



Yolo County Housing

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BOARD OF COMMISSIONERS

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DATE: January 13, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Marianne Krager, Director of Operations
SUBJECT: **REVIEW AND APPROVE CHANGE TO HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN CLARIFYING THE INTERIM RE-EXAMINATION PROCESS FOR FAMILY SELF-SUFFICIENCY PARTICIPANTS**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Review and approve updated language to Housing Choice Voucher Program Administrative Plan to include exceptions for "interim re-examinations for FSS participants" in the Housing Voucher Administrative Plan; and
2. Authorize the Executive Director to implement.

BACKGROUND / DISCUSSION

Currently, program participants in the Housing Choice Voucher (HCV) Program must report all changes in assets, income and/or household composition to Yolo County Housing between annual reexaminations.

Program participants with new Vouchers must also report all changes in assets, income and/or household composition to Yolo County Housing that occur during their housing search and/or before their first annual recertification.

Generally, YCH will not conduct interim reexaminations when families have an increase in income. However in order to ensure calculations are correct with respect to families enrolled in the Family Self Sufficiency (FSS) Program, YCH proposes to add the following exception language to the current interim policy:

"YCH will conduct interim reexaminations for families enrolled in the FSS (Family Self Sufficiency) program for the purpose of establishing baselines and "Escrow" account amounts as required by the program."

The proposed change of conducting a reexamination when a FSS participant reports a higher income would not increase the amount of rent that a FSS participant pays, but would affect the amount deposited to an escrow account.

FISCAL IMPACT

None at this time. Housing Assistance Payments (HAP) are a direct pass through. Establishing escrow accounts is related to HAP and will have no effect on the Voucher operations budget. Failure to implement will not allow the YCH to correctly calculate funds to be deposited into escrow accounts.

CONCLUSION

In order to ensure escrow and income baselines are calculated correctly and that procedures for the Family Self Sufficiency (FSS) program are followed, staff recommends that the Board adopt the proposed Administrative Plan change. The proposed language change is a clarification of policy and not a substantial amendment to the Administrative Plan. As such no public hearing is required for adoption.