

## Policy Implementation Checklist 2/2009

Policy/Form Change Description As of 2/4/2009	Deadline	Implementation Complete?	Comments
Current Handbook 4350.3	7/2007	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Update Rejection Letter (4-9-C)	7/2007	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Eligibility of Adult Children (after initial occupancy) (7-4-D) 202/8 202 PRAC	7/2007	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Living Arrangement Ver – Students Away at School (3-27)	7/2007	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Update Resident Selection Plan Unit Transfer (2-33) Title VI (4-4-C-6) Taking Applications (4-14) Screening – Eviction (4-27-C-2) Screening – Home Visits (4-27-D) Denial – Criminal History (4-27-E-6) Rejection (4-9-C-2) VAWA EIV (HUD Webcast, HUD Notice) due when implemented Social Security Number Requirements New Citizenship non-citizen verification	7/2007         10/2008 9/30/2009 9/30/2009 9/30/2009	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	



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<b>Income From Assets - Investment Accounts (5-6-O)</b>	<b>7/2007</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>Current HUD Lease (HUD Form 90105)</b>	<b>5/2008</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>Special Lease Considerations</b> Co-op (6-4-B-2) 515 (6-5-F) Section 8 elderly (6-5-C-4) requires addendum	<b>5/2008</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>Termination due to Criminal History (7-4-A-5)</b>	<b>7/2007</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>Policy Regarding Uncollected Utility Allowance (9-13-B)</b>	<b>7/2007</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>Current 9887 Packet released 5/2008 (no OMB number)</b> Several iterations of this form all with a 2/2007 revision date	<b>5/2008</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>Current Resident Rights &amp; Responsibilities</b>	<b>8/2004</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	



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<b>Current Fact Sheet (How Your Rent is Determined) revised 6/2007</b>	<b>7/2007</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
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Is Fraud Worth It (not required) HUD Form 1141	8/2007	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Special Claims Guide	8/1/06	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Violence Against Women Act Change Notices and Addendum Notify Applicants/residents House Rules	10/2008	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
50059 released 12/2008 expires 3/31/2009	5/2008	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
27061-H Race & Ethnicity released 12/2008 expires 3/31/2009	5/2008	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Sample Verification Forms released 5/2008 (not mandatory) Sample Recertification Notice Sample Certification Long-Term Care Insurance Sample Verification of Disability – 202 & 811 Sample Verification of Disability Sample Exceptions to Limitations on Admission of Families Sample Move-In/Move-Out Inspection Form	5/2008 Must have OMB number only if using exact form. . If O/A forms is used N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	



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<b>Social Security Number Final Rule Rejection Denial Termination</b>	<b>3/30/2009</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>Edit Citizenship Declaration</b>	<b>3/30/2009</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
<b>EIV Implementation</b>	<b>9/30/2009</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	

