



MEMORANDUM

TO: Resident Advisory Board
FROM: Mellena Hoppe
DATE: August 4, 2021
SUBJECT: Proposed Administrative Plan changes

Chapter 4-III.C.Selection Method

Local Preferences [4 CFR 982.207; HCV p.4-16]

Define Wait List Preferences:

-Are you a resident of the City of West Allis?

Applicant must provide proof of residency, employment or full-time student status at time of application. Verification method will be utility bill, lease, pay stub, letter from college verifying attendance.

Is your family considered homeless as defined by HUD?

Housing Authority will use Homeless Management Information System as its form of verification. You must be homeless at time of application and at the time selected from the wait list.

Do you have a family member who is veteran or surviving spouse of a veteran?

Family member is defined in CFR 5.403. DD214 will be used to verify veteran status.

Is the Head of Household elderly (62 or older) or do you have a family member who is a person with disabilities as defined by HUD?

Elderly will be verified by birth certificate. Verification of a person with a disability will follow HUD's guidelines in CFR 5.403 and may require a letter from a knowledgeable professional source.



Sincerely,

Name
Title

Enclosures

CC: