

**BRANDIE M. ISAACSON**  
DIRECTOR

MEMBERS  
**DALE MOSER**  
**CARL DEAL**  
**BRIAN SCOTT**  
**ELEANOR MALONE**  
**KREUZA GJEZI**



**MAUREEN MILLER BROSAN**  
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HOUSING CHOICE VOUCHER PROGRAM  
10800 FARMINGTON RD.  
LIVONIA, MI. 48150-2751  
(734) 261-0279  
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## **RE-EXAMINATION POLICY**

1. Every program participant must undergo an annual re-examination to re-evaluate changes in family income that may affect tenant rent. The Livonia Housing Commission will notify families of an annual re-examination 60-90 days prior to the anniversary date of the lease.

\*Failure to supply the Livonia Housing Commission with requested family income information within 10 working days of the anniversary date may result in the family's responsibility for full contract rent for one (1) month to allow the LHC time needed to perform its annual re-certification procedures.

\*Failure to fulfill re-certification responsibilities by the last day of the month prior to the anniversary date WILL result in termination of program participation for the family.

2. If the family's income is reduced to zero, LHC will re-examine the family's income 6 weeks after reduction to allow time for approval of another source of income such as ADC, MESC, SS, or employment. If family remains at zero income for longer than 30 days, an interim re-examination must be done for every 30 day period the family is at zero income.

## **INTERIM RE-EXAMINATION**

An interim re-examination occurs when there is a change in the tenant's income or family composition between regularly scheduled annual re-examinations or if the family is at zero income-as mentioned above.

1. The family **MUST** report the following changes within 10 days:
  - a. Any change in Family Composition (birth, adoption or foster) any other see Unauthorized Adult Policy on next page.
  - b. Any increase in household income
    - i. If the family has an increase in income, they **MUST** report it to a housing administrator at LHC immediately in writing. In most cases, the tenant rent will **NOT** increase until the family's next annual re-examination/lease anniversary date (Exception: if the household income increases because an adult was added to the lease-with prior notification to the LHC, then the tenant rent **WILL INCREASE**. Other exceptions may apply.)

All increases in tenant rent for an interim re-examination will be effective upon 30 days written notice to the family.

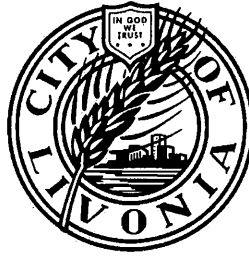
2. The tenant **MAY** report any decreased in household income, which may result in a decrease in tenant rent. Decreases in tenant rent will be effective the first day of the next month if verification is submitted by the 15<sup>th</sup> day of the current month.



EQUAL HOUSING  
OPPORTUNITY

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## **UNAUTHORIZED ADULT POLICY**

The LHC considers household members to be persons listed on the Section 8 Application and the Dwelling Lease. If the voucher holder desires to have someone added to the lease, the following steps must be taken BEFORE they move into the subsidized unit:

1. Prior to move-in, the tenant family must provide the LHC with written permission from the landlord that additional person(s) may live at rental dwelling and effective move-in date
2. An office appointment must be made to document this change in household composition and re-calculate tenant rent.

Failure to report additional person(s) residing in the unit will result in termination of Section 8 participation.

## **INFORMAL REVIEW/INFORMAL HEARING**

If an applicant/participant is determined ineligible based on income, family composition, or receives an adverse action in any way, they are entitled to an Administrative review with the Executive Director of the LHC. The LHC will notify the applicant/participant in writing of the reason they were denied further participation/assistance in the Section 8 program. To request an administrative review, the applicant/participant must submit a written request for a hearing within ten (10) working days of the date of receipt of the LHC.

If the applicant/participant is dissatisfied with the outcome, they can request a Formal Grievance Hearing. This request must be made in writing within ten working days of the administrative review determination. The Grievance Hearing will be scheduled within ten working days of the receipt of the request. The grievance panel will consist of three Housing Commissioners. The applicant/participant will be notified in writing of the outcome of all hearing decisions. The LHC will retain for three years a copy of the application, the notification letters, the applicant/participant's response (if any), the record of any informal/grievance hearing(s) and a statement of the final disposition.

The procedures of this paragraph do not preclude the applicant/participant from exercising his/her rights if he/she feels he/she is being discriminated against on the basis of race, color, creed, religion, sex, or national origin. Procedures for discrimination complaints are described in the Equal Housing opportunity Plan (882.209f; "Families Determined by the PHA to be Ineligible").

Brandie M. Isaacson  
Executive Director  
Livonia Housing Commission

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