

Grounds for Denial or Termination of Assistance

Georgia Department of Community Affairs

The Department of Community Affairs (DCA) may deny assistance to an applicant by any of the following means:

- Denying placement on a DCA waiting list;
- Denying or withdrawing of a Voucher;
- Refusing to enter into a HAP contract or approve a lease;
- Refusing to process or provide assistance under portability.

DCA may terminate assistance to a participant by any of the following means:

- Refusing to enter into a HAP contract or approve a lease;
- Terminating housing assistance payment under an existing HAP contract;
- Refusing to process or provide assistance under portability procedures.

DCA may deny assistance for an applicant or terminate assistance for a participant on any of the following grounds:

1. Failure to supply any information, including any certification, release, or other documentation that DCA considers necessary to verify citizenship or eligible immigration status or for use in an annual or interim examination of family income and composition.
2. Failure to provide documentation of Social Security numbers, and to sign and submit consent forms for obtaining information, including spouse unless legally separated or divorced.
3. Failure to supply any information requested by DCA to verify that the family is living in the unit or information related to the family's absence from the unit.
4. Failure to provide a legal form of identification that includes a recognizable picture of the head of household;
5. Failure to submit an Inspection Request Form **no later than the expiration date on the voucher** to the appropriate DCA Regional Office requesting a unit inspection.
6. Failure to give DCA a copy of any notices from the Department of Housing and Urban Development (HUD) regarding family income, earnings, wages or unemployment compensation.
7. Failure to promptly notify DCA and the landlord **IN WRITING** when a family member or Head of Household will be away from the unit for more than 14 days. The family or Head of Household may be absent from the unit for up to 180 days with DCA's written approval.
8. Failure to notify DCA **IN WRITING** within 30 days of the birth, adoption, or court-awarded custody of a child.
9. Failure to request and obtain prior written approval from DCA and the landlord to add any other person(s) as an occupant of the unit (except for the birth, adoption, or court-awarded custody of a child). Proof of custody is required for minors being added to the household. Approval to add a member to the household will be **DENIED** if the individual is ineligible for assistance from DCA due to a debt, fraud, or other reason. Person(s) who reside in the unit more than 50% of the time or have established residency are considered occupants. Use of the assisted unit's mailing address in any way **will** establish residency.
10. Failure to notify DCA **IN WRITING** within 30 days if a household member no longer lives in the unit.
11. Failure to report **ANY** changes in the source or amount of household income to DCA **IN WRITING** within 30 days of the effective date of the change (i.e., the first day of employment,

the date a pay increase goes into effect, etc.: **NOT** the date on which the income is received). Sources of income include, but are not limited to, wages (including spouse), government benefits (such as Social Security, SSI, TANF), unemployment benefits, pensions, child support, and continuous contributions from friends and family.

12. Failure to properly report any other changes (i.e. marriage, divorce, separation, etc.) that DCA may consider relevant or that affect family composition or income.
13. Failure to comply with the lease. **BEFORE** moving out of the unit or terminating the Lease the family must provide DCA with a **COPY OF WRITTEN** notice given to the landlord, which must be in accordance with the terms of the Lease. The initial lease term must be for a minimum of one year.
14. Failure to use the assisted unit for residence by the family. The unit must be the family's only residence.
15. Failure to allow DCA to inspect the unit at reasonable times and after reasonable notice. If the head of household misses the appointment, one final appointment will be scheduled. If the family misses the final appointment, DCA will terminate assistance for abuse.
16. Failure to pay utility bills and supply and maintain any appliances that the owner is not required to supply under the Lease. All tenant paid utilities must be in the name of the head of household or other adult household member and remain continuously connected. Participants with a first documented instance of utility disconnection will be required to have the utility reconnected with-in 24 hours or face rental assistance termination. Participants with a second documented instance of utility disconnection will not be provided with an opportunity for reconnection and will be terminated for abuse.
17. Failure to reimburse landlord for any damages (other than damage from ordinary wear and tear) to occupied unit or premises caused by household members or guests during lease term or when vacating the unit.
18. Failure to correct tenant-caused, life-threatening HQS violations within 24 hours and other tenant-caused HQS violations within the required time period.
19. Failure to pay rent to the landlord when due or report any additional charges by the landlord **IN WRITING** to DCA. It is illegal for a landlord to charge additional amounts for rent or any other item not specified in the lease which have not been specifically approved by DCA.
20. Failure to give DCA a copy of any owner eviction notice. If evicted for a lease violation the family will be ineligible for continued rental assistance.
21. The family (including each household member) must **NOT**:
 - a. Own or have any interest in the unit. This includes, but is not limited to, rent to own agreements, installment sales contracts, or any other arrangement for a family member to buy the unit.
 - b. Sublease or let the unit, assign the Lease, or transfer the unit.
 - c. Receive Housing Choice Voucher (HCV) assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State, or Local housing assistance program.
 - d. Be related to the owner in any of the following ways: parent, child, grandparent, grandchild, sister, or brother; unless the family includes a member with a disability and the unit accommodates the disability. Transfer of property occurring within the last 12 months in order to meet eligibility is not permissible.
 - e. Be evicted from Federally assisted housing for serious violation of the Lease, including drug related criminal activity.
 - f. Be subject to registration as a sex offender.
 - g. Owe DCA or have committed past abuse for unreported income.
 - h. Be a felon convicted of illegal drug or violent criminal activity.

22. The family (including each household member or guest) must **NOT**:
 - a. Commit any serious or repeated violation of the Lease.
 - b. Commit fraud, bribery, or any other corrupt or criminal act in connection with the Housing Choice Voucher Program.
 - c. Participate in illegal drug or violent criminal activity.
 - d. Be convicted of the manufacture or sale of methamphetamines (speed).
 - e. Participate in drug use or alcohol abuse that adversely affects the health or safety, or peaceful enjoyment of the premises of other residents.
 - f. Be fleeing to avoid prosecution, custody, or confinement after conviction, for a crime or an attempt to commit a crime that is a felony. (In New Jersey, the term for a felony is “high misdemeanor”.)
 - g. Violate a condition of probation or parole imposed under federal or state law.
23. Engaging in or threatening abusive or violent behavior towards DCA personnel.
24. Owing money to DCA or another Housing Agency in connection with HCV or public housing programs.
25. Failure to reimburse DCA for amounts paid to an owner under a HAP Contract for damage to the unit, or other amounts under the lease (Mod-Rehab only).
26. Breaching an agreement with DCA to pay amounts owed to DCA or amounts paid to an owner by DCA on the family’s behalf.
27. Failure to cooperate with DCA staff, DCA Regional Compliance Officers, and other State and Federal personnel that are assigned special case reviews.
28. For Family Self-Sufficiency (FSS) program participants, failure to comply, without good cause, with the family’s FSS contract of participation.
29. For Prosperity Voucher participants, failure to comply with program requirements.

FAMILY CERTIFICATION:

I understand that failure to comply with these responsibilities is grounds for denial or termination of my rental assistance. I understand as Head of Household that it is my sole responsibility to provide true and complete information on myself and all household members now or in the future and failure to do so may lead to the denial or termination of my assistance. I understand that if I am terminated for program abuse I will be ineligible for assistance for three years. If I am terminated for program fraud I will be permanently ineligible for assistance and all monies paid by DCA from the documented date the fraud began must be reimbursed to DCA. Additionally, I understand that false statements or information are punishable under Federal and/or State Law and DCA will pursue accordingly. Under Federal Law this could result in a fine up to \$10,000 and/or imprisonment for up to five years.

I watched the DCA briefing video on _____ all of my questions have been answered and I understand the video contents and my responsibilities.

Head of Household

Date

DCA Representative

Date