Procedure for

Additions to and Deletions from Resident Households

**Policy**

1. Except for children added to a family through natural birth, adoptions, or court awarded custody, a public housing resident who wants to add a new family member or a new household member must request approval in writing before the new member moves in.
2. Generally, the PHA will approve the addition of a family or household member if that individual passes screening, is joining the family as the significant other of a family member and the addition does not overcrowd the family in their unit.
3. The exception to the provision requiring that the family not need a larger unit would be when a family member with a disability is verified to need the assistance of a Live-in Aide. In this situation, a Live-in Aide may be added to the household even though it means the family will qualify for a larger unit. At the time the Live-in Aide passes screening, the PHA will add the family to the transfer waiting list for a larger unit unless the family expressly wishes to remain in the current unit.
4. Resident households may include family members (who meet the definition of “family” in the ACOP) or household members, (who may be foster children, foster adults, or Live-in Aides).
5. Family members may qualify as “remaining members of a resident family”, but household members will not qualify as “remaining members”. Thus, a Live-in Aide can never be the remaining member of a tenant family even if the Aide were related to the person he/she cared for.

**When prior approval is needed to add a family member or a household member**

1. Residents **do not** need prior approval to add children who are born to or adopted by a member of the resident’s family, or for whom a resident receives Court-awarded custody.

2. Residents **do** need prior approval to add

1. A spouse or co-tenant (family member)
2. Children, under the definition of kinship care (family member)
3. A new adult to an apartment occupied by a remaining family member(s) under age 18 who are not emancipated minors (usually requested when the original head or spouse dies, disappears, or becomes too ill to remain in the household and care for the remaining children)
4. Foster children (household member)
5. Foster adults (household member)
6. Live-in Aide (household member)
7. Also included, would be situations in which a person (often a relative) comes to the apartment as a visitor but stays on in the apartment because the tenant needs support, for example, after a medical procedure.
8. In the example above, if the person who is providing care has another residence and intends to leave the unit when the person cared for is sufficiently recovered, the caregiver would be approved for an extended visit rather than being added to the lease.
9. However, if the person providing care is needed for a protracted period of time and gives up his/her residence, the caregiver could be added as a live-in aide.

**How the PHA approves a new family or household member**

When a resident requests approval to add a new person to the lease

1. The resident submits a written request to add a family member or household member to the PHA.
2. PHA staff meets with the proposed member and verifies the income, deductions (if any) and conducts pre-admission screening (including a criminal history check) of any proposed new adult member
3. PHA staff checks the unit size to see whether adding another person will overcrowd the unit
4. PHA staff approves the addition to the family/household if the person passed screening and will not overcrowd the unit
5. In cases other than the addition of a Live-in Aide, PHA denies the addition to the family/household if the person did not pass screening or will overcrowd the unit
6. If the addition is approved, the resident and PHA execute a lease addendum
7. An Interim Adjustment to rent will be conducted and the rent raised if the new family member has income.

**Unauthorized additions**

1. Residents who do not notify the PHA of additions to the household or who permit persons to join the household without undergoing screening are violating the lease.
2. Persons added without PHA approval are unauthorized occupants and the entire family is subject to lease termination and eviction.

**Live-in Aides**

1. PHA’s policy on Live-In Aides requires that third party verification by a qualified medical practitioner be provided, before a Live-in Aide will be approved as a household member, that
2. The resident requesting the Live-in Aide is a person with a disability
3. That the Live-in Aide is verified by to be needed to permit the person with disability to remain in the apartment
4. That the individual proposed as the Live-in Aide has the skills needed to provide the services needed by the resident with disability
5. Whether or not it is appropriate for the Live-in Aide to work outside the home in addition to being a live-in aide
6. Live-in aides’ incomes are not counted toward the resident’s rent but live-in aides must comply fully with the Lease terms
7. Live-in aides are not required to be citizens or eligible immigrants.

2. In addition, the following requirements apply

1. Live-in Aides are subject to criminal history applicant screening requirements
2. Move-in of a Live-in Aide must not overcrowd the resident’s apartment, although PHA will consider a request to be transferred to a larger unit as a reasonable accommodation
3. The Live-in Aide is a household member, not a family member, so the Live-in Aide’s income is not counted toward annual income, and the Live-in Aide has no right as a remaining family member even if the Live-in Aide is related to the resident
4. Live-in Aides are generally single persons, however a Live-in Aide with a family may be approved if the addition of the Live-in Aide and his/her family will not overcrowd the resident’s apartment
5. The PHA may approve a non-resident member of the resident’s family to be admitted as a Live-in Aide so long as the resident accepts all of the requirements listed above
6. A non-resident member of the resident’s family may also be admitted as Live-in Aide or as a family member, even though he/she will perform Live-in Aide services for the resident.
7. If the Live-in Aide is admitted as a family member, the annual income of the person added to the family will be counted in determining annual income and rent; and
8. The new member would have rights as a remaining family member.
9. A resident member of the resident’s family (already listed on the lease) cannot be a Live-in Aide.

**Unauthorized Occupants who apply for Public Housing**

1. The PHA will reject the applications of unauthorized occupants who apply for housing.
2. PHA may add the unauthorized occupant to the unit where they are living if the head of household where the unauthorized occupant lives submits a written request to add the unauthorized occupant.
3. The unauthorized occupancy will be added to the lease of the resident with whom he/she is living if he/she passes screening and does not overcrowd the unit.
4. If the head of household refuses to add the unauthorized occupant to the lease, the lease will be terminated and the family evicted.
5. The former unauthorized member’s income will be counted toward the rent.

**Family members or household members who leave the unit**

1. Family members or household members over age 17 who move out will be removed from the lease.
2. Residents must report the move-out within 10 calendar days of its occurrence.
3. PHA staff verifies the move-out and removes the person from the lease.
4. These individuals may not move back to the apartment and must apply as new applicants.
5. PHA considers medical hardship, or other extenuating circumstances when making determinations under this paragraph.
6. Family members under 17 and non-emancipated minors who move out are removed from the lease.
7. Resident reports the move-out within 30 days of its occurrence.
8. PHA staff verifies the move-out and removes the person from the lease.
9. These individuals may move back to the apartment so long as it will not overcrowd the resident family.