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**HOUSING AUTHORITY OF THE CITY OF SEATTLE**  
**MANUAL OF OPERATIONS**

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**SUBJECT:** Admission - Eligibility Factors

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**SCOPE:** This Section shall apply to all applicants of public housing programs administered by the Seattle Housing Authority.

**POLICY:**

In compliance with federal statutes and IRS and HUD regulations, Seattle Housing Authority is required to determine whether applicants are eligible to receive housing assistance and to occupy subsidized units, including units receiving tax credits. SHA will qualify persons as eligible, who satisfy all of the following: (1) meet the definition of "Low-Income" as defined by household income at or below 80% of the area median income for the Seattle-Bellevue MSA, adjusted for family size or as defined by the most restrictive applicable federal set aside; (2) meet the definition of an Eligible Family; (3) provide Social Security Numbers for all family members; (4) sign an Authorization for Release of Information prior to receiving assistance and annually thereafter; (5) are applying for a unit that will be the family's only residence; (6) meet the Tax credit or Bond full-time student rule; and (7) do not owe a debt to SHA or another public housing authority.

Where there are partnership agreements, regulatory agreements and/or financial agreements, that have been incorporated into a management plan approved by HUD and / or SHA, the eligibility criteria set forth in those documents shall take precedence over this Section.

**IMPLEMENTING POLICY:**

**A. Eligible Household/Family Type (CFR 5.100)**

HUD defines "household" as the family and any Housing Authority approved live-in aide.

"Eligible Family" includes (definitions can be found in the Glossary below):

A single person who is also a *head of household* as defined below;

A family with or without children;

An elderly family;

A near-elderly family;

A disabled family;

A displaced Family;

The remaining member<sup>1</sup> of a resident family;

Two or more persons who intend to share residency, whose income and resources are available to meet the household's needs;

**B. Income limits**

Eligibility for admission shall be limited to households whose gross annual income does not exceed 80% of the median income for the Seattle-Bellevue MSA as adjusted for family size. See SHA-822 for income limits.

Tax Credit units only:

Eligibility for admission shall be limited to households whose gross annual income does not exceed the set aside as stated in the Partnership's regulatory agreement with the Washington State Housing Finance Commission (WSHFC).

Further income restrictions that may apply to public housing in mixed finance communities are described in the management plans for those communities.

Annual income means all amounts, monetary or not, which go to, or on behalf of, the household head or spouse (even if temporarily absent) or to any other household member; or are anticipated to be received from a source outside the household during the 12-month period following admission; and which are not specifically excluded in the list of excluded income. Annual income also means amounts derived (during the 12-month period) from assets to which any member of the household has access. See Exhibit 1 for description of annual income.

**C. Asset Limit**

There are no asset limits on eligibility.<sup>2</sup>

**D. Social Security Numbers (CFR 5.216 / 218 (a) and (c) )**

Applicants must provide verification of Social Security Numbers for all household members prior to admission<sup>3</sup>.

Household members who disclose their Social Security Number but cannot provide verification must sign a certification and provide verification within 60 days. In the case of an individual at least 62 years of age, SHA may grant an extension for an additional 60 days to a total of 120 days.

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<sup>1</sup> Must be a person whose name appears in the body of the lease; who is at least 18 years of age. For units with Tax Credits, the person must also be an original household member at time of admission.

<sup>2</sup> Income from assets in combination with all other income shall be used in calculating income eligibility.

<sup>3</sup> Exception are mixed-families, with a household member(s) who does not contend to have eligible immigration status. Refer to Manual Section L12 for SHA's policy on Non-Citizens.

### **E. Full-time Students**

In accordance with IRS regulations, restrictions apply to full-time students in units with tax credits and bond financing.

If ALL the members of a Household are full-time Students, the applicant's household will not be eligible for tax credit financed units unless the Students fall within specified exemptions as set forth in IRS / Bond regulations

### **F. Citizens / Eligible Non-Citizens**

Financial assistance in public housing programs is restricted to citizens and non-citizens with eligible immigration status. All applicants will be notified of the law, and the notice will describe who qualifies for assistance and the verifications required. This determination will be made prior to Admissions. Refer to Manual Section L12 for SHA's policy on Non-Citizens.

### **G. Criminal History**

Refer to Manual Section L10.4-1 for SHA's screening criteria regarding Criminal History.

### **H. Debts to SHA or Another Public Housing Authority**

SHA shall deny public housing admission to any household when SHA is aware of an outstanding debt owed to SHA or another housing authority as a result of prior participation in a housing assistance program., unless the household: (1) is in good standing with SHA or the other housing authority in a current payment agreement, and no other debt is owed, or (2) the household makes and maintains satisfactory arrangements with SHA to pay any outstanding debt owed SHA or another housing authority, within 60 days of SHA's notice to repay.

A household's failure to fully disclose debts, if discovered by SHA prior to approval, shall be grounds for denying the application. If SHA discovers outstanding debt information that was not disclosed in the original application, and SHA has already approved the file and leased the household, SHA may terminate the lease for fraud.

### **I. Satisfactory Completion of Application Process**

The applicant household must complete the application process by providing all information and documentation in the time and manner required by SHA for the purpose of establishing the household's eligibility for SHA housing. A household must be truthful about income and personal circumstances, and cooperate in the verification of same. The requirements for satisfactory completion of the application process are outlined in Section L10.5-1.