

**Chapter 5**  
**BRIEFINGS AND VOUCHER ISSUANCE**

PART I: BRIEFINGS AND FAMILY OBLIGATIONS .....3

    5-I.A. OVERVIEW .....3

    5-I.B. BRIEFING [24 CFR 982.301] .....3

        Notification and Attendance .....4

        Oral Briefing [24 CFR 982.301(a)] .....4

        Briefing Packet [24 CFR 982.301(b)].....5

        Additional Items to Be Included in the Briefing Packet .....6

    5-I.C. FAMILY OBLIGATIONS .....7

        Time Frames for Reporting Changes Required By Family Obligations.....7

        Family Obligations [24 CFR 982.551] .....7

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....12

    5-II.A. OVERVIEW.....12

    5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402] .....12

    5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS.....13

    5-II.D. VOUCHER ISSUANCE AND RESCISSIONS [24 CFR 982.302].....14

        Voucher Issuance .....14

        Voucher Rescissions Due to Budgetary Constraints .....15

    5-II.E. VOUCHER TERM AND EXTENSIONS.....16

        Voucher Term [24 CFR 982.303] .....16

        Extensions of Voucher Term [24 CFR 982.303(b)].....16

        Suspensions of Voucher Term [24 CFR 982.303(c)] .....17

## Chapter 5

### BRIEFINGS AND VOUCHER ISSUANCE

#### INTRODUCTION

This chapter explains the briefing and voucher issuance process. When a family is determined to be eligible for the Housing Choice Voucher (HCV) program, the FCRHA must ensure that the family fully understands the way the program operates and the family's obligations under the program. This is accomplished through both an oral briefing and provision of a briefing packet containing the HUD-required documents and other information the family needs to know in order to lease a unit under the program. Once the family is fully informed of the program's requirements, the FCRHA issues the family a voucher. The voucher includes the unit size for which the family qualifies based on the FCRHA's subsidy standards, as well as the issue and expiration date of the voucher. The voucher is the document that authorizes the family to begin its search for a unit, and limits the amount of time the family has to successfully locate an acceptable unit.

This chapter describes HUD regulations and FCRHA policies related to these topics in two parts:

- Part I: Briefings and Family Obligations. This part details the program's requirements for briefing families orally, and for providing written materials describing the program and its requirements. It includes a particular focus on the family's obligations under the program.
- Part II: Subsidy Standards and Voucher Issuance. This part discusses the FCRHA's standards for determining how many bedrooms a family of a given composition qualifies for, which in turn affects the amount of subsidy the family can receive. It also discusses the policies that dictate how vouchers are issued, and how long families have to locate a unit.

## **PART I: BRIEFINGS AND FAMILY OBLIGATIONS**

### **5-I.A. OVERVIEW**

HUD regulations require the FCRHA to conduct mandatory briefings for applicant families who qualify for a voucher. The briefing provides a broad description of owner and family responsibilities, explains the FCRHA's procedures, and includes instructions on how to lease a unit. This part describes how oral briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

### **5-I.B. BRIEFING [24 CFR 982.301]**

The FCRHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, the FCRHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

#### FCRHA Policy

Families may be briefed individually or in groups. Families that attend group briefings and still need individual assistance will be referred to an appropriate FCRHA staff person.

For briefing sessions that include any disabled person, the FCRHA will take appropriate steps to insure effective communication in accordance with 24 CFR §8.6.

The head of household is required to attend the briefing. If the head of household is unable to attend due to a disability, the FCRHA may approve another adult family member, Power of Attorney or guardian to attend the briefing as a reasonable accommodation.

Briefings will be conducted in English. For limited English proficient (LEP) applicants, the FCRHA will provide translation services in accordance with the FCRHA's LEP plan (Reference Chapter 2). Where LEP applicants desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the FCRHA. The interpreter may be a family member or friend, but the FCRHA discourages the use of a family member or friend as an interpreter.

## Notification and Attendance

### FCRHA Policy

Applicant families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing.

If any notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If any notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated.

Applicants who fail to attend a scheduled briefing will automatically be denied assistance, unless the family provides written verification as to the legitimate reason for the absence. The FCRHA will then notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without FCRHA approval, will be denied assistance and will be notified of the denial by mail (Reference Chapter 3).

### **Oral Briefing [24 CFR 982.301(a)]**

Each briefing must provide information on the following subjects:

- How the Housing Choice Voucher program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the FCRHA's jurisdiction;
- An explanation of how portability works. The FCRHA may not discourage the family from choosing to live anywhere in the FCRHA jurisdiction or outside the FCRHA jurisdiction under portability, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order;
- For families living in high-poverty census tracts, an explanation of the advantages of moving to areas outside of high-poverty concentrations;
- The FCRHA must inform the family of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family's assistance;
- The advantages of areas that do not have a high concentration of low-income families; and
- For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance.

### FCRHA Policy

The FCRHA does not issue welfare-to-work vouchers.

### **Briefing Packet [24 CFR 982.301(b)]**

Documents and information provided in the briefing packet must include the following:

- The term of the voucher, voucher suspensions, and the FCRHA's policies on any extensions of the term. If the FCRHA allows extensions, the packet must explain how the family can request an extension.
- A description of the method used to calculate the housing assistance payment for a family, including how the FCRHA determines the payment standard for a family, how the FCRHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how the FCRHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family's assistance.
- The HUD-required tenancy addendum, which must be included in the lease.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- A statement of the FCRHA policy on providing information about families to prospective owners.
- The FCRHA subsidy standards including when and how exceptions are made.
- Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides.
- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form.
- A list of landlords known to the FCRHA who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the FCRHA that may assist the family in locating a unit. PHAs must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration.
- Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the FCRHA.

- The family obligations under the program, including any obligations of a welfare-to-work family.

FCRHA Policy

The FCRHA does not issue welfare-to-work vouchers.

- The grounds on which the FCRHA may terminate assistance for a participant family because of family action or failure to act.
- FCRHA informal hearing procedures including when the FCRHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.
- An explanation of the advantages of moving to an area that does not have a high concentration of low-income families.

If the FCRHA is located in a metropolitan FMR area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)]:

- Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction
- Information about the characteristics of these areas including job opportunities, schools, transportation, and other services
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs with names, addresses, and telephone numbers

As part of the MTW program, the FCRHA is no longer subject to requirements of SEMAP.

**Additional Items to Be Included in the Briefing Packet**

In addition to items required by the regulations, the FCRHA may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7, Notice PIH 2010-19].

FCRHA Policy

The FCRHA will provide the following additional materials in the briefing packet:

- The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*
- Information on payment standards and the FCRHA utility schedule
- Information on how to fill out and file a housing discrimination complaint form

- The form HUD-5380 domestic violence certification form and the form HUD-5382 notice of occupancy rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking

## **5-I.C. FAMILY OBLIGATIONS**

Obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. The FCRHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

### **Time Frames for Reporting Changes Required By Family Obligations**

#### FCRHA Policy

Unless otherwise noted below, the family is required to respond to a request or notify the FCRHA of a change in writing (mail, fax, or email) within 10 business days of the date of the change.

### **Family Obligations [24 CFR 982.551]**

The family obligations of the voucher are listed as follows:

- The family must supply any information that the FCRHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the FCRHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and household composition.
- The family must disclose and verify social security numbers, sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.

- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

#### FCRHA Policy

Under Virginia landlord-tenant laws, the owner is able to assess a fee for damages beyond normal wear and tear caused by any member of the household or guest. If the family fails to pay for these damages, the family is in violation of their obligations.

- The family must allow the FCRHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8.
- The family must not commit any serious or repeated violation of the lease.

#### FCRHA Policy

The FCRHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to:

- a court-ordered eviction or an owner's notice to evict;
- police reports; or
- affidavits from the owner, neighbors, or other credible parties with direct knowledge.

Serious or repeated lease violations will include, but not be limited to:

- nonpayment of rent;
- disturbance of neighbors;
- destruction of property; or
- living or housekeeping habits that cause damage to the unit or premises and criminal activity.

Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].



- The family must notify the FCRHA and the owner before moving out of the unit or terminating the lease.

FCRHA Policy

The family must comply with lease requirements regarding written notice to the owner of moving out of the unit or terminating the lease. The family must provide written notice (mail, fax, or email) to the FCRHA at the same time the owner is notified. The FCRHA will verify the family's written notice with the owner.

- The family must promptly give the FCRHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the FCRHA. The family must promptly notify the FCRHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request FCRHA approval to add any family member as an occupant of the unit.

FCRHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The FCRHA will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the FCRHA in writing if any family member no longer lives in the unit.
- If the FCRHA has given approval, a foster child or a live-in aide may reside in the unit. The FCRHA has the discretion to adopt reasonable policies concerning residency by a fosterchild or a live-in aide, and to define when FCRHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, reference Chapter 3 and Chapter 11.
- The family must not sublease the unit, assign the lease, or transfer the unit.

FCRHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the FCRHA to verify that the family is living in the unit or information related to family absence from the unit.
- The family must promptly notify the FCRHA when the family is absent from the unit.

### FCRHA Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the FCRHA at the start of the extended absence.

An individual who is expected to be absent from the assisted unit for 90 consecutive days or less or a cumulative total of less than 90 days in a twelve (12) month period is considered to be **temporarily absent** from the unit.

An individual who is expected to be absent from the assisted unit for more than 90 consecutive days or a cumulative total of more than 90 days in a twelve (12) month period is considered to be **permanently absent** from the unit.

Exceptions to this policy are described in Chapter 3.

- The family must pay utility bills, provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (Reference Chapter).
- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. Reference Chapter 12 for HUD and FCRHA policies related to drug-related and violent criminal activity.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. Reference Chapter 12 for a discussion of HUD and FCRHA policies related to alcohol abuse.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.

### FCRHA Policy

The FCRHA will use HUD's Enterprise Income Verification (EIV) system to verify whether the family is receiving any additional housing subsidy.

- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the FCRHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.  
[Form HUD-52646, Voucher]

## **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

### **5-II.A. OVERVIEW**

The FCRHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The FCRHA must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

### **5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]**

For each family, the FCRHA determines the appropriate number of bedrooms under the FCRHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the FCRHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the FCRHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size.
- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined by the family's selection of a zero- or one- bedroom unit.

## FCRHA Policy

### **Subsidy Standards for the Housing Choice Voucher (HCV) Program:**

The FCRHA will assign:

- One bedroom for the head of household (and spouse or cohead, if applicable);
- One bedroom for each two household members thereafter, regardless of the relationship, age or gender of the family members; and
- Any live-in aide (approved by the FCRHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) will be allocated a separate bedroom. No additional bedrooms will be allocated for a live-in aide's family.

### **Subsidy Standards for the Project-Based Voucher (PBV) Program and Rental Assistance Demonstration Project-Based Voucher (RAD PBV) Program:**

The FCRHA will assign:

- One bedroom for the head of household (and spouse or cohead, if applicable);
- One bedroom for each two household members of the same sex, regardless of age or relationship;
- Persons of the opposite sex (other than spouse or cohead, if applicable) will be allocated a separate bedroom; and
- Any live-in aide (approved by the FCRHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) will be allocated a separate bedroom. No additional bedrooms will be allocated for a live-in aide's family.

Requests for an additional bedroom as a reasonable accommodation will be considered on a case-by-case basis.

## **5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS**

In determining family unit size for a particular family, the FCRHA may grant an exception to its established subsidy standards if the FCRHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

### FCRHA Policy

The FCRHA will consider granting an exception for health or handicap. If an applicant or participant indicates that an exception is needed for health or handicap, the family must request a reasonable accommodation. Reference Chapter 2 for policies related to persons with disabilities and requests for a reasonable accommodation.

The FCRHA will grant an exception to subsidy standards to ensure compliance with the International Property Maintenance Code (IPMC) and the Uniform Statewide Building Code (VUSBC).

The IPCM and VUSBC standards are based on the square footage of the bedrooms and other sleeping areas (i.e. a den, finished basement, regularly occupied by those residing in the unit).

Space requirements per bedroom or sleeping area are:

- One person – 70 square feet;
- Two or more persons per bedroom or sleeping area – 50 square feet per person (i.e. 100 square feet for two persons, 150 square feet for three persons, etc.)

## **5-II.D. VOUCHER ISSUANCE AND RESCISSIONS [24 CFR 982.302]**

### **Voucher Issuance**

When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the FCRHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.

The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the FCRHA has determined the family to be eligible for the program, and that the FCRHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the FCRHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the FCRHA's housing choice voucher program [Voucher, form HUD-52646]

A voucher can be issued to an applicant family only after the FCRHA has determined that the family is eligible for the program based on verification of information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

### FCRHA Policy

Vouchers issued to applicants will be issued to eligible applicants following the mandatory voucher briefing.

The FCRHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the FCRHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].

### FCRHA Policy

Prior to issuing any vouchers, the FCRHA will determine whether it has sufficient funding in accordance with the policies in Chapter 16.

If the FCRHA determines that there is insufficient funding after a voucher has been issued, the FCRHA may rescind the voucher and place the affected family back on the waiting list.

### **Voucher Rescissions Due to Budgetary Constraints**

If, due to budgetary constraints, the FCRHA must rescind vouchers that have already been issued to families, the FCRHA will do so according to the instructions under each of the categories below. The FCRHA will first rescind vouchers that fall under Category 1. Vouchers in Category 2 will only be rescinded after all vouchers under Category 1 have been rescinded.

Category 1: Vouchers for which a Request for Tenancy Approval (RTA) and proposed lease have **not** been submitted to the FCRHA.

- Vouchers will be rescinded in order of the date and time they were issued, starting with the most recently issued vouchers.

Category 2: Vouchers for which a Request for Tenancy Approval and proposed lease have been submitted to the FCRHA.

- Vouchers will be rescinded in order of the date and time the RTA was submitted to the FCRHA, starting with the most recently submitted requests.

Families who have their vouchers rescinded will be notified in writing and will be reinstated to their former position on the waiting list. When funding is again available, families will be selected from the waiting list in accordance with the FCRHA selection policies described in Chapter 4.

## **5-II.E. VOUCHER TERM AND EXTENSIONS**

### **Voucher Term [24 CFR 982.303]**

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

#### FCRHA Policy

The initial voucher term will be a minimum of 60 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the voucher period unless the FCRHA grants an extension.

### **Extensions of Voucher Term [24 CFR 982.303(b)]**

The FCRHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. Discretionary policies related to extension and expiration of search time must be described in the FCRHA's administrative plan [24 CFR 982.54].

The FCRHA must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of the FCRHA's decision to approve or deny an extension. The FCRHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c) (4)].

#### FCRHA Policy

The FCRHA will automatically approve one, 60-day extension upon written request from the family. The FCRHA may grant additional extensions of up to 30-60 day increments as a reasonable accommodation for families with disabilities and the maximum search time will be limited to 240 days.

Any written request for an additional extension must include the reason(s) an additional extension is necessary. The FCRHA may require the family to provide documentation to support the request or obtain verification from a qualified third-party.

All requests for extensions to the voucher term must be made in writing (mail, fax, or email) and submitted to the FCRHA ten (10) business days prior to the expiration date of the voucher (or extended term of the voucher).

The FCRHA will decide whether to approve or deny an extension request within ten (10) business days of the date the request is received, and will immediately provide the family written notice of its decision.



If the FCRHA experiences budgetary constraints, the FCRHA may suspend voucher term extensions.

### **Suspensions of Voucher Term [24 CFR 982.303(c)]**

The FCRHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for FCRHA approval of the tenancy until the date the FCRHA notifies the family in writing whether the request has been approved or denied.

### **Expiration of Voucher Term**

Once a family's housing choice voucher term (including any extensions) expires, the family is no longer eligible to search for housing under the program. If the family still wishes to receive assistance, the FCRHA may require that the family reapply, or may place the family on the waiting list with a new application date but without requiring reapplication. Such a family does not become ineligible for the program on the grounds that it was unable to locate a unit before the voucher expired [HCV GB p. 8-13].

#### FCRHA Policy

If an applicant's voucher term or extension expires before the FCRHA has approved a tenancy, the FCRHA will deny admission and require the family to reapply for assistance.

Within ten (10) business days after the expiration of the voucher term or any extension, the FCRHA will notify the family in writing that the voucher term has expired and that the family must reapply in order to be placed on the waiting list.