



# Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

## Section 8 Housing Choice Voucher/Project-based Voucher Program **REQUEST TO PERMANENTLY REMOVE HOUSEHOLD MEMBER** (Please submit one form for each person being removed)

Families must notify the AHA in writing within 14 calendar days if any family or household member no longer lives in the assisted unit. This includes adult and minor family members, live-in aides, foster children or adults. Family members who have been considered temporarily absent must be removed at the point that the family concludes the individual is permanently absent. At least one remaining family member must be a citizen, national, or non-citizen with eligible immigration status for the family to qualify for any level of assistance

Documentation will be required and is subject to further verification by the AHA, including but not limited to certified copies of divorce decrees, other court documents, evidence to support that the person is no longer a member of the family (documentation of another address), or third party verification from the state or local government agency responsible for placement of an individual through foster care or guardianship. If there are safety or confidentiality concerns, these will be addressed by the Director of Housing Programs.

If an adult family or household member is removed, and wishes to return in the future, that request will be treated as a new request to add a person to an assisted household, even if they lived with the family as a minor or adult previously. The addition of a new family member into an assisted household will be limited to birth, adoption, court-awarded custody, legal guardianship, marriage, civil union, domestic partnership or other operation of law, reasonable accommodation, disabled adult children, or elderly or disabled parents of the head of household or co-head/spouse. (See AHA Administrative Plan, 2014, Chapters 3, 5, 7 and 11)

Date : \_\_\_\_\_

Head of Household Name: \_\_\_\_\_,

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

I am requesting to remove the following person from my assisted household:

Name: \_\_\_\_\_

Date the person moved out or will be moving out: \_\_\_\_\_

New Address: \_\_\_\_\_

*ADDITIONAL INFORMATION AND SIGNATURES REQUIRED ON REVERSE*

I/We understand that:

- Until this change is documented and processed, the AHA will still consider this person part of the assisted household and any associated income will still be considered available to the family in calculating tenant rent. No changes are considered completed until I receive written notice from the AHA.
- The AHA cannot process this request without documents to verify the departure of the person. These documents include but are not limited to certified copies of separation or divorce decrees; evidence of a new residential address; third party verification from a government agency responsible for placement of an individual through foster care or guardianship; change of address with the US Postal Service; or bank, credit card, cell phone or employer documentation of new address, etc.
- If I am unable to provide new address verification due to safety or confidentiality concerns, or if VAWA is applicable, I will request to address these issues with the AHA Director of Housing Programs.
- The AHA may seek additional verification or proof of move-out in the future.
- If an adult is listed as a tenant on the lease or has other rights of occupancy under applicable law, additional information or procedures may be required before the AHA can remove the person from the assisted household.
- When the departure is documented/verified, the AHA will process an interim re-examination and notify the family in writing. If removal of the household member results in a change in tenant rent share for the remaining family members, the notice from the AHA will indicate this to the participant family and to the landlord/property manager.
- If removal of the household member results in a change in subsidy standard (unit bedroom size) for which our family qualifies, we will be notified in writing. This change will take effect at the next annual re-examination effective date and may result in an increased rent share in the future. If I reside in project-based voucher (PBV) unit, we will need to relocate to an appropriately sized unit no later than our next annual re-examination date.
- Once this person is removed from the assisted household, if he/she wishes to return in the future, that request will be treated as a new request to add a household member, subject to current policy, even if he/she lived in the household as a minor or adult previously. We further understand that unauthorized persons living in the home may be grounds for termination of HCVP eligibility.

I understand that Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements or misrepresentations to any Department or Agency of the United States on any matter within its jurisdiction. I/We hereby certify that the above statements are true, complete, and correct.

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Signature of Head of Household

Date

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Signature of Adult Requesting to be Removed from the Assisted Household

Date

If not available for signature, please indicate why not:

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## INFORMATION SHEET FOR REQUEST TO REMOVE HOUSEHOLD MEMBER

Please keep for future reference

Families must notify the AHA in writing within 14 calendar days if any family or household member no longer lives in the assisted unit. This includes adult and minor family members, live-in aides, foster children or adults. Family members who have been considered temporarily absent must be removed at the point that the family concludes the individual is permanently absent. At least one remaining family member must be a citizen, national, or non-citizen with eligible immigration status for the family to qualify for any level of assistance

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- Until a change is documented and processed, the AHA will still consider this person part of the assisted household and any associated income will still be considered available to the family in calculating tenant rent. No changes are considered completed until I receive written notice from the AHA.
- The AHA cannot process a request without documents to verify the departure of the person. These documents include but are not limited to certified copies of separation or divorce decrees; evidence of a new residential address; third party verification from a government agency responsible for placement of an individual through foster care or guardianship; change of address with the US Postal Service; or bank, credit card, cell phone or employer documentation of new address, etc.
- In a case where the family is unable to provide new address verification due to safety or confidentiality concerns, or if VAWA is applicable, the AHA Director of Housing Programs should be contacted.
- The AHA may seek additional verification or proof of move-out in the future.
- If an adult is listed as a tenant on the lease or has other rights of occupancy under applicable law, additional information or procedures may be required before the AHA can remove the person from the assisted household.
- When the departure is documented/verified, the AHA will process an interim re-examination and notify the family in writing. If removal of the household member results in a change in tenant rent share for the remaining family members, the notice from the AHA will indicate this to the participant family and to the landlord/property manager.
- If removal of the household member results in a change in subsidy standard (unit bedroom size) for which the family qualifies, they will be notified in writing. This change will take effect at the next annual re-examination effective date and may result in an increased rent share in the future. If the family resides in project-based voucher (PBV) unit, they will need to relocate to an appropriately sized unit no later than our next annual re-examination date.
- Once this person is removed from the assisted household, if he/she wishes to return in the future, that request will be treated as a new request to add a household member, subject to current policy, even if he/she lived in the household as a minor or adult previously. Unauthorized persons living in the home may be grounds for termination of HCVP eligibility.

## Fair Housing and Equal Opportunity

Federal laws require PHAs to treat all applicants and participants equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. The AHA will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment. Notices or concerns about this issue can be brought to the attention of any staff member. The AHA's designated Section 504 Coordinator is Mr. Michael Pucci.

ECHO Housing is the local non-profit fair housing resource center, which can be reached at 1-800-922-ECHO. Other resources include HUD's Office of Fair Housing and Equal Opportunity and the California Department of Fair Employment and Housing.

### Reasonable Accommodations for Persons with Disabilities

One type of disability discrimination prohibited by the Fair Housing Act is the refusal to make reasonable accommodation in rules, policies, practices, or services when such accommodation may be necessary to afford a person with a disability the equal opportunity to use and enjoy a program or dwelling under the program. The types of reasonable accommodations the AHA can provide include changes, exceptions, or adjustments to a rule, policy, practice, or service.

**If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.**

You may contact any staff member to begin this process. For participants in the Housing Choice Voucher Program, reasonable accommodation requests are reviewed by Housing Specialist III Sherri Shefik (510-747-4322) in coordination with Director of Housing Programs Leslie Gleason (510-747-4312).

### Access to Services for Persons with Limited English Proficiency

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services. The AHA will take affirmative steps to communicate with people who need services or information in a language other than English. Please let us know if oral interpretation or written translation is necessary for you to understand and exercise your rights, comply with applicable responsibilities, or understand other information provided by our programs.

### Notification of Rights Under Violence Against Women Act 2005 (VAWA)

Under VAWA, Public Housing Authorities are required to notify applicants and program participants that if they are otherwise eligible, the fact they he or she is or has been a victim of domestic violence, dating violence, or stalking (as these terms are defined in VAWA) is not an appropriate basis for denial of admission or program assistance. Information provided relating to this matter will be retained in confidence. If you are a participant in the Housing Choice Voucher Program and have questions regarding these important protections, please contact the AHA Director of Housing Programs, Leslie Gleason, at (510) 747-4312.