

ADMINISTRATIVE/ACTION PLAN
FOR THE
FAMILY SELF-SUFFICIENCY PROGRAM (FSS)
OF THE
LOUISVILLE METRO HOUSING AUTHORITY

[...]

3. ELIGIBILITY

- A. Applicants are not required to have an interim or annual recertification within 120 days prior to FSS enrollment. LMHA will use the last completed certification prior to the effective date of the Contract of Participation (COP).¹
 - B. Section 8 and Public Housing Programs Heads of Household, HOH (head of household for eligibility and rent determination) [§984.101(c)(1 & 2)] **or adult co-head of household (COH) with head of households permission per a signed document.**²
 - C. **Family Unification Program (FUP) participants. 3 Year Contract - (See special requirements for FUP participants under Graduation.**³
- [...]

7. PRIMARY COMPONENTS OF THE FSS PROGRAM

[...]

- A. Escrow Account
 - 1. An Escrow Account will be established upon enrollment, pursuant to HUD regulation, for FSS participating families. Statements reflecting account balances are provided at least annually to the participant. [§984.305(a)]
 - 2. LMHA will modify the escrow calculation methodology by calculating FSS credits using the same method for all participants regardless of income level. The method used for very low income households will apply to all participants. This method will provide an opportunity to obtain escrow funds for clients who would otherwise be ineligible for the escrow component of the FSS due to their level of income.⁴
 - 3. **HCV FSS participants whose 30% exceeds FMR will be eligible to receive escrow for six (6) months or until they are no longer served by LMHA, whichever is shorter.**⁵

¹ MTW Activity #2020-4; HUD approved 8/2/2019

² Proposed MTW Activity #2020-4, Planned Non-Significant Changes

³ Proposed MTW Activity #2020-4, Planned Non-Significant Changes

⁴ MTW Activity #2020-4; HUD approved 8/2/2019

⁵ Proposed MTW Activity #2020-4, Planned Non-Significant Changes

[...]

9. GRADUATION

[...]

- A. A participant and the Case Manager should consider requesting that the participant be graduated from the FSS Program, when they believe any of the four following set of conditions are met:
3. “30% of the HCV family’s monthly adjusted income equals or is greater than the Fair Market Rent amount for the unit size for which the family qualifies” – Section 8 [§984.303(g)(2)]
 - a. Participant has been KTAP-free (as defined for this Program’s purpose) for 12 months or while exceeding FMR /Payment Standard, whichever comes first
 - b. The participant meets suitably employed income level
 - c. Participant has met definition of maintaining employment or employed while exceeding FMR/Payment Standard, whichever comes first
 - d. The participant has met all other requirements
 - e. Participant may remain in FSS for up to six months as long as still served by LMHA.⁶

[...]

- J. FUP Foster participants will sign three (3) year FSS contracts with the graduation requirements the same as above with the following exceptions:⁷
1. FUP Foster graduates must be suitably employed at least six (6) consecutive months.
 2. FUP Foster graduates must be KTAP free for 6 months prior to graduation.
 3. FUP Foster graduates must complete the three (3) additional workshops instead of six.

[...]

Attachment A ~ Interim Disbursement Policies

Interim Disbursement Policies

1. HUD requires that Interim Disbursements (ID) be consistent with the Contract of Participation, such as education, employment or building an asset, at the sole discretion of LMHA. Interim Disbursements related to home ownership do not include mortgage payments. An interim disbursement cannot be used to pay debt owed to LMHA.

⁶ Proposed MTW Activity #2020-4, Planned Non-Significant Changes

⁷ Proposed MTW Activity #2020-4, Planned Non-Significant Changes

2. General barrier removal interim payments and Homeownership incentive interim payments are permitted as described in Attachment F.⁸
3. No ID can be requested until the participant has been enrolled in FSS for one year (six months for FUP Foster participants) and must demonstrate appropriate participation in case management for at least 3 months prior to ANY request for an ID.

[...]

⁸ MTW Activity #2020-4; HUD approved 8/2/2019