

Chapter 2 Part 1. APPLICATIONS FOR ADMISSION

A. General Conditions

1. Under no circumstances will anyone be denied the right to request or submit an application for housing, unless the Shelton Housing Authority has publicly announced the temporary closing of all or part of the Waiting List (see Chapter 3 Part 1)
2. Applications will be accepted at Shelton Housing Authority 306 C Street, PO Box 73, Shelton, NE 68876 or by mail, or email at director@sheltonhousing.org.
3. A completed written application form, signed by the Head, Co-Head or Spouse of the applicant family, will be obtained from all applicants seeking admission to housing.
4. Applications will be accepted in person, by mail or by email.
5. If there is no waiting list and upon receipt of the application, the Shelton Housing Authority staff will interview the applicant and explain the application, verification, and screening process. If there is a waiting list correspondence with the applicant will occur, usually verbally, informing the applicant of the process and anticipated time until a unit can be made available. The applicant will be informed that all changes to information on the family size, income, status, address, and phone number will need to be kept current during the waiting period.
6. As soon as the Shelton Housing Authority has a completed, signed application form, the application will be marked with the date, time and income priority and immediately placed on the Waiting List, which is subdivided according to number of bedrooms.
7. Once there is an opening, at the initial meeting the applicant will complete the applicant package which will at a minimum consist of:
 - a. Application Form
 - b. Personal declaration
 - c. Applicant Certification
 - d. Information Concerning Citizenship Verification
 - e. Citizenship Declaration Form/Certification of Non-eligible Immigrant Status (if applicable)
 - f. Authorization for Release of Information/Privacy Act Notice
 - g. Criminal History Check Acknowledgment Form
 - h. "Things You Should Know" Brochure
 - i. Applicable Verification Forms
 - j. Community Service Policy/Exempt Forms
 - k. Supplemental and Optional Contact Information for HUD- Assisted Housing Applicants (HUD- 92006)
 - l. Eligibility Criteria - (required by state law)
 - m. Debts Owed EIV, HUD-52675
 - n. HUD 9886 Authorization for the Release of Information.

8. At the initial visit, the family will complete and sign the application form and sign all certifications and releases. It is important at the first visit that enough information is obtained to make a preliminary determination of eligibility. The initial interview will be conducted in person at the Shelton Housing Authority – Pioneer Apartments community room.
9. The Shelton Housing Authority will work on the assumption that the facts certified by the applicant in the application are correct, although all those facts will be subject to verification later in the application process.
10. Every applicant who submits a completed, signed application form will immediately be placed on the Waiting List, regardless of whether or not all other application documents have been submitted and regardless of whether or not the applicant initially appears eligible.

a. Preliminary Determination of Eligibility

1. Within approximately thirty (30) days following the interview, a preliminary review of the applicant's file will take place to check for apparent eligibility or ineligibility based on the statements made on the application and signed certifications.
2. A review of Shelton Housing Authority internal records will be made to determine if an applicant has participated in any of the programs administered by Shelton Housing Authority or any other Housing Authority and left the program owing unpaid rent, damages, vacancy loss, or other charges. Such an applicant will not be determined eligible until all funds are repaid in full.

b. Applicant Determined Preliminarily Ineligible:

1. An applicant who is determined to be ineligible because of information on the application (e.g., over income) or a record of a prior eviction from public housing or debts owing, will be notified in writing of the ineligibility. Notice will:
 - i. specify reasons why ineligible
 - ii. inform applicant that he or she has ten (10) days after receipt of this notice to request a hearing (see Chapter 7 Part 1) in writing.
 - iii. if the only reason for denial is money owed to the Shelton Housing Authority or another housing agency, inform applicant that he or she has fourteen (14) days to repay the debt or be removed from the waiting list.
2. Applicant is removed from Waiting List.
3. Once the decision to deny is made, the application will be filed and kept for three (3) years.

c. Applicant Determined Eligible:

1. Eligible applicants will be notified in writing or by telephone, of the following:
 - i. that they have been placed on the Waiting List according to the date and time of their application.
 - ii. an approximate date applicant is to be housed, determined to the best of the Shelton Housing Authority's ability.
 - iii. that it is their responsibility to submit the rest of their documents, if applicable, within the next six (6) months or sooner if requested by the Shelton Housing Authority, as well as report any change in income priority status.
 - iv. that they will receive notification from the Shelton Housing Authority when their name is close to the top of the Waiting List and final verifications are to be processed
 - v. that, if they do not hear from the Shelton Housing Authority by the end of the six (6) month period, it is their responsibility to contact the Shelton Housing Authority to update their information and express interest in remaining on the Waiting List. Otherwise, they will be dropped from the List unless they have, at initial application, requested assistance with communication as a reasonable accommodation of their disability. Such assistance in updating the Waiting List could include the Shelton Housing Authority contacting the applicant with a disability or a designated friend, relative or representative, rather than requiring the applicant to contact the Shelton Housing Authority.

B. The Waiting List will reflect for each application the following information and will be consistent with Title VI of the Civil Right Act of 1964 objectives and other requirements:

1. the date and time of receipt; race and ethnicity of head of household
2. Income priority status
3. the determination by the Shelton Housing Authority as to preliminary eligibility or ineligibility
4. date determined eligible or ineligible
5. the unit size(s) for which eligible
6. the date, location, identification, and circumstances of each vacancy offered and accepted or denied

C. Timetable for Final Verifications

1. If there are applicants on the Waiting List, final verification of all application information submitted by the family will be conducted no earlier than ninety (90) days prior to the estimated time the applicant will be offered a unit.
2. When an applicant is approximately within thirty (30) days of being at the top of the Waiting List, Shelton Housing Authority staff will begin the applicant screening process, according to Chapter 3 Part 3 Tenant Selection.
3. If there is no one on the Waiting List, verifications and screening will begin immediately after all completed application paperwork has been submitted by the family.