
HOUSING AUTHORITY OF THE CITY OF SEATTLE
MANUAL OF OPERATIONS

SUBJECT: Live-in-Aides

PURPOSE: The purpose of this section is to describe and define the criteria by which Live-in-Aides may be invited to reside in federally subsidized and other low income housing programs owned and operated by the Seattle Housing Authority (SHA). A Live-in-Aide is employed by the resident to provide essential supportive services to the resident.

POLICY:

It is the policy to provide, as a reasonable accommodation, a unit of appropriate size for a resident and his or her Live-in-Aide. When a resident or applicant believes that he or she requires a Live-in-Aide, the resident or applicant shall submit a "Request for Special Accommodation/ Modification" (**SHA-1003**) and request as an accommodation. The request shall be processed as described in L17.1-1 Applicant and Resident Requests for Accommodation(s) and/or Modification(s).

The Applications Manager or Senior Property Manager or designee shall require that the applicant or resident provide documentation that the individual whom the applicant or resident requests to hire as their Live-in-Aide is suitable to live in an SHA community. The proposed Live-in-Aide must submit his or her social security number and documentation in accordance with SHA's eligibility policy, and meet SHA's established suitability criteria. See Exhibit 1, Procedures to Determine Suitability of Live-In Aides.

Upon receipt of documentation, and after determination that the suitability criteria have been met, the Housing Authority shall permit the entry of the requested Live-in-Aide into the community. The Live-in-Aide will be designated on the **Dwelling Lease** but will not be a party to the lease.

- A. A Live-in-Aide is** an individual unrelated to the family whose purpose is to provide essential care to the resident or family member who is disabled. In order to qualify as a Live-in-Aide, the individual must be available to provide assistance to the resident a minimum of 120 hours per week. A Live-in-Aide is not a family member. When a resident requests a "family member" as their Live-in-Aide, the Housing Authority shall determine the likelihood that the requested individual would reside in the household if he or she were not providing care. The Housing Authority may consent to a "family member" providing the essential care if it is determined that this individual would not otherwise be a member of the household.

The Live-in-Aide's income or resources are exempt for the purpose of establishing eligibility, determining gross income or calculating the rent. The Live-in-Aide shall not be a party to the lease.

Since a Live-in-Aide is not a party to the resident's dwelling lease he or she shall not be considered a "residual" as defined in L10.1-1, and must vacate immediately (within ten business days) upon the vacating or death of the resident. Even in circumstances in which

the Live-in-Aide is related to the resident, the Live-in-Aide is not eligible to remain in the unit as a "residual". Failure to comply with the timeline established by

the Housing Authority for the vacating of the Live-in-Aide shall be considered trespassing, and the Live-in-Aide shall be served with a "Notice of Proposed Removal and Ejectment of Trespasser" as prescribed in L12.4-1.

- B. ***Live-in-Aide Suitability Criteria.*** In order to qualify as Live-in-Aide, the individual must be available to provide assistance to the resident a minimum of 120 hours per week. Additionally, although Live-in-Aides are employed by the resident, he or she shall be at least 18 years of age and shall meet the suitability requirements of all household members who reside in SHA communities. These include the ability to get along with and live harmoniously with neighbors, to respect SHA's property, and to respect the property of others. Live-in-Aides agree to abide by the rules and regulations governing all housing authority residents and to comply with any requirements as may be set forth by the resident council where the resident is residing. Any violation of these rules and regulations will be grounds for the Senior Property Manager to determine, after review of all the pertinent facts, that the Live-in-Aide fails to meet the suitability criteria. Upon making this determination, the Senior Property Manager will notify the resident in writing of the unsuitability determination and the reasons therefor. The Notice will also advise the resident that the Live-in-Aide must vacate SHA property within 10 days of the receipt of the notice. The notice will also advise the resident that the resident may request an administrative review hearing.
- C. ***Appeals of Denials*** If the Senior Property Manager or Admissions Manager or designee determines that the proposed Live-in-Aide is unsuitable to move into or to continue to reside in the community, the Senior Property Manager or Admissions Manager or designee shall notify the applicant or resident in writing with the reasons for the adverse decision. The denial shall also state that the resident or applicant may request an administrative review hearing.
- D. ***Replacements.*** *If the resident requires a replacement Live-in-Aide, the resident must submit a new "Request for Special Accommodation/Modification" (SHA-1003). The replacement Live-in-Aide may not move in until approved by the Senior Property Manager or designee in accordance with this policy. If the resident terminates the employment of the Live-in-Aide, the resident must notify the Senior Property Manager or designee immediately.*
- E. ***Non-approved Live-in-Aides.*** *A resident shall not provide housing to a prospective Live-in-Aide without prior written approval from the Senior Property Manager or designee. Failure to obtain the approval constitutes a violation of the terms and conditions of the dwelling lease (Boarders and Lodgers).*