

**3A. SUBSIDY STANDARDS REQUIREMENTS**

HACK will issue a voucher for a particular bedroom size. The bedroom size is a factor in determining the family’s level of assistance. In issuing the voucher, HACK will determine the appropriate bedroom size by applying the following criteria:

1. The housing must have at least one (1) bedroom or living/sleeping room for each two (2) people.
2. All single-person households shall be assigned zero- bedroom housing if zero-bedroom voucher units are included in the program, or if the individual will reside in an Independent Group Residence. If there is no zero-bedroom housing in the program, or the applicant will not select an Independent Group Residence, single-person households shall be assigned one bedroom vouchers.
3. Any live-in aide (approved by the HA) residing in the housing unit and who is there solely for the purpose of caring for a family member who is disabled or is at least 50 years of age, must be counted in determining the family housing unit size.
4. Every family member, regardless of age, is to be counted as a person.
5. The aforementioned criteria result in the following standards:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
0	1	2
1	1	4
2	2	6
3	4	8
4	7	10
5	9	12

6. The family unit size will be determined by HACK in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.
7. HACK shall exercise discretion to grant exceptions to the standards if it is determined

that the exceptions are justified by reason of age, sex, health, handicap, relationship of family members, other personal circumstances, or to achieve federal and/or local housing assistance program goals. The Assistant Executive Director will approve all exceptions to the standards which will comply with appropriate equal opportunity guidelines.

8. HACK and the landlord of an assisted unit must approve all requests to add additional family members. Requests should be made on the Request to Add-On form signed by the landlord giving approval of the new family member. Requests and be delivered to the Applications Department which will determine the eligibility of the prospective household (family) member for the Section 8 program. After eligibility has been determined, the family will be notified in writing. If the request is approved, the Section 8 Department will determine any changes in the tenant payment and notify the participant and landlord of the changes, if any.