards when Beacon determines there is a need for the transfer. Families that request and are granted an exception to the occupancy standards (for either a larger or smaller size unit) will only be required to transfer if it is necessary to comply with the approved exception. If a resident is required to transfer due to a change in household composition, the resident has 30 days after they have been notified that an appropriately sized unit is available for them. If they do not move within that time frame, they are required to pay full market rent in their current unit.
- **Transfers for Medical Reasons:** Beacon will transfer a family to alleviate verified medical problems of a serious or life-threatening nature.
- **Transfers for Demolition, Disposition, Revitalization, or Rehabilitation:** For households temporarily displaced due to a project involving demolition, disposition, revitalization, or rehabilitation of their current unit, Beacon will comply with all requirements in the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).
- **RAD Requirements:** Implementing resident moves due to a conversion of a public housing project under RAD, Beacon will comply with all requirements in the RAD Civil Rights – Relocation Notice H 2016-17.
- **Transfers Requested by Residents:** The types of requests for transfers from residents that Beacon will consider are limited to requests for transfers to alleviate verified medical problems of a serious or life-threatening nature, VAWA transfers, and reasonable accommodation, including the need for an accessible unit. No other transfer requests will be considered by Beacon. Should a resident request a unit transfer as a reasonable accommodation, Beacon will pay the cost of the physical move for the resident as long as doing so does not place an undue financial and administrative burden upon Beacon.

Emergency transfers will not automatically go on the transfer list. Instead emergency transfers will be handled immediately, on a case-by-case basis. If the emergency cannot be resolved by temporary accommodation, and the resident requires a permanent transfer, the family will be placed at the top of the transfer list.

Transfers will be processed in the following order:

- Emergency transfers (hazardous maintenance conditions, VAWA)
- High-priority transfers (verified medical condition, and reasonable accommodation)
- Transfers to alleviate verified medical problems of a serious or life-threatening nature



- Transfers to make accessible units available
- Demolition, renovation, etc.
- Occupancy standards
- Other Beacon-required transfers

Within each category, transfers will be processed in order of the date a family was placed on the transfer list, starting with the earliest date.

Section 9: Occupancy

Applicants must meet Occupancy Standards for Beacon Communities

- Efficiency: A maximum of two occupants
- One Bedroom: A maximum of two occupants
- Two Bedrooms: A maximum of four occupants

Beacon occupancy standards dictate a baseline of two individuals, with an additional occupant permitted for each bedroom in a residence.

The applicant household characteristics have to be appropriate for the specific type of unit that is available or the family size is appropriate for the unit size available for occupancy.

If a family breaks up or the lease is bifurcated, resulting in two otherwise eligible families living on the property, only one of the new families will retain occupancy of the unit.

If a court determines the disposition of property between members of an applicant or resident family, or affiliated party, Beacon will abide by the court's determination.

In the absence of a judicial decision or an agreement among the original family members, Beacon will determine which family will retain their placement on the waiting list or continue in occupancy. In making its determination, Beacon will take into consideration the following factors:

- The interest of any minor children, including custody arrangements
- The interest of any ill, elderly, or disabled family members
- The interest of any individual who is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking including an individual who was forced to leave a HUD-assisted unit as a result of such actual or threatened abuse, and provides documentation in accordance with Chapter 1 of this TSP
- Any possible risks to individuals as a result of criminal activity
- The recommendations of social service professionals.

Section 10: Pets and Service Animals

10.1 Pets:

Pets (animals) are accepted with an additional \$150 refundable deposit and \$150 non-refundable deposit for each pet. (See Resident Approval Requirements)

- No more than two pets are allowed

10.2 Service Animals:

Service/assistance animal(s) (not pets) are permitted as a reasonable accommodation for persons with verified disabilities once the need has been properly verified by a physician, psychiatrist, social worker or other acceptable source of proper verification. If the need for service/assistance animals is obvious, no verification may be required.

Requests for accommodations must be made in writing to management before the animal is allowed on the property. For each service/assistance animal(s), there must be a direct relationship between the person's disability and their need for the animal(s).

A service/assistance animal does not require a deposit and does not have a breed restriction.

All state and local health, safety and licensing laws apply.

Section 11: Students

No assistance shall be provided for a student who:

- Is enrolled as a student at an institution of higher education, as defined under section 102 of Higher Education Act of 1965.
- Is under 24 years of age
- Is not a veteran of the United States military
- Is unmarried
- Does not have a dependent child
- Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive assistance.
 - A parent is defined as the biological or adoptive parents or guardians, such as (grandparents, aunt or uncle, godparents)
 - Unless the student can demonstrate their independence from parents.
- Is not a person with disabilities, such as term is defined in section 3 9(b) (E) of the United States Housing Act of 1937 (42 U.S.C. 1437 a (b) (E) and was not receiving assistance under such section 8 as of November 30, 2005.
- A student who is not living with their parents and is receiving HCV assistance.

For a student under the age of 24 who is not a veteran, is unmarried, does not have a dependent child and who is seeking HCV assistance, section 327 (a) of the Act sets up a two-part income eligibility test. Both parts of this test must be affirmatively met. That is, both the student and the student's parents (the parents individually or jointly) must be income eligible for the student to receive HCV assistance, unless the student is determined independent from their parents. Additionally, any financial assistance in excess of amounts received for tuition that an individual receives under the Higher Education Act of 1965, shall be considered income to that individual, unless the student is over the age of 23 with dependent children.

HCV assistance shall be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate or other program leading to a recognized educational credential; when the student:

- Is classified as Vulnerable Youth; A student meets HUD's definition of a vulnerable youth when:
 - The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care or a ward of the court at any time when the individual was 13 years of age or older;
 - The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;
 - The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by:



A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;

The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;

The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or

A financial aid administrator; or

The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

If an ineligible student applies for or is a member of an existing household receiving HCV assistance, the assistance for the household will not be prorated but will be terminated.

An owner cannot evict or require an ineligible student to move from a unit as long as the student is in compliance with the terms of the lease.

Section 12: Income Determination

12.1 Use of Other Programs Income Determinations

When available and applicable and dated within 120 days, Beacon will accept other programs' Safe Harbor determinations of income at annual recertification to determine the family's total annual income. Beacon will still require third-party verification of all deductions such as the health and medical care expense or child care expense deductions. Further, if the family is eligible for and claims the disability assistance expense or child care expense deductions, where applicable, Beacon will obtain third-party verification of the amount of employment income of the individual(s) enabled to work in order to cap the respective expenses as required.

Prior to using any Safe Harbor determination from another program, Beacon will ask the family if they agree with the income amounts listed. If the family disputes the income amounts on the Safe Harbor determination, Beacon will obtain third-party verification of all sources of income and assets (as applicable). Beacon will not accept other programs' determinations of income for any new admission or interim recertification.

With the exception of income determinations made under the Low-Income Housing Tax Credit (LIHTC) program, Beacon will accept Safe Harbor determinations from any of the programs listed above.

In order to be acceptable, the income determination must:

- Be dated within 12 months of the dates listed above;
- State the family size
- Be for the entire family (i.e., the family members listed in the documentation must match the family's composition in the assisted unit, except for household members); and
- Must state the amount of the family's annual income.

The determination need not list each source of income individually. If Beacon does not receive any acceptable income determination documentation or is unable to obtain documentation, then Beacon will revert to third-party verification of income for the family.

When families present multiple verifications from the same or different acceptable Safe Harbor programs, Beacon will use the most recent income determination, unless the family presents acceptable evidence that Beacon should consider an alternative verification from a different Safe Harbor source.

12.2 Streamlined Income Determinations

Beacon chooses not to streamline the annual recertification process for fixed income sources. Beacon will obtain third-party verification, where applicable, of all sources of income annually.

12.3 Self-Certification of Certain Assets:

For families with net assets totaling \$50,000 or less, Beacon will accept the family's self-certification of the value of family assets and anticipated asset income. The family's declaration must show each asset and the amount of income expected from that asset. All family

members 18 years of age and older must sign the family's declaration. Beacon reserves the right to require additional verification in situations where the accuracy of the declaration is in question. Any income the family expects to receive from assets will be included in the family's annual income. The family will be required to provide third-party verification of net family assets every three years.

When verification is required, in determining the value of checking or savings accounts, Beacon will use the current balance as reflected on the most recent bank statement. In determining the anticipated income from an interest-bearing checking or savings account when verification is required and the rate of return is known, Beacon will multiply the current balance of the account by the current rate of interest paid on the account. If a checking account does not bear interest, the anticipated income from the account is zero.

12.4 Self-Certification of Real Property Ownership:

Beacon will accept self-certification from the family that the family does not have any present ownership in any real property. The certification will state that the family does not have any present ownership interest in any real property and must be signed by all family members 18 years of age and older. Beacon reserves the right to require additional verification in situations where the accuracy of the declaration is in question.

If the family declares they have a present ownership in real property, Beacon will obtain third-party verification of the following factors: whether the family has the legal right to reside in the property; whether the family has effective legal authority to sell the property; and whether the property is suitable for occupancy by the family as a residence. However, in cases where a family member is a victim of domestic violence, dating violence, sexual assault, or stalking, Beacon will comply with confidentiality requirements under 24 CFR 5.2007 and will accept a self-certification.

Under 24 CFR 5.618(a)(2), a property will be considered **"suitable for occupancy"** unless the family can demonstrate that it does not meet their specific needs. This includes not meeting the disability-related needs of all family members, such as physical accessibility requirements, the need for additional bedrooms, or proximity to accessible transportation. The property must also be sufficient for the size of the family and not located in a way that creates a hardship, such as long commuting times to work or school. Additionally, the property must be safe to reside in, without posing risks to health and safety that cannot be easily remedied. Finally, the property must comply with the State or local laws of the jurisdiction where it is located.

12.5 Enforcement of Asset Limitation:

Beacon has adopted a policy of enforcement of the asset limitation for all residents. All families who are found to be out of compliance with the asset limitation at any annual or interim recertification will have their assistance terminated within six months of the effective date of that recertification. No family will be given an opportunity to cure noncompliance.

Within ten days of completing the family's recertification in which the family violates the asset limitation, Beacon will provide the family with written notice stating the family is out of

compliance with the asset limitation, and Beacon policy calls for termination of assistance within six months. The notice will include the date the family's assistance will be terminated.

12.6 De Minimis Errors:

Beacon will repay any family the amount that the family was overcharged retroactive to the effective date of the action the error was made, regardless of the dollar amount associated with the error, because of Beacon's error, including de minimis errors in income determination. When the resident overpaid because the resident failed to report in a timely manner, a retroactive rent decrease will not be applied prior to the effective date of the family's most recent previous certification.

Hardship:

12.7 Hardship Exemptions for Health and Medical Care, and Reasonable Attendant Care and Auxiliary Apparatus Expenses:

Beacon does not provide relief for families who move and are treated as a new admission at the property. These families will be treated as new admissions and the sum of expenses that exceeds ten percent of annual income will be used to calculate their adjusted income. Families are able to make interim income changes.

12.8 General Relief:

To qualify for a hardship exemption, a family must submit a request in writing. The request must show that the family's health and medical and/or disability assistance expenses have increased (other than the transition to the higher threshold) and that the family's financial hardship is a result of a change in circumstances. Beacon defines a change in circumstances as a decrease in income or increase in other expenses that has resulted in the family's financial hardship but does not, on its own, trigger an interim recertification in accordance with Beacon policies.

Examples of circumstances constituting a financial hardship may include the following situations:

- The family is awaiting an eligibility determination for a federal, state, or local assistance program, such as a determination for unemployment compensation or disability benefits;
- The family's income decreased because of a loss of employment, death of a family member, or due to a natural or federal/state declared disaster; or
- Other circumstances as determined by Beacon.

The family must provide third-party verification of the hardship with the request. If third-party verification is not available, Beacon will document the file with the reason and will attempt to obtain third-party verification prior to the end of the 90-day hardship exemption period.

Beacon will make a determination of whether the family qualifies within 30 calendar days and will notify the family in writing of the result within ten business days of the determination. If the family qualifies for an exemption, Beacon will include the date the hardship exemption will begin and the date it will expire as well as information on how to request a 90-day extension based on family circumstances.

The family may request an extension either orally or in writing prior to the end of the hardship exemption period. Beacon will extend relief for an additional 90 days if the family demonstrates to Beacons' satisfaction that the family continues to qualify for the hardship exemption based on circumstances described above. Beacon will require updated verification based on the family's current circumstances. Additional extensions may be granted on a case-by-case basis provided the family continues to request extensions prior to the end of each hardship exemption period. Families must report if the circumstances that made the family eligible for the hardship exemption are no longer applicable. At any time, Beacon may terminate the hardship exemption if Beacon determines that the family no longer qualifies for the exemption.

12.9 Childcare Expenses Hardship Exemption:

For a family to qualify, they must demonstrate that their inability to pay rent would be as a result of the loss of this deduction. Beacon defines this hardship as a potential decrease in income or increase in other expenses that would result from the loss of the child care expense and such loss would impact the family's ability to pay their rent.

Some factors to consider when determining if the family is unable to pay rent may include determining that the rent, utility payment, and applicable expenses (child care expenses or health and medical expenses) are more than 40 percent of the family's adjusted income, or verifying whether the family has experienced unanticipated expenses, such as large medical bills, that have affected their ability to pay their rent.

The family must also demonstrate that the child care expense is still necessary even though the family member is no longer employed or furthering their education. Beacon will consider qualification under this criterion on a case-by case basis (for example, if the family member who was employed has left their job in order to provide uncompensated care to an elderly friend or family member who is severely ill and lives across town).

The family must provide third-party verification of the hardship with the request. If third-party verification is not available, Beacon will document the file with the reason and will attempt to obtain third-party verification prior to the end of the 90-day hardship exemption period.

Beacon will make a determination of whether the family qualifies within 30 calendar days and will notify the family in writing of the result within ten business days of the determination.

If the family qualifies for an exemption, Beacon will include all required information listed above as well as information on how to request a 90-day extension based on family circumstances.

The family may request an extension either orally or in writing prior to the end of the hardship exemption period. Beacon will extend relief for an additional 90 days if the family demonstrates to Beacons' satisfaction that the family continues to qualify for the hardship exemption. Beacon will require updated verification based on the family's current circumstances. Additional extensions may be granted on a case-by-case basis provided the family continues to request extensions prior to the end of each hardship exemption period. Families must report if the circumstances that made the family eligible for the hardship exemption are no longer applicable.



At any time, Beacon may terminate the hardship exemption if Beacon determines that the family no longer qualifies for the exemption.