

Chapter 3 Part 1. THE WAITING LIST

1. General Management

- a. It is the policy of the Shelton Housing Authority to administer its Waiting List as required by the regulations at 24 CFR § 960.
- b. The Shelton Housing Authority, at its discretion, may restrict application intake, suspend application intake, and close Waiting Lists in whole or in part. The Shelton Housing Authority may open or close the list by unit size or type available.
- c. At the time of initial intake, the Shelton Housing Authority will advise families of their responsibility to notify the Shelton Housing Authority when their circumstances, mailing address or phone numbers change.
- d. If the head of an applicant household dies while the family is on the waiting list, and the family includes another adult, Shelton Housing Authority will change the application to make the other adult the new applicant so long as the family reports the death within 30 days and requests that another adult family member be named the head.
- e. Applicants whose family size or composition changes while on the waiting list will be able to change their applications in accordance with the following policy:
 - i. Children who have been added to the family through birth, adoption, or court awarded custody to people already listed on the application will be added. Shelton Housing Authority will require that the addition of children under 18 to the Household where the child is not the biological child of the parent will be accomplished only by court order and signed by a presiding Judge
 - ii. Individuals who can document that they need a live-in aide (even though not included on the original application) will be permitted to add the Live-In Aide
 - iii. Other adults will NOT be added to an application unless their addition would not change the unit size for which the family qualifies, although the family may file a different application with a different family composition when the waiting list is open

2. Closing the Waiting List

- a. Decisions about closing the Waiting List will be based on:
 - i. the number of applications available for a particular size and type of unit,
 - ii. the ability of the Shelton Housing Authority to house an applicant in an appropriate unit within a reasonable period of time
- b. Decisions to close the Waiting List, restrict intake, or open the Waiting List will be publicly announced.
- c. During the period when the Waiting List is closed, the Shelton Housing Authority will not maintain a list of individuals who wish to be notified when the waiting list is re-opened
- d. When the waiting list is closed or re-opened, a sign will be placed on the office door and an advertisement will be placed in the local newspaper. The sign and ad

will indicate which parts of the Waiting List are affected (program, type, and bedroom size).

3. Removal of Applications from Waiting List

- a. The Shelton Housing Authority will remove an applicant's name from the Waiting List under the following circumstances:
 - i. The applicant requests that the name be removed.
 - ii. The applicant has failed to advise the Shelton Housing Authority of his/her continued interest in being on the Waiting List. The Shelton Housing Authority requires applicants to notify the Shelton Housing Authority of continued interest on a six (6) month basis (subject to reasonable accommodation for persons with disabilities (see Chapter 1 Part 2 Fair Housing and Reasonable Accommodations). This includes advising the Shelton Housing Authority of any changes in family status, priority status, or in physical or mailing address.
 - iii. The Shelton Housing Authority has made reasonable efforts to contact the applicant to schedule interviews or obtain information necessary to complete the application process and the applicant has failed to respond. In this case, the Shelton Housing Authority will notify the applicant in writing or by telephone that he/she has ten (10) days within which to reschedule the interview or provide the needed information. If applicant fails to respond within that period, the application will be withdrawn.
 - iv. The applicant has failed to pay an outstanding balance owed to the Shelton Housing Authority or any other housing authority.
 - v. The Shelton Housing Authority has notified the applicant of its intention to remove the applicant's name because the applicant was determined ineligible based on preliminary information on the application or pursuant to the verification process.

In this case, the applicant may request an Informal Hearing for Denials (see Chapter 7). He/she must respond in writing within ten (10) days of receipt of the written notification.

- vi. Shelton Housing Authority finds that the applicant has provided false information regarding family income composition, preferences or other circumstances affecting their eligibility or rent level.
- vii. The applicant accepts an offer and is housed
- b. The Shelton Housing Authority will consider mitigating circumstances such as disabilities, health problems, or lack of transportation in determining if the application should be withdrawn.
- c. Persons whose applications are withdrawn or who are denied may not reapply for twelve (12) months from the date of withdrawal or denial.