

**County of Milwaukee County
Housing Choice Voucher Program
Inter-Office Memorandum**

DATE: June 13, 2012

TO: Colleen Foley, Corporation Counsel Milwaukee County

FROM: Dena L. Hunt, HCVP Coordinator

SUBJECT: Policy decisions contained in the proposed HCVP Administrative Plan

After months of research and with the aide of a Nan Mckay consultant, Nan Mckay's model plan was customized to fit the needs of Milwaukee County's Housing Choice Voucher Program. Policy sections are noted throughout the plan.

When drafting the plan, many policy areas contained in the model used industry standard practices to be approved by the program coordinator. Although many of these policies were already in practice, the proposed plan provides consistency and guidance by putting the policies in writing. Particular attention was given to the areas of consistency, efficiency, fraud prevention and the program's ability to assist a greater number of families. Examples are listed below:

- The proposed plan implements a different subsidy standard than used in the past. The subsidy standards will assign one bedroom for each two persons within the household (with exception of persons of the opposite sex other than spouses and children under the age of 5). The current subsidy standard results in additional bedrooms being assigned because of age/gender. Subsidy amounts are based upon number of bedrooms assigned. Families will always be allowed to rent a unit with more bedrooms as long as it is within the granted payment standard. The tighter subsidy standard guidelines will allow the program to assist additional low income families. This is important due to the lengthy waiting list for the HCVP.
- The proposed plan requires interim subsidy adjustments for all family income increases of more than \$200 per month. The current plan does not require the family to report increases in income between annual reviews. It is important to make adjustment when necessary and allocate funds accordingly.

- The proposed administrative plan describes the program's verification procedure in great detail. It is necessary for staff to verify submitted documentation as a safeguard against fraud.
- The proposed administrative plan devotes sections to participant obligations, owner obligations, and program integrity. Although many of these practices were already being followed, putting these obligations in writing leads to consistent enforcement.

The largest impact that will be made by implementing the proposed plan is the fact that the program's policies will now be in writing. The current administrative plan does not provide the level of detail necessary to adequately run the program. Having the written policies accessible to all participants and staff will aid in fraud prevention and proper allocation of funds.

Please let me know if you have any questions or concerns.

A handwritten signature in black ink, appearing to read 'Dena L. Hunt', with several loops and flourishes.

Dena L. Hunt