



Housing Authority of the City of Austin

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HOUSING CHOICE VOUCHER PROGRAM FACT SHEET WHO MAY BE ADDED TO YOUR HOUSEHOLD

Who may be added???

- A Spouse or person in which you have consensual sexual relationships
- A newborn child(ren), adopted child(ren), or head-of-household's child(ren)
- A child in which you have legal custody
- A foster child(ren)
- A blood related adult that you have legal guardianship, is a person with a disability or an elderly person (62 or older)
- A live-in aide that meets the requirements defined below

Basic Rules regarding requesting to add someone to your HCV (Section 8) household

Any person requested to be added to a Housing Choice Voucher Participant's Household will be treated as a new applicant, and must meet HACA's admission screening criteria. Any person living in the assisted family's home prior to approval from HACA will be considered an unauthorized guest, and the Housing Choice Voucher participant may be subject to termination. The property owner or manager must also provide a written statement that they approve the addition of the household member.

Examples of person(s) who would not be approved

HACA will not approve requests for additions to family composition where the request intends to provide housing assistance to extended families or multiple households. These persons would need to apply for public housing or Section 8 housing, when the wait list(s) is open, and secure their own affordable housing.

Examples of such person(s) include: non-blood related friends. In the case of adding blood related grandchildren, nephews, nieces, cousins, aunts, uncles, parents, or grandparents, legal custody or guardianship would be required or proof from a doctor that the person requires assistance for health reasons, or the add-on is a person with a disability or is elderly (62 or older).

Documentation required to add a person to your Housing Choice Voucher household Child(ren)

- 1) Birth Certificates
- 2) Social Security Cards
- 3) Custody documentation for minors who are not head of household's children to include: (1) a court order establishing custody; or (2) proof that the adult is receiving income for the child and an affidavit from the parent which establishes custody is required (note: if the adult is not receiving income, records from the school or medical records could be provided to establish the unit as the child's residence)

Person(s) 17 years of age or older

- 1) An original Department of Public Safety (DPS) criminal history report for everyone 17 and older. You can get this at 5805 N. Lamar Blvd for a *fee*. *** Bring your original receipt and we will reimburse the cost of the report. **Persons 17 or older who have not resided in Texas for 3 years will need to submit a national crime check which can be obtained at a DPS office for a fee or through HACA on Mondays between 10am and 11am at the admissions office.**
- 2) A valid picture I.D. for all add-ons 16 years or older.
- 3) Birth Certificates
- 4) Social Security Cards or a receipt to prove they have applied for one
- 5) **Citizenship 214 form** - (provided by HACA)
- 6) **HUD 52675 - Debts owed form** – for each adult. - (provided by HACA)
- 7) **OAG – 1825 - Child Support form** (version 2007) – for each adult. - (provided by HACA)
- 8) **HUD-9886 – consent form**
- 9) Information about the add-on's income for those family members 18 and older
- 10) For a blood related adult (except for head of household's children) – require legal guardianship paperwork, proof of disability or age, or a letter from a doctor stating the person requires assistance because of health reasons

Addition of Live-in Aides

A Live-in aide is a person who resides with one or more elderly persons, or near-elderly persons, (*person at least 50 years of age*) or persons with disabilities, and who: (1) is determined to be essential to the care and well-being of the persons, (2) is not obligated for the support of the persons, and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403].

Documentation required to add a live-in aide

- 1) Documentation from a physician to indicate the need for a live-in aide is required. The live-in aide's presence must be determined essential for the care and well being of the elderly or disabled family member and the live-in aide would not be living in the unit except to provide the necessary care.
- 2) An original D.P.S. Criminal History Report, no older than sixty (60) calendar days, is required for any prospective live-in aide age 17 years or older. HACA's admission criminal history screening criteria will apply as defined below.
- 3) Birth Certificate
- 4) Social Security Card

Reasons a person 17 years of age or older may be denied

The following defines reasons that a person 17 years of age or older, including live-in aides, may be denied per HACA's Admission's policy:

- a) The applicant was evicted from public housing or a Section 8 Program during the last three years because *of drug-related criminal activity*.
- b) The applicant owes a debt to HACA.
- c) The applicant was terminated from the Housing Choice Voucher Program during the last 3 years.
- d) The applicant has been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing in violation of any Federal or State law.
- e) The applicant has committed one of the following types of conduct regardless of the date: (1) capital murder, (2) murder/ manslaughter, (3) kidnapping, (4) child molestation, or (5) rape or crimes of a sexual nature.
- f) The applicant has committed drug-related criminal activity within the last four years. The term "drug related criminal activity," means the illegal manufacture, sale, distribution, or use of a drug, or the possession with the intent to manufacture, sell, distribute or use the drug.
- g) The applicant has committed one of the following types of conduct within the past four years: (1) Illegal possession/ discharge/ display/ carrying of firearm or illegal weapon/ deadly weapon; (2) assault, aggravated assault, assault by threat, stalking; and (3) physical violence to persons or property, or criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.
- h) The applicant has displayed a pattern of continuing conduct/acts, regardless of type or severity which may interfere with the health, safety, or right to peaceful enjoyment of the premises by others.
- i) The applicant has recent conduct within the past year reflecting the use and/or possession of illegal controlled substances.
- j) The applicant has a pattern of past conduct of illegal use of controlled substances.
- k) The applicant has a past conduct of abuse or a pattern of abuse of alcohol which threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- l) The applicant has a pattern of theft or fraud; or
- m) The applicant has threatened abuse or violent behavior towards HACA personnel.

Definition of Family for the Housing Choice Voucher Program

A family includes two or more individuals who are related by blood, marriage (either licensed or Texas common law), consensual sexual relationship, legal adoption or other operation of law, who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family and will be living in the same dwelling unit.

Notwithstanding anything to the contrary, in order to qualify as a family in the context of a head of household with minors who are not the head of household's children, either:

(1) a court order establishing custody, or (2) an affidavit from the parent, which establishes custody with the head of household, is required. (3) If the parent or legal guardian is deceased, their whereabouts are unknown, or they are unresponsive, the head of household must provide an affidavit declaring one of the foregoing and that the child(ren) is/are residing with him/her and also provide proof of kinship care by producing documents relating to school, TANF, Medicaid or medical records.

A family does not include: (1) a group of unrelated non-elderly and/or disabled persons under 62 years of age living together, (2) a housekeeper or live-in aide, or (3) foster children and/or foster adults. Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.

Disabled family is one in which the head, spouse, co-head, or sole member is a person with disabilities. two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Elderly Family. An elderly family means a family whose head, spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

Policy regarding increase in Family Size

The Housing Authority of the City of Austin (HACA) will not approve requests for additions to family composition where the request intends to provide housing assistance to extended families or multiple households. Information will be provided to the participant regarding other housing alternatives for the second household. *For the addition of children, the head of household must provide documentation to reflect legal custody.*