

SALISH AND KOOTENAI HOUSING AUTHORITY

ELIGIBILITY POLICY FOR TRANSITIONAL LIVING CENTER

SALISH AND KOOTENAI HOUSING POLICIES - The Salish and Kootenai Housing Authority, hereinafter referred to as the “Housing Authority”, has adopted a series of administrative and management Policies. These Policies are formally adopted by the Authority and until revised or changed by formal action of the Board, the staff is required to follow them. Some of the provisions of these Policies, but not all, reflect requirements of federal or tribal law. The Housing Authority may have also elected by formal resolution to establish alternative policies for programs that are operated without Native American Housing and Self-Determination Act (NAHASDA) Assistance.

THE PURPOSE OF THIS POLICY: To set forth the approach for determining eligibility and admissions to housing owned and operated by the Housing Authority and selection for the Housing Authority programs.

I. REQUIREMENTS

Fairness and Non- Discrimination

Eligibility for programs and admission to units operated by the Housing Authority shall be fair at all times and in all respects. Board Members and Staff of the Housing Authority shall be fair and impartial in selecting people to participate in programs of the Housing Authority. They are prohibited from making determinations based in whole or in part on guest ties, political views, or personal bias. Selections made by the staff may be reviewed by the Board of Commissioners for compliance with this Policy and other Housing Authority requirements.

Pursuant to the NAHASDA law and regulations, the Housing Authority will comply with the following nondiscrimination requirements, as applicable:

1. The Age Discrimination Act of 1975 (42U.S.C. 6101-6107) and HUD's Implementing regulations in 24 CFR part 146
2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and HUD's Implementing regulations at 24 CFR part 8.
3. The Indian Civil Rights Act (Title II of the Civil Rights Act of 1968; 25 U.S.C.1301-1303).

II. INTAKE INTERVIEW

Any guest that is in crisis may inquire to the availability of emergency housing with the Housing Authority. The guest shall meet with the Intake & Eligibility Staff to complete an Interview Form. During such meeting, guest will be informed that completion of the interview does not necessarily mean that guest is qualified for a unit at the Transitional Living Center.

The guest will contact the TLC site manager for availability of a unit.

The Guest will submit a completed Housing Authority application which includes the date of application, name and contact information for the guest. If the guest is offered a unit under the management of the Housing Authority and declines the unit, the guest will not be eligible for a TLC unit.

The Authority reserves the right to reject Interview Forms for TLC in cases where it has determined that admission of the guest would be damaging to the health, safety or welfare of other guests, or physical environment of the project.

All members of the family composition over the age of 18 years and/or emancipated minors are required to sign all applicable forms. If a request for services is received by emancipated minor, court documentation is required.

The Intake/Eligibility Staff will screen the Interview Forms for completeness and eligibility for housing services. All potential guests will be informed on the acceptance or

rejection of their initial Interview Form and application upon review by the Intake/Eligibility Staff and TLC Case Manager.

All information that is contained in the Interview Form will be checked by the use of third party verifications. This does include a background check which shall be completed on each guest.

Interview Forms are valid for six months.

III. ELIGIBILITY

Eligibility Criteria

To be eligible, a guest (s) must meet all of the following requirements:

1. The head of household must be eighteen years of age or older or be emancipated through the courts. If the spouse or significant other is a minor, consent from the parent or guardian must be obtained prior to acceptance of the Interview Form.
2. The Guest has no other means of safe housing. If the guest has other housing, documentation must be provided that the housing is unsafe to reside in.
3. To be eligible each guest must pass a background check.
4. To be eligible, each household member over the age of eighteen years or emancipated through the courts, must pass a mandatory drug test performed by SKHA staff. Those who do not pass or refuse to take the test will not be eligible for TLC services.

Once contacted by the TLC Case Manager Coordinator, the household members will have one hour to report to the Housing Authority for the mandatory drug test.

5. The Housing Authority will evaluate each Interview Form and deny admission to any guest whose habits and practices may be expected to have a detrimental effect on other residents. In order to determine whether the admission of a guest would have such an effect, the Housing Authority will take into consideration the following factors:
 - a. Any record of disturbance, destruction of property, or living or housekeeping habits at past residences which may be damaging to the health, safety, or welfare of other guests.
 - b. Any history of criminal activity involving crime or criminal drug-related activity, crimes of physical violence to persons or property and other criminal acts, which would be damaging to the health, safety or welfare of others.
 - c. Any individual who is found to have any record that designates the individual or any member of his/her family as being a sexual offender by a rulemaking authority i.e. the Department of Justice or a Sexual Offender Evaluator whether it be Level I, Level II, Level III or a Non-designated Sex Offender will be denied admission.

If the Housing Authority receives unfavorable information about a guest, the Housing Resource Manager will review and recommend action to be taken. Consideration will be given to the time, nature, and seriousness of the guest's behavior and to factors, which might show a reasonable chance of favorable future behavior for social or financial stability. Criteria may be required and conditions applied to encourage and assist the guest to change adverse behavior as a condition of participation.

5. RE-APPLYING FOR TLC SERVICES: If at any time a Guest and/or family were terminated or abandoned a TLC unit they must wait a mandatory 6 months before allowed to reapply for TLC services.

- a. If Guest is terminated once from TLC they are not allowed to re-apply for TLC for six months. If Guest is terminated two times from TLC they are not allowed to Apply for TLC for one year.
- b. If terminated due to abuse of TLC staff, other guests, or the site, applicant will need to file a Client Appeal form to be reviewed by the Housing Resource Manager to determine if allowed back into TLC at any time.

Verification of Eligibility

Information provided will be verified through the agency providing the information. Information to be verified includes, but is not limited to:

1. Application Data and Supporting Documentation
2. Criminal Records
3. Any other documentation that the Housing Authority deems necessary

Non-Low Income Families

Pursuant to the conditions outlined in 24 CFR 1000.110, the Housing Authority may choose to provide assistance to non low-income families.

Notification of Rejected Guests

All guests who are determined to be ineligible for a program shall be notified in writing within two business days. The notice shall contain a brief description of the reason(s) they were determined to be ineligible.

IV. SELECTION

Once the guest has been determined eligible for services, guest must contact the TLC Site Manager regarding unit availability as the service will be on a first come first served basis as determined by TLC site manager.

It is the guest's responsibility to remain in contact with the TLC Site Manager or Case Manager regarding unit availability. When the unit is available, the TLC Site Manager will offer unit to the guest that is the first contact on that day of availability.

Families shall provide to the Housing Authority any changes in guest composition or income as they occur. Interview Forms and eligibility is valid for a six month period, after which time a new Interview Form will need to be completed.

Preferences

1. Enrolled Confederated Salish and Kootenai Tribal Members.
2. Enrolled Indians from other federally recognized Tribes.
3. Non-Indian head of guest with minors enrolled in CS & KT.

Veterans will have preference when determining eligibility. Within the above categories, elderly, disabled, or handicapped guests shall have priority above all other guests when there are vacancies in the elderly/disabled unit.

Within the above categories, larger units will be reserved for larger family compositions. Family compositions of 3 or more family members shall be given preference for the larger units. Families may be moved to accommodate family size.

V. UNIT OFFER

When a unit is available and the guest identified, the guest has 24 hours to accept unit. Exceptions will be allowed on a case by case basis.

Upon acceptance of the unit the guest will read and sign the TLC Welcome Book and the TLC Guest Agreement for reference.

If a guest is offered a unit and declines or fails to complete move-in within the allotted time, with the TLC Site Manager, guest relinquishes right to the available unit and the next eligible guest that contacts the TLC Site Manager is offered the unit.

VI. TRANSFER WITHIN TLC UNITS

If guest is over or undersized for their unit, the TLC Site Manager and TLC Case Manager will require guest to move to a more accommodating unit.

VII. PETS

No pets are allowed at TLC except approved service animals that comply with the ADA definition of "Service Animal". ADA regulations define "service animal" narrowly as any dog that is individually trained to work or perform tasks for benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Emotional support animals are expressly precluded from qualifying as service animals under the ADA definition.

VIII. INOPERABLE VEHICLE

Guest must follow the Housing Authority's Inoperable Vehicle Policy.

IX. CRIMINAL AND DRUG-RELATED ACTIVITY

Guests must follow the Housing Authority's Criminal and Drug-Related Activity Policy.

X. INDEMNIFICATION

Guest agrees to and shall hold and keep harmless and indemnify the Housing Authority from and for any payments, expenses, costs, attorneys' fees, and from and for any debts,

claims, and liabilities for losses or damage to the property or injuries to persons from any cause due to any act or omissions by the Guest or Guests' visitors, licensees, invitees, or for any cause or reason whatsoever arising out of the participation by the Guest.

Approved by the Salish & Kootenai Housing Authority Board of Commissioners at a Regular Meeting on March 3, 2015