



HOUSING AUTHORITY of the County of Butte

FAMILY SELF-SUFFICIENCY PROGRAM

ACTION PLAN

Effective January 1, 2021

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FAMILY SELF-SUFFICIENCY PROGRAM ACTION PLAN

Program Overview:

The Family Self-Sufficiency (FSS) Program is a component of the HUD Section 8 Housing Choice Voucher (HCV) Program administered by the Housing Authority of the County of Butte (HACB). The FSS Program assists HACB clients to improve and develop abilities needed to increase employment opportunities and enhance life skills needed in becoming self-reliant.

With the support of local agencies, FSS combines rental assistance with case management, education, and training to help participating households achieve economic self-sufficiency and maintain a lifestyle independent of public assistance.

The HACB FSS Program started with a mandatory program size of fifty (50) participating households. All fifty (50) participants have successfully completed the FSS Program. Therefore, the HACB has elected and continues to administer an FSS Program with a voluntary program size of fifty (50) participants.

Family Self-Sufficiency Program Mission Statement:

We believe:

- All people deserve to be treated with dignity and respect.
- Families have a right to a safe and secure environment.
- Education and learning are the keys to independence and success.
- In taking the initiative to find answers for the people we serve.
- In celebrating our diversity and differences.
- That each individual, family, and employee should conduct themselves with integrity and honesty.
- In promoting a positive atmosphere that fosters creativity, encouraging individuals to discover their own ways to overcome barriers

Assurance of Noninterference [24 CFR 984.201(d)]:

Participation in the FSS Program is voluntary and is not required to receive HCV Assistance. A family's election not to participate in the FSS Program will not affect the family's admission to, or continued participation in, the HCV program.

Program Coordinating Committee [24 CFR 984.202(a)]:

The HACB established a Program Coordinating Committee (PCC) in 1995 to assist the FSS Program in securing commitments of public and private resources for the operation of the FSS Program. In 2008, the PCC was re-organized to better serve the needs of the participants. The HACB will maintain the PCC in accordance with HUD regulations.

PCC membership must include a representative from the HACB and a participant from the HCV Program. Additional members will be recruited from local welfare agency, social service agency, educational institutions, and other public and private organizations that can be of assistance to FSS participants.

Community groups, business and service providers will be made aware of the FSS Program through community meetings, newsletters, and individual meetings with supportive agencies. Support will be solicited from these various groups for activities associated with the FSS Program.

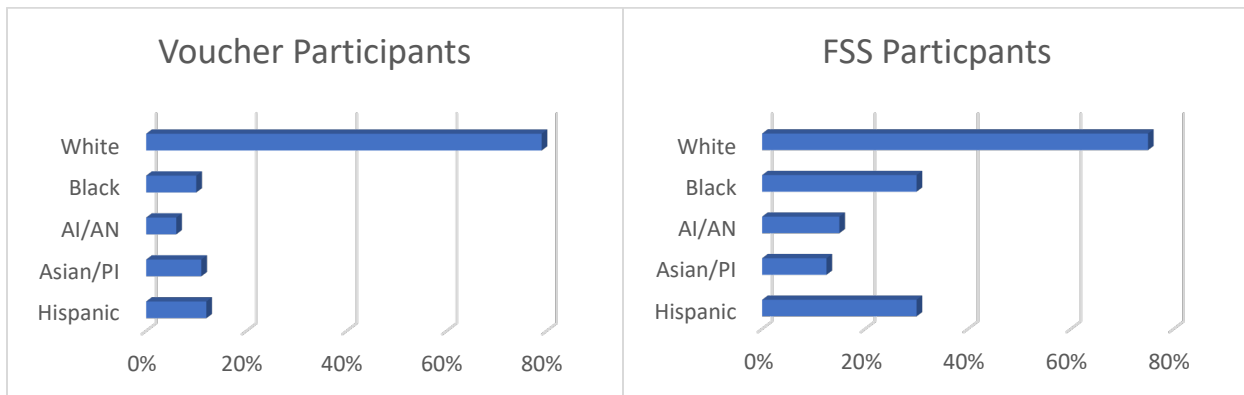
The Program Coordinating Committee will have the following responsibilities:

- Review the proposed Action Plan and any changes made to the plan.
- Review the estimated program participant needs as provided by the HACB and the resources available through the PCC representation and commitments received from other organizations.
- Actively seek and solicit commitments for services needed but not represented.
- Determine how FSS can work with existing programs for coordinated service delivery.
- Determine the minimum required elements for the Contract of Participation.
- Evaluate staffing, contracting and funding needs, if any, and make recommendations to the HACB in regard to such evaluations.
- Serve as ongoing monitoring panel to discuss FSS participant(s) progress, needs and contract modification, if necessary.
- Serve as review panel for actions to terminate FSS assistance for failure by a family to meet their FSS contract requirements. The PCC may make recommendations to modify the FSS contract if the family's failure to comply is beyond its control.

The Program Coordinating Committee will meet at least four (4) times annually.

Family Demographics [24 CFR 984.201(d)]:

As of October 13, 2020, the HACB had 1,622 households participate in the HACB Voucher Program. They are broken down as follows:



Estimate of Participating Families [24 CFR 984.201(d)]:

In 1995, HUD mandated that the number of families enrolled in the HACB FSS Program shall, at a minimum, be fifty (50) families. Per 24 Code of Federal regulations, this minimum program size is automatically decreased by the number of families who have successfully completed the FSS Program. Thus, while our mandated program size is now at zero (0), the goal of the HACB is to maintain the number of participating families at fifty (50) families. HACB estimates that the 2,206 HCV participants is a sufficiently sized pool to maintain an FSS Program size of fifty (50) participants. HACB has determined local services to be of such size and availability to adequately serve the fifty (50) FSS participants.

FSS SELECTION PROCESS

FSS Family Selection Procedures [24 CFR 984.201(d) (4)]:

The HACB will invite HCV families to request an FSS wait list application to be placed on the FSS Program waiting list. Prospective FSS participants will be given informational materials describing the program in addition to the FSS waiting list application.

Submittal of a completed FSS waiting list application constitutes notification to the HACB of the applicant’s interest in the FSS Program. If there are not current slots available to eligible applicants, applicants will be placed on the waiting list in the order of date and time that their - FSS waiting list application is received at the HACB.

In the event that a family is not eligible for participation when a slot becomes available, the next eligible family on the waiting list will be selected and the family not eligible will be offered the next available slot once they have met eligibility requirements for participation in the FSS Program.

Once the FSS waiting list application is completed and returned, and a slot becomes available, an FSS orientation will be scheduled. At the conclusion of the FSS orientation, applicants will be

given a Tenant profile form and a Needs Based Assessment to complete. Once the Tenant profile form and Needs Based Assessment are complete, the applicant will contact the HACB to complete the enrollment process. The Needs Based Assessment will be reviewed with the family to determine the needs of the family. The FSS contract will then be developed based on the needs identified and services available. If services needed are not currently available, the HACB and the PCC will make efforts to obtain those services. In cases where the identified services cannot be obtained, the HACB will determine whether other services will meet the family's needs, and modify the contract to include those available services. If it is determined that no available services will meet the needs of the family, the participant will be withdrawn from the FSS Program. Families withdrawn from the FSS Program for lack of available services will not be denied housing assistance in accordance with HCV Program requirements. The effective date of the FSS contract is the first day of the month following the date that the FSS contract was signed by the head of the FSS household and the HACB representative.

Outreach [24 CFR 984.201(d)]:

Families will be recruited through a variety of methods to ensure that all eligible families are aware of the opportunities available through the FSS Program. Recruitment activities will include, but not be limited to: Mailing informational brochures to HCV participants, making available brochures to case workers of social service agencies, educational organizations, and employment agencies. Applicants will be given information during voucher briefings, as well as current voucher participants at recertification appointments. Non-English-speaking families served by the HACB will be advised of the program through the use of translation services along with the outreach methods identified above.

Preference [24 CFR 984.203(a), 24 CFR 984.203(b)]:

The HACB FSS Program does not select participants through the use of preferences. Selections will be based on the date and time interest in the program is expressed by the return of the FSS waiting list application by the eligible family. However, per Interim Notice PIH 93-24, J-1, incoming portability families that notify the HACB of their FSS status within ninety (90) days of the effective date of their lease up in the HACB jurisdiction will be given priority on the waiting list.

Incentives to Encourage Participation [24 CFR 984.201(d)]:

The HACB will establish FSS escrowed savings accounts for FSS participants whose portion of the rent increases due to an increase in their earned income. The escrow funds will be deposited in an interest-bearing, HUD-approved investment.

The HACB will provide case management to FSS participants and coordinate the delivery of supportive services available in the local community to the family.

The HACB will act as a referral agency and refer FSS participants to those supportive service agencies who can best help them to achieve self-sufficiency.

From the Waitlist

When all fifty (50) slots are filled in the FSS Program, the Special Programs Coordinator will keep a waitlist. Eligible families will complete an FSS waitlist application. When space becomes available, the Special Programs Coordinator will reach out to the family (in the order the application was received) to inquire if they are still interested in participating.

Certification of Nondiscrimination [24 CFR 984.201(d)]:

The HACB will not deny any family or individual the equal opportunity to apply for or participate in the FSS Program on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability, sexual orientation, in full compliance with applicable Civil Rights laws.

The HACB will not discriminate against otherwise qualified persons because of their disabilities and will make reasonable accommodations to the person's disability to allow participation in the FSS Program. The HACB may decide that an accommodation is not reasonable if it causes undue financial and/or administrative burdens.

FSS ENROLLMENT

Motivation [24 CFR 984.203 (c)]:

Motivation to participate will be determined in accordance with the 24 CFR, Section 984.203(c). Methods will include attendance at FSS orientation sessions and/or pre-selection interviews and completion of assigned tasks. Any tasks assigned will be tasks that the family could accomplish based on their educational level and disability, if any.

Identification of Family Support Needs [24 CFR 984.201(d)]:

A Needs Based Assessment will be completed to determine the needs of the FSS family and how to best deliver the services and activities based on the needs of the FSS family.

FSS Contract of Participation [24 CFR 984.303]:

All applicants selected for participation in the FSS Program will be required to sign a five-year FSS contract. The HACB will use the contract format approved by HUD (Form HUD-52650). The FSS contract may be modified in writing with respect to the Individual Training and Service Plan (ITSP), the contract terms in accordance with HUD requirements, and designation of the head of the family. The FSS Contract shall be signed by the head of household.

Individual Training and Service Plan (ITSP)

Based on the needs identified from the Needs Based Assessment, the Special Programs Coordinator will develop a draft ITSP for the family. The ITSP will identify resources that are free or low-cost for the family. The final plan will be approved by the family. The ITSP can be modified

throughout the FSS participation with mutual agreement from the family and the HACB. The HACB will use a HUD-approved ITSP (Form HUD-52650).

To graduate successfully from the FSS Program, the ITSP may include the following as the final goal: Obtain employment based on education, training, skills and available job opportunities. On the last day of the FSS contract/graduation date, participants must (1) be suitably employed as agreed upon by the family and the HACB, (2) complete all additional ITSP goals, and (3) all FSS ITSP's for families receiving cash aid will include an interim goal that all family members will be free from welfare assistance for a period of at least one year prior to the expiration/graduation date of the FSS contract.

Denial of Participation in FSS [24 CFR.203(c), 24 CFR 984.303(i)]:

Per Interim Notice PIH 93-24, B-18, families will be denied participation in the HACB FSS Program if they owe the HACB, or any other Public Housing Authority (PHA), money related to the HCV or public housing programs. Families that owe money to the HACB or other PHAs who have entered into a repayment agreement and are current on that repayment agreement will not be denied FSS participation.

Per Interim Notice PIH 93-24, B-14, the HACB, at its discretion, may deny participation in the FSS Program to any family that previously participated and was terminated from FSS because they did not meet its FSS obligations according to its FSS contract.

Per Interim Notice PIH 93-24, B-5, the HACB, at its discretion, may deny participation in the FSS Program to a family that does not meet the requirements of the Family Selection Procedures listed in this Action Plan.

Families that have successfully completed the FSS contract and have received the escrow funds cannot participate in the HACB's FSS Program again.

Families that were unable to complete the FSS contract for good cause and voluntarily withdrew from the FSS Program will be allowed to reapply to the program as long as they meet the requirements of the Family Selection Procedures listed in this Action Plan.

Families denied participation in the FSS Program may request an Informal Hearing to determine whether the decision was made in accordance with HUD regulations and the guidelines in this plan. The request for an Informal Hearing must be made in writing within fourteen (14) calendar days of the date of notification of the decision to deny participation.

FSS PARTICIPATION

Support Services [24 CFR 984.201(d)]:

In order to address the needs of these families the FSS Program participants will be referred to service providers that will assist them in reaching their goals by taking advantage of resources within the community. The anticipated service components include: education, childcare, health services, counseling, transportation, job search assistance, credit counseling, and homeownership

counseling as well as legal assistance. Public and private resources expected to provide these services include but are not limited to:

- Butte Community College: Continuing education programs.
- California State University of Chico: Continuing educational programs
- Butte Community Employment Centers: Employment and training.
- Oroville Adult Education (including the Chico center): Career Technical Education
- Paradise Adult Education: Career Technical Education
- Butte County Career Technical Education: Adult vocational training.
- Department of Rehabilitation; Adult vocational training
- Butte County Department of Employment and Social Services: CalWorks, cash, medical and food stamps assistance.
- Butte County Libraries: Free access to computer and Wi-Fi.
- Computers for Classroom: Low-subsidized computers or volunteer to get a free computer/laptop.
- Butte County Salvation Army: Clothing, utility payment assistance and volunteer opportunities to grow resume
- Northern Valley Catholic Social Services: Counseling.
- Valley Oaks Children's Services: Childcare referrals.
- Community Action Agency of Butte County: Food and utility payment assistance.
- Legal Services of Northern California.
- Community Legal Information Center.
- Annual Credit Report: free credit reports.
- Better Budgeting: Free budget workshops, credit information and budgeting classes.
- GCFL Classes: free online platform to learn Microsoft and Apple products and software.

Monitoring of Service Quality [24 CFR 984.201(d)]:

The HACB will monitor the quality of service provided to FSS families by social service, educational, job training, and other agencies. The monitoring will consist of the following:

- Service Provider Review – The HACB may request all FSS participants who were referred to another agency for services to complete a verbal or written review of the quality of service provided.

Certification of Coordination [24 CFR 984.201(d)]:

The HACB will coordinate the development of services and activities under the FSS Program with Welfare to Work Programs as modified by the Work Force Investment Act of 1998 with the establishment of the One-Stop Career Service System and other relevant employment, child care, transportation, training, and education programs within the FSS Program's jurisdiction.

Family Responsibilities

Family responsibilities under the FSS contract include, but are not limited to, the following requirements:

1. The Head of Household must seek and maintain employment as defined under “Suitable Employment” throughout the term of the contract and any extension thereof; **and**
2. The Head of Household must complete activities in the ITSP within the specified dates; **and**
3. The Head of Household must provide the HACB with information about the family’s participation in the FSS Program upon request and per Interim Notice PIH 93-24, G-8, orally or in writing as required on a monthly, quarterly and annual basis, including information regarding employment, job interviews, training, education attendance and other FSS services and activities; **and**
4. All family members must comply with the terms of the HCV program and the lease; **and**
5. All family members must comply with family obligations under the HCV; **and**
6. Per 24 CFR 984.306(b) (1), a family participating in the FSS Program is not eligible to exercise portability until at least twelve (12) months after the effective date of the FSS contract unless approved by the HACB.

Contract Extension [24 CFR 984.303(d), Interim Notice PIH 93-24, G-18]:

A participant in the FSS Program may request an extension of the FSS contract if the family is unable to complete its goals within the five (5) year period due to circumstance beyond the family’s control. Examples of such circumstance would be serious illness or involuntary loss of employment for the head of household, to allow the family to meet the interim goal of being cash welfare-free for at least 12 (twelve) consecutive months prior to the expiration of the contract or all ITSP goals have not been completed due to extraordinary circumstances. Requests for an FSS contract extension must be done in writing by the head of household. Extensions will be reviewed by the Special Programs Coordinator and the Section 8 Supervisor. The HACB will grant no more than two (2) extensions of one (1) year each. Extensions are granted at the discretion of the HACB.

Suitable Employment [24 CFR 984.303(b) (4)]:

The HACB will define “**Suitable Employment**” as:

1. Employment that is based on the skills, education and job training of the individual as outlined in each participant’s ITSP and available job opportunities in the area.
2. A participant must be employed by the last day of the FSS contract based on the mutual agreement from the family and the HACB as listed in the family’s ITSP. Examples of suitable employment includes the family obtaining employment or currently in a job training program.

If self-employed, the participant must by the last day of the FSS contract base on the mutual agreement from the family and the HACB as listed in the family’s ITSP. Examples include starting a business, earning wages from independent or contractual work or assuming a business license.

Requirements for Successful Completion [24 CFR 984.303(g), Interim Notice PIH 93-24, G-12]:

The FSS contract will be successfully completed when the HACB determines that the family has fulfilled all of its responsibilities under the contract, specifically that the head of household has completed all interim goals, is suitable employed as of the last day of the FSS contract, and certifies that all family members are free of cash welfare assistance; **or**, thirty percent (30%) of the family's monthly adjusted income equals or exceeds the Fair Market Rent (FMR) in effect at the time for the unit size for which the family qualifies under the HACB's Subsidy Standards and all family members are free of cash welfare assistance at the time the monthly adjusted income equals or exceed the FMR for the unit size the family qualifies for. The HACB has sole discretion to determine whether the family has successfully completed its FSS contract.

Family's Rights to Continued FSS Assistance [24 CFR 984.303(j)]:

The HACB may continue to offer former FSS families who have completed their contract of participation and whose head of family is employed, appropriate FSS supportive services in becoming self-sufficient of rental assistance or in remaining self-sufficient for a six (6) month period after FSS contract end date.

FSS ESCROW ACCOUNTS

FSS account means the FSS escrow account authorized by section 23 of the 1937 Act [984.305(a)].

Escrow Accounts [24 CFR 984.103, 24 CFR 984.305(a) (1) (3)]:

The HACB will establish FSS escrow accounts for FSS participants whose portion of the rent increases due to an increase in their earned income. The escrow funds will be deposited in an interest-bearing, HUD-approved investment. Escrow credits will be deposited to the FSS account in accordance with HUD regulations.

FSS credits will be calculated monthly according to HUD regulations. Interest on the FSS escrow account balances will be allocated monthly.

Escrow account reports will be sent to each FSS family at least once annually. The report will include the escrow balance at the beginning of the reporting period, the amount of the family's escrow credits for the period, any deductions made from the account for the period, the amount of interest earned for the period, and the total balance in the account at the end of the reporting period.

Interim Escrow Disbursements [24 CFR 984.305 (c) (2) (ii)]:

A family participating in the FSS Program may request an interim disbursement of escrow funds. The Special Programs Coordinator and the Section 8 Housing Manager will review interim disbursement requests.

The HACB will inform the family in writing within fourteen (14) calendar days of the approval or disapproval of the interim disbursement request.

Disbursements will be made at the discretion of the HACB under the following conditions:

1. The funds are needed to complete goals in the family's FSS contract (example: to pay for school costs or transportation to work); **and**
2. The family can demonstrate completion of specific interim goals from its FSS contract; **and**
3. The family remains in good standing as participants in both the FSS and HCV programs; **and**
4. The HACB will not grant more than two (2) interim disbursements per FSS family; **and**
5. Requests must be made in writing that the funds are required for the completion of a goal under the family's FSS contract; **and**
6. Interim escrow disbursements will be paid in the form of a check made payable to FSS family, or the agency, or business providing the required items or services and the participant.

Final Distribution [24 CFR 984.305 (c)]:

The participating family will receive a disbursement of its escrow funds upon successful completion of the FSS contract. The HACB has sole discretion to determine whether the family has successfully completed the FSS contract. The Special Programs Coordinator and Section 8 Housing Manager will review final disbursement requests. The family may use its final disbursement escrow funds for any purpose. Upon determination of successful completion of the FSS contract, the family will receive a disbursement of the funds accumulated in its escrow account under the following conditions:

1. Any money owed to the HACB will be withdrawn from the total escrow amount before disbursement.
2. The family must certify that it no longer receives Cash Welfare Assistance. The prohibition does not include HCV assistance or transitional assistance.
3. The head of household must provide verification of suitable employment.

Forfeited Escrow Funds [CFR 982.305 (f) (2) (ii)]:

If the family's FSS contract is terminated, or declared null and void, the family has no right to receive funds from the family's FSS escrow account. The HACB will close the family's escrow account and will treat forfeited escrow funds as program receipts under the HCV program guidelines, or in accordance with HUD regulations at the time of the forfeiture.

FSS TERMINATION

Consequences of Noncompliance with the Contract [24 CFR 984.303(b) (5)]:

If the FSS family fails to comply, without good cause, with the terms and conditions of the FSS contract, which includes compliance with the HCV lease, the HACB may terminate the family's participation in the FSS Program.

Reason for Termination [24CFR 984.303 (h)]:

It is not the intention of the HACB to terminate participants from the FSS Program without first responding from a case management perspective. Every attempt will be made to contact participants to see what additional resources are needed to complete the FSS contract, to provide counsel to reevaluate goals and provide references to service agencies that can help remove or overcome obstacles to completion of the FSS contract and if needed revise the existing Individual Training and Service Plan in order to allow for completion of the FSS contract.

An FSS participant may be terminated for any of the following reasons:

- 1) The family fails to comply with the terms of the FSS contract without “Good Cause” by:
 - a) More than three (3) consecutive *unexcused* absences from scheduled meetings or appointments,
 - b) More than three (3) consecutive failures to provide information on job related activities and progress towards completing interim goals as outlined in each participant’s ITSP orally or in writing as required on a monthly, quarterly and annual basis.
 - c) Refusal to comply with obligations under the contract, or
 - d) Moving from jurisdiction and not continuing in the FSS Program
- 2) HCV rental assistance is terminated in accordance with HUD regulations and the HACB policy;
- 3) The participant and the Housing Authority mutually agree to terminate the FSS contract;
- 4) The Family withdraws from the FSS Program;

Good Cause [24CFR 984.303 (h)]:

An FSS Participant may not be terminated if “Good Cause” is found as reason for non-compliance. “Good Cause” means circumstances that may occur beyond the control of the FSS family such as:

- 1) An assignment or job referral which is not included in the contract.
- 2) Temporary illness or incapacitation.
- 3) Requirement to appear in court.
- 4) Family crisis, such as illness or death of family member.
- 5) Break down in transportation.
- 6) Childcare unavailable.

Documentation of such circumstances will be in writing and given to the Special Programs Coordinator within fourteen (14) calendar days of such occurrences.

Informal Hearing Guidelines [24 CFR 984.303(i)]:

If the Special Programs Coordinator determines a need to terminate the FSS contract for failing to comply with the terms of the FSS contract, the participant will be given the opportunity to request an Informal Hearing. Supportive services will not be terminated until the review process is complete.

All notices of termination will be done in writing and will specifically state the reason(s) for termination from the FSS Program.

All requests for an Informal Hearing will be made in writing by the FSS Participant.

The HACB will make a good-faith effort to resolve the problem prior to the scheduled informal hearing. The participant shall have the right to withdraw, in writing, the request for the informal hearing at any time prior to the hearing date.

The participant also has the right to be represented, at their own expense, by a person(s) of their choosing, at all levels of the review process.

Informal Hearing Procedures [Interim Notice PIH 93-24, K-10]:

The participant has fourteen (14) calendar days from the date of the termination notice to request an Informal Hearing. The request must be delivered to the Housing Authority no later than the close of business on the fourteenth (14th) day. Requests for a hearing not received by the close of business on the fourteenth (14th) day will not be considered. The HACB will not grant extensions of time in which to file.

The Section 8 Housing Manager will review all requests for an informal hearing by participants of the FSS Program. The Section 8 Housing Manager will contact the participant within fourteen (14) days after receiving the request for hearing, and will schedule the hearing with the participant and the FSS Review Committee which is comprised of at least two (2) members of the PCC.

The participant will be given the opportunity to examine all the HACB documents pertaining to the hearing, prior to the hearing. The participant will also be allowed, at his/her own expense, to copy all pertinent documents.

The HACB will be given the opportunity to examine all participant documents pertaining to the hearing, prior to the hearing. The HACB will also be allowed to copy all pertinent documents at the expense of the Housing Authority.

The hearing will be conducted by the FSS Review Committee and the Section 8 Housing Manager. The committee will meet with the participant, their representative(s) and the Special Programs Coordinator to discuss the reason(s) for termination and make a decision.

The FSS Review Committee will issue a written decision, stating briefly the reason(s) for the decision. Notification of the decision will be sent to the participant within fourteen (14) days.

FSS PORTABILITY

Incoming Portability [24 CFR 984.306 (d) (1)]:

The HACB is not obligated to accept incoming portable FSS participants into the FSS Program. Acceptance of incoming portable clients into the HACB's FSS Program is entirely at the discretion of the HACB.

It is the responsibility of all FSS family's exercising portability into the jurisdiction of the HACB to notify the HACB of their status in the FSS Program. Families that notify the HACB of their FSS status within ninety (90) days of the effective date of their lease up in the HACB jurisdiction will be given priority on the waiting list. After ninety (90) days, the family will be placed on the waiting list as of the date the family notified the HACB of its FSS status. If the family is accepted into the HACB's FSS Program, the HACB will write a new Contract of Participation.

The HACB will contact the initial Housing Authority to request a copy of the family's FSS contract and request a transfer of any escrow funds if the family's voucher is absorbed.

Incoming portable families must complete an FSS Tenant profile form and any assessments and assignments necessary to complete an ITSP, prior to signing an FSS contract.

Incoming portable families will not begin receiving escrow credits from the HACB until the starting date of the FSS contract is signed with the HACB.

Denial of Acceptance of an Incoming Portable [24 CFR.306 (d) (1)]:

The HACB will notify the incoming portable family of the denial of acceptance by mail. An incoming portable family with a current FSS contract from its initial Housing Authority that is denied acceptance into the FSS Program may request an Informal Hearing to determine whether the decision to deny acceptance was made in accordance with HUD regulations and the guidelines in this plan. A request for an Informal Hearing must be made in writing within fourteen (14) calendar days of the date of the notification of the decision to deny acceptance.

Outgoing Portables [24 CFR 984.306 (c) (1)]:

It is the responsibility of the FSS family to inform the receiving Housing Authority of its FSS status and to contact the Special Programs Coordinator at the receiving Housing Authority.

The HACB will make a good faith effort to locate, and to contact by mail an FSS family that exercises portability to another jurisdiction. If the family does not respond to the letter within thirty (30) days, the HACB may terminate the family's contract. If the contract is terminated, the family's escrow will be forfeited.

A relocating FSS family may continue in the HACB FSS Program if the receiving housing authority does not absorb the family's voucher, and if the family can demonstrate that it can fulfill its responsibilities under the FSS contract in the new location. Such continuance is at the sole discretion of the HACB.

The HACB will notify the receiving Housing Authority that the family has an active FSS contract and an escrow account if applicable. At its discretion, the HACB may terminate the family's FSS contract if the family exercise portability to a jurisdiction that does not have an FSS Program or if the family is not accepted into the new jurisdiction's FSS Program.