

ADMISSIONS AND CONTINUED OCCUPANCY POLICY
FOR THE
PUBLIC HOUSING PROGRAM

Product # 301-001

May 1, 2005

Revision Date	
February 1, 2006	July 1, 2014
October 1, 2006	June 1, 2015
June 1, 2007	March 1, 2016
September 1, 2008	March 1, 2017
September 1, 2009	July 1, 2017
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Revision Instructions 7/1/17 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
Title Page	Title Page	Added new revision date
TOC-1 thru TOC-16 (Entire TOC)	TOC-1 thru TOC-16	Updated TOC
3-13/14	3-13/14	Changed text in last paragraph on p. 3-13
3-19/20	3-19/20	Added text to 2nd paragraph on p. 3-19
3-31/32	3-31/32	Added and changed text in 1st paragraph under 3-III.F. , and in paragraph and PHA Policy under Notification on p. 3-31
4-15 thru 4-20	4-15 thru 4-20	Added text in PHA Policy on p. 4-16 Repaginated pp. 4-16 through 4-20
4-23/24	4-23/24	Added 2nd paragraph to 1st PHA Policy, and changed text in last paragraph on p. 4-24
5-1 thru 5-4	5-1 thru 5-4	Changed text in PHA Policy on pp. 5-1 and 5-2 Repaginated pp. 5-2 through 5-4
7-1 thru 7-4	7-1 thru 7-4	Changed text in 1st paragraph of PHA Policy on p. 7-2 Changed text in 3rd paragraph of PHA Policy on p. 7-4
7-17/18	7-17/18	Added new 4th paragraph to PHA Policy on p. 7-18
8-1/2	8-1/2	Changed text in 2nd to last paragraph on p. 8-1 Changed and added text to PHA Policy on p. 8-2
8-9/10	8-9/10	Added 2 last paragraphs to PHA Policy on p. 8-9
8-17/18	8-17/18	Deleted "MODEL" from Exhibit 8-1 heading Deleted NOTE and changed text in what is now the 1st paragraph on p. 8-17 Changed word in paragraph under Enforcement on p. 8-18
12-1 thru 12-4	12-1 thru 12-4	Changed and added text under PHA Policy on p. 12-2 Repaginated pp. 12-2 and 12-3 Added new last paragraph to PHA Policy under 12-I.C. on p. 12-3
12-9 thru 12-14	12-9 thru 12-14	Changed text in 2nd to last paragraph under PHA Policy on p. 12-10 Added text to 2nd paragraph under PHA Policy on p. 12-12 Added text to "1." in PHA Policy on p. 12-13
13-23 thru 13-26	13-23 thru 13-26	Changed text and corrected formatting in 1st paragraph under VAWA Protections against Termination and on p. 13-23 Added text to 1st paragraph on the page, and changed text in 3rd indented paragraph under PHA Policy on p. 13-24 Added text to 2nd paragraph on p. 13-25
13-29/30	13-29/30	Changed text in 2nd paragraph under PHA Policy on p. 13-29
14-1/2	14-1/2	Added text to 2nd to last paragraph on p. 14-2
16-17/18	16-17/18	Added 2nd paragraph under 16-V.B. on page 16-17 Repaginated pp. 16-17 and 16-18 Changed text under PHA Policy on pp. 16-17 and 16-18

Revision Instructions 7/1/17 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
16-23 thru 16-48	16-23 thru 16-44	<p>Changed text in 1st indented paragraph under PHA Policy on p. 16-24</p> <p>Added text to 2nd PHA Policy on p. 16-25</p> <p>Added text to “(1)” and to PHA Policy on p. 16-26</p> <p>Added text in paragraphs under Conflicting Documentation and under Discretion to Require No Formal Documentation, and added text to both PHA Policies on p. 16-27</p> <p>Repaginated pp. 16-29 through end of chapter</p> <p>Tightened up spacing and changed text throughout Exhibit 16-1 on pp. 16-29 through 16-33</p> <p>Deleted “NMA” from title and tightened up spacing of Exhibit 16-3 on pp. 16-37 through 16-39</p>

Revision Instructions 7/1/18 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
Title Page	Title Page	Added new revision date
TOC-1 thru TOC-16 (Entire TOC)	TOC-1 thru TOC-16	Updated TOC
Intro-v/vi	Intro-v/vi	Updated info for Administrative Guidance for Effective and Mandated Use of the EIV System on p. Intro-v
3-11 thru 3-14	3-11 thru 3-14	Changed text in 1st paragraph under PHA Policy on p. 3-12 Added new last paragraph under Types of Low Income Families , and changed text in paragraph under Using Income Limits for Eligibility on p. 3-13
6-59/60	6-59/60	Changed PIH notice number in heading and 2nd paragraph on p. 59
7-1 thru 7-8	7-1 thru 7-8	Updated PIH notice number in the following places: Chapter heading and 2nd paragraph on p. 7-1, 1st subheading on p. 7-2, last paragraph on p. 7-3, 2nd paragraph on p. 7-5, subheading on p. 7-6, 2nd subheading on p. 7-7, and 1st subheading on p. 7-8
8-1/2	8-1/2	Updated PIH notice number in 7th paragraph of PHA Policy on p. 8-2
9-3 thru 9-6	9-3 thru 9-6	Added new 3rd paragraph text, and added new last paragraph under the PHA Policy on p. 9-4 Repaginated pp. 9-5 and 9-6
10-9/10	10-9/10	Added 2 paragraphs under 10-II-C. on p. 10-9
13-9/10	13-9/10	Changed 3rd paragraph on p. 13-9
13-17 thru 13-26	13-17 thru 13-26	Revised references in Over Income Families heading, and revised paragraphs and PHA policy on p. 13-18 Repaginated pp. 13-18 through 13-26 Changed last sentence in 2nd paragraph on p. 13-26
14-11 thru 14-14	14-11 thru 14-14	Changed and added text in bullets, and in paragraph under PHA Policy on p. 14-11 Added text in bullets on p. 14-14
15-3/4	15-3/4	Updated PIH notice number in 4th paragraph of PHA Policy on p. 15-3
16-1/2	16-1/2	Changed title and text in the “Part VI...” paragraph on p. 16-1
16-7 thru 16-12	16-7 thru 16-12	Updated PIH notice number in 16-II.B. heading, changed text in 5th bullet, added text in last bullet, and added a new paragraph added under the bullets on p. 16-7 Changed text in 1st three paragraphs on p. 16-8 Updated PIH notice number in paragraph under Payment Thresholds on p. 16-10, and in paragraph under Repayment Agreements Involving Improper Payments on p. 16-11
16-21/22	16-21/22	Changed text in PART VI: heading, added PIH notice reference in 16-VI.A. heading, and revised text throughout the paragraphs and under the PHA Policy on p. 16-21

Revision Instructions 6/1/19 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
Title Page	Title Page	Added new revision date
TOC-1 thru TOC-16 (Entire TOC)	TOC-1 thru TOC-16	Updated TOC
Intro-iii thru Intro-vi	Intro-iii thru Intro-vi	Updated info for HUD-50058 Instruction Booklet on p. Intro-iv Replaced PIH 2012-10 with PIH 2018-24 info and updated links in last two paragraphs on p. Intro-v
2-3 thru 2-6	2-3 thru 2-6	Added new 4th bullet on p. 2-4 Changed text in 1st paragraph under Discrimination Complaints on p. 2-5
3-17 thru 3-20	3-17 thru 3-20	Updated PIH Notice number in 3-II.C. heading, and corrected formatting of text in 1st paragraph under this section on p. 3-17 Corrected formatting of text in 1st bullet and 1st PHA Policy paragraph, and changed text in last bullet on p. 3-20
4-3/4	4-3/4	Added text in last paragraph under PHA Policy on p. 4-3
4-11/12	4-11/12	Added text in 3rd paragraph under PHA Policy on p. 4-12
4-21/22	4-21/22	Updated PIH notice number in 2nd paragraph on p. 4-22
6-27/28	6-27/28	Updated PIH Notice number in last paragraph on p. 6-27
6-33/34	6-33/34	Added new last “(aa)” paragraph on p. 6-34
7-1 thru 7-8	7/1 thru 7-8	Updated PIH notice number in chapter title and 2nd paragraph on p. 7-1, in 1st subheading on p. 7-2, and in last paragraph on p. 7-3 Added or changed text regarding “IVT” reports in “ EIV Income... ” subheading, the following paragraph, and throughout the PHA Policy on p. 7-4 Updated PIH notice number in 2nd paragraph on p. 7-5, in subheading on p. 7-6 Corrected formatting of “email” text in 2nd paragraph, and changed PIH notice number in 2nd subheading on p. 7-7 Updated PIH notice number in 1st subheading on p. 7-8
7-11/12	7-11/12	Updated PIH notice number in 7-II.B. heading on p. 7-12
8-1/2	8-1/2	Added new 4th paragraph on p. 8-1
8-11 through 8-20	8-11 through 8-22	Added new 8-I.G. MINIMUM HEATING STANDARDS section with a new PHA Policy on p. 8-11 Repaginated pp. 8-20 through end of chapter Corrected ACOP section number in first paragraph of PHA Policy under Resident-Caused Damages section on p. 8-17
9-9/10	9-9/10	Added text to 2nd paragraph of PHA Policy under Conducting Annual Updates on p. 9-10
9-17/18	9-17/18	Added text to 3rd paragraph of PHA Policy under Method of Reporting on p. 9-17

Revision Instructions 6/1/19 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
13-5/6	13-5/6	Updated PIH notice number in 13-II.D. heading on p. 13-6
13-17 thru 13-32	13-17 thru 13-34	Updated PIH notice number in Over Income Families heading, added text in 1st paragraph, added new 2nd paragraph, and added text in 1st paragraph in PHA Policy on p. 13-18, and added two new paragraphs and chart at the end of that same PHA Policy on p. 13-19 Repaginated pp. 13-19 through end of chapter
14-1/2	14-1/2	Added text to last paragraph under INTRODUCTION on p. 14-1
14-9 through 14-22	14-9 through 14-28	Changed definition to Hearing Officer on p. 14-10 Updated formatting of “five” in paragraph under last PHA Policy on p. 14-12, and in PHA Policy on p. 14-13 Deleted text in 1st paragraph on p. 14-14 Deleted text in 14-III.F heading, and added two new 2nd and 3rd paragraphs to PHA Policy, and updated formatting around the CFR reference in last paragraph on p. 14-15 Deleted text in 1st paragraph on p. 14-17, and in 2nd paragraph on p. 14-18 Deleted text in 14-III.H. heading, and in 1st paragraph on p. 14-20 Deleted text in 1st paragraph, in 2nd bullet and last paragraph and updated text formatting in 2nd bullet on p. 14-22 Added new EXHIBIT 14-1: SAMPLE GRIEVANCE PROCEDURE , on pp. 14-23 through 14-27
15-9 thru 15-12	15-9 thru 15-12	Repaginated pp. 15-10 through end of chapter Added new last 3 paragraphs to PHA Policy on p. 15-11
16-7/8	16-7/8	Repaginated pp. 16-7 and 16-8 Added text to 1st paragraph, and corrected font size in 2nd paragraph on p. 16-8

Revision Instructions 7/1/20 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
Title Page	Revision Page	Added new revision date
---	Title Page	Added new ACOP title page for approval by HA Board of Commissioners and submission to HUD
TOC-1 thru TOC-16 (Entire TOC)	TOC-1 thru TOC-16	Updated TOC
Intro-iii thru Intro-vi	Intro-iii thru Intro-vi	Updated links in Document and Location table on pp. Intro-iv and Intro-v Corrected formatting in last 2 paragraphs on p. Intro-v
3-3 thru 3-10	3-3 thru 3-10	Corrected formatting in 3-I.A. paragraph and in 2nd paragraph under PHA Policy on p. 3-3 Corrected formatting in 1st paragraph under PHA Policy on p. 3-6 Corrected formatting in 1st paragraph and added a word to last paragraph under PHA Policy on p. 3-8 Corrected formatting in paragraph under first PHA Policy on p. 3-10
3-19 thru 3-34	3-19 thru 3-36	Add 4 new paragraphs under 3-III.A. on p. 3-19 Repaginated pp. 3-19 through end of chapter Corrected formatting in 1st bullet and in 1st PHA Policy paragraph, changed text in 2nd PHA Policy paragraph, and changed text in 3rd PHA Policy paragraph on p. 3-21 Changed text in 1st and 7th paragraphs under PHA Policy on p. 3-22 Changed text and deleted a paragraph under PHA Policy on p. 3-23 Added a word in “Policy B:” paragraph on p. 3-25 Changed text under PHA Policy on pp. 3-27 and 3-28 Changed text in 5th indented paragraph under PHA Policy on p. 3-30
4-23/24	4-23/24	Corrected formatting in last paragraph on p. 4-24
5-1/2	5-1/2	Corrected typo in 5th paragraph under PHA Policy on p. 5-2
6-13 thru 6-34	6-13 thru 6-34	Under Calculation of the Disallowance , deleted all but the 1st paragraph, and under Original Calculation Method , deleted everything, including the PHA Policy on p. 6-14 Repaginated pp. 6-14 thru 6-34 Deleted Lifetime Limitation paragraph and PHA Policy below that subheading, and deleted the word of “Revised” from the Calculation Method subheading, now on p. 6-14
6-41/42	6-41/42	Added the word “not” to 1st paragraph on p. 6-41
9-3/4	9-3/4	Changed text in 3rd paragraph on p. 9-4

Revision Instructions 7/1/20 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
10-1 thru 10-6	10-1 thru 10-6	<p>Changed text in “Part I;” paragraph on p. 10-1</p> <p>Changed title and references for “Part I:” and updated the text throughout 10-I.A. on p. 10-3</p> <p>Changed section name and added reference to 10-I.B. and updated text throughout this section, adding new Service Animals subheading and new Support Animals (Assistance Animals other than Service Animals) subheading on p. 10-4, new General Considerations subheading on p. 10-5, and changed text in 2nd paragraph of PHA Policy under this subheading on p. 10-6</p> <p>Under 10-I.C., changed text in 1st paragraph, and throughout PHA Policy under this section on p. 10-6</p> <p>Repaginated pp. 10-3 through 10-6</p>
13-3/4	13-3/4	Corrected formatting in 1st paragraph of PHA Policy on p. 13-3
13-7/8	13-7/8	Corrected formatting in 1st paragraph under 13-II.F., and in 1st paragraph under 13-II.H. on p. 13-7
13-11 thru 13-14	13-11 thru 13-14	<p>Changed text in 3rd paragraph under Drug Crime On or Off the Premises PHA Policy, and in 2nd and 4th paragraphs under Illegal Use of a Drug PHA Policy on p. 13-11</p> <p>Changed text in 4th paragraph under Threat to Other Residents PHA Policy, and in 2nd and 4th paragraphs under Alcohol Abuse PHA Policy on p. 13-12</p> <p>Corrected formatting in 3rd paragraph under PHA Policy on p. 13-14</p>
13-23/24	13-23/24	Changed text in 1st paragraph of the continuation of the PHA Policy on p. 13-23
13-31/32	13-31/32	<p>Added new PHA Policy under section 13-IV.D., subsection Form, Delivery, and Content of the Notice on p. 13-31</p> <p>Corrected formatting in 1st PHA Policy paragraph, and under 2nd PHA Policy 2nd paragraph on p. 13-32</p>

Revision Instructions 7/1/20 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
<p>14-1 thru 14-28 (Entire Chapter 14)</p>	<p>14-1 thru 14-32</p>	<p>Added new PHA Policy under Notice of Denial on p. 14-2 Added new Remote Informal Hearings subsection with new PHA Policy on p. 14-3 Added new Conducting Remote Informal Hearings subsection with new PHA Policy on p. 14-4 Repaginated pp. 14-4 thru end of chapter Corrected formatting in 1st bullet on p. 14-7 Corrected formatting in paragraph under Recording of the Hearing on p. 14-9 Corrected formatting in 1st paragraph and in paragraph between the two PHA Policies on p. 14-11 Added text to 1st PHA Policy on p. 14-14 Added text to 1st PHA Policy on p. 14-15 Added new 14-III.G. REMOTE HEARINGS section with three new PHA Policies on pp. 14-17 and 14-18 Renumbered section heading to 14-III.H., added text to 1st PHA Policy, and corrected text in 2nd PHA Policy on p. 14-20 Renumbered section heading to 14-III.I. and corrected text under Hearing information in PHA Policy on p. 14-24 Added text to first paragraph under III. on p. 14-28 Added new VIII. and renumbered the following sections on p. 14-31</p>
<p>15-11/12</p>	<p>15-11/12</p>	<p>Corrected typo in 5th indented paragraph under PHA Policy on p. 15-11</p>