



NEW CASTLE COUNTY HOUSING AUTHORITY

Housing Choice Voucher Program

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2020 Addendum to the Administrative Plan

DELAWARE FAMILY REENTRY PILOT PROGRAM

New Castle County Housing Authority (NCCHA) is part of a consortium of five Delaware Public Housing Authorities (PHAs) proposing to administer a statewide Family Reentry Pilot Program (FRP). The goal of the program is to provide individuals recently released from incarceration, or individuals who have been in the community for less than 3 years (either following a period of incarceration, or following the commission of an offense which did not result in incarceration) with the opportunity to reunite with their families living in PHA-assisted housing for a temporary period of up to two (2) years. During the program, participants must comply with the terms of any applicable community supervision and will be offered various support services such as help securing employment, continuing their education, and/or obtaining benefits. After participants successfully complete the FRP, they can request to be added to their family's lease permanently.

A. REFERRALS

Applicants may be identified and referred to the FRP either by representatives from the Delaware Department of Correction (DOC) or by representatives from a DOC-approved service provider. The applicant must complete a Program Eligibility Form to submit to NCCHA. Once the FRP applicant has been referred to NCCHA, a NCCHA representative will consult with the primary leaseholder and all household members residing in the NCCHA-assisted unit. The purpose of this meeting will be for the NCCHA representative to assess the family's readiness to accommodate the applicant for two years of FRP participation. The family will complete the FRP Family Intake Form as part of this process. NCCHA will also review the past three (3) years of the applicant's conviction history in the Delaware Criminal Justice Information System (DELJIS) to determine which category of FRP participation would be appropriate for the applicant.

B. ADMISSION

After the Family Intake process is completed successfully, the applicant will meet with a NCCHA representative to discuss and complete the FRP Participant Agreement. The Participant Agreement details the expectations of the FRP participant during his/her time as a temporary guest of the household, and reviewing it will comprise the applicant's orientation to FRP. The family residing in the NCCHA-assisted unit will also meet with a representative from NCCHA to review and complete the FRP Family Participation Agreement, and the FRP Temporary Permission Request Form to allow the participant to live in the NCCHA-assisted unit. All adult household members residing in the unit must participate in this process.

C. CONTINUING ELIGIBILITY

While the FRP participant will be considered a guest of the household during his/her participation in FRP, all FRP participants will be held to the same standards of conduct as any other resident of NCCHA-assisted housing. In addition, FRP participants: must comply with any community supervision requirements as determined by DOC; must not commit any felony or misdemeanor which could result in a period of incarceration; and must comply will all other terms and expectations stated in the FRP Participant Agreement.

D. PROGRAM COMPLETION

If the FRP participant has been determined to have successfully met FRP expectations by the time his/her participation in the program ends, he/she may be formally added to the household's lease with NCCHA. Successful completion of FRP is indicated when: the FRP participant has not committed any new offense which resulted in a period of incarceration; and the family has remained intact (reunification has been sustained). The primary leaseholder will contact a NCCHA representative to request that the FRP participant be officially added to the household's lease.

E. OCCUPANCY STANDARDS

NCCHA must adhere to Occupancy Standards as defined by the U.S. Department of Housing and Urban Development (HUD). When an FRP applicant is approved to become an extended guest, there will not be any change in the household's unit or voucher size. Once an FRP participant successfully completes the program, (after one or two years), and is officially added to the household, if a larger unit/voucher size is required than the one currently occupied by the household, the household would be placed on a unit transfer list, in chronological order with other transfer requests.

THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family may not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list

Applicants are to apply for the waiting lists online at www.Rentcafe.com. Outside Agencies may assist their clients in filling out the online application form. Upon request, NCC staff may provide technical assistance for clients filling out the online application at predesignated locations. The second step takes place when the applicant is selected from the Wait List; the family will be required to provide all of the information necessary to establish eligibility and level of assistance.

Lottery Option:

Upon re-opening the waiting list after a closure, New Castle County Housing may assign positions on the

waiting list to new applicants using any fair means, including “by lottery,” i.e., assigning random numbers to all families who submit applications within a given time period, and then considering their applications in the order of the random numbers assigned to them.

Random numbers that are assigned shall replace date and time of application, for the purpose of structuring the order in which applications are considered. Under the Lottery Option, New Castle County Housing Authority may set a finite number of applicants who will receive a place on the Housing Choice Voucher waitlist.