

Part II: To be completed by the service provider's case manager

Write a brief statement on the self-sufficiency goals the household has achieved to date:

Write a brief statement on how an extension would benefit the household in achieving self-sufficiency:

Case Manager's Recommendation:

Based on the information above, I *do / do not* support my client's request for a hardship extension.

Signature _____

Date _____

Part III: To be completed by HACSM

Original scheduled program end date: _____

Hardship Extension Criteria Review

Policy Criteria 1 Proposed new end date: _____

Policy Criteria 2 Proposed new end date: _____

Policy Criteria 3 and Criteria 4

1st Extension Request Proposed new end date: _____

2nd Extension Request Proposed new end date: _____

FSSC Determination of program compliance

- The household is in compliance with all Moving to Work-Self Sufficiency/Housing Readiness Program and Section 8 Voucher Program rules and regulations.
- The household does not owe HACSM any money and/or current with repayment agreements.

FSSC Signature: _____

Date: _____

FSSC Comments: _____

HACSM Decision: Approve Deny
(circle one)

Number of months approved: _____

Supervisor Signature: _____

Date: _____

Comments: _____

Hardship Exemption Policy – Time-Limited Assistance

Hardship requests under time limited programs must be in writing, stating both the reason for the hardship and the expected duration. Applicants who qualify for a hardship exemption may receive an extension in the length of subsidy assistance given. In order to qualify for a hardship exemption, households must meet the basic requirements and criteria listed below:

- **Basic Requirements**

1. The household is in compliance with all program rules and regulations.
2. The household does not owe HACSM any money or is current with a repayment agreement.

- **Criteria**

1. The Head of Household and all the adult (18 and over) household members are 62 years of age or older and/or people with disabilities. (The HUD definition of disability shall apply)
2. The head of household is the sole adult member who is responsible for the care of a *disabled* minor (under 18) household member. (*The HUD definition of disability shall apply*)
3. “Tight Rental Market.” In order to qualify, all four of the following thresholds must be met: 1) At the time of program exit, the average vacancy rate in San Mateo County for rental units is less than 4% during the previous 6-month period, and 2) The HCV utilization rate is below 95%, and 3) The family’s annual gross income is below 80% of AMI, and 4) The family agrees to actively participate in the MTW Self-Sufficiency case management services.
4. The household is actively engaging in educational or vocational activities per the initial or subsequent revised service plan. The activities on a revised service plan must be approved by HACSM or the case manager at least 12 months prior to the program exit date.

- **Approval Process for Extension of Program Participation**

1. All applications will be reviewed for completeness.
2. Households who meet qualification category number 4 above must list on the Hardship Application the following: 1) educational or vocational activities that the household is currently engaging in; 2) the name of the school/institution/agency that provides the service; 3) the expected completion date, and 4) a brief statement on how the extension of assistance would benefit the household in achieving its self-sufficiency goal.
3. The Family Self-Sufficiency Coordinator will review the request promptly and forward the file to the supervisor with his/her recommendation.
4. The Supervisor approves the extension if there are no other issues.

- **Hardship Relief for Extension of Program Participation**

1. For households who meet criteria category numbers 1 and/or 2, the length of assistance may be extended for an additional 12 months. Any subsequent renewals on the extension will require a new request from the household and will be subject to the HACSM hardship policy in effect at that time.
2. For households who meet criteria category numbers 3 and/or 4, HACSM will grant a 12-month extension, with the possibility of a second 12-month extension if the “tight rental market” condition persists.
3. For households who meet criteria category 4, the length of assistance may be extended for a maximum of 12 months, and is subject to compliance to case management services and acceptable verification of educational or vocational activities listed in the hardship application.

Note: For Criteria Categories #3 and #4, the total combined extension period cannot exceed 24 months total.

In all instances, the extension period will be affected by changes in the family circumstances, for example, family composition or income changes. If the family no longer meets the qualifications stated above after the change, the extension will be terminated (i.e. housing subsidy ends) 60 days from the effective date of the change. Decisions reached by HACSM will be final.