

YUROK INDIAN HOUSING AUTHORITY



Student Rental Assistance Policy

Purpose

The purpose of the Student Rental Assistance Policy is to allow Tribal students the choices and opportunities that would not be available without housing assistance while attending school.

A. Eligibility for the YIHA Student Rental Assistance Program

To be eligible for the program, an applicant must submit a complete and signed application and must meet all of the following conditions:

1. Be a certified Tribal Member of a Federally Recognized Tribe.
2. At time of selection, the family/student's annual gross income must be equal to or below the maximum allowable limits as defined in **ADDENDUM "A": *Income Limits***.

Annual Income is defined for the purpose of this policy as the following: As reported under the Census long-form for the most recent available decennial Census.

Annual income includes, but is not limited to:

- (a) wages, salaries, tips, commissions;
 - (b) self-employment income;
 - (c) farm self-employment income;
 - (d) interest, dividends, net rental income, or income from estates or trust;
 - (e) Social Security or railroad retirement;
 - (f) Supplemental security income, aid to families with dependant children, or other public assistance or public welfare program;
 - (g) retirement, survivor, or disability pensions; and
 - (h) any other sources of income received regularly, including Veterans' (VA) compensation, and alimony
3. Qualify as a full-time Student; (12 units or more) or registered full-time in an accredited learning institution or Vocational Program as defined by national standards.
 4. Be 18 years of age or older or high school graduate or completed GED.
 5. As a rental applicant he/she is willing and able to fulfill all of the obligations of a renter as outlined in the rental or lease agreement, including paying the required damage and security deposit, making the required monthly payments on time and paying all utility costs on time;
 6. No applicant shall be eligible for admission, for HUD assisted housing if the applicant, has previously been evicted from a **YIHA** unit, unless all outstanding balances owed by said prior tenant are paid in full.

All information obtained from and about an applicant household will be held in strictest confidence, respecting each individual's right to privacy.

B. Notification to Families/Students Not Meeting Eligibility Requirements

If an applicant is found to be ineligible for assistance, the YIHA will give him/her a written notice, which will state the reason for the ineligibility, and notify the student that they are entitled to an informal hearing on the finding. The request for such a hearing must be in accordance with the grievance policy.

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C. Household Annual Income- Dependent/Independent Student Status

Dependent/Independent Student status must be determined for each student.

1. A student will be considered a *Dependent Student* if: *Someone besides the student's spouse can claim the student as a dependent for income tax purposes for the tax year coinciding with the school term.*
2. A student will be considered an *Independent Student* if: *Someone besides the student's spouse cannot claim the student as a dependent for income tax purposes for the tax year coinciding with the school term.*

If a student is determined to be a Dependent Student, the family/student Household Annual Gross income must include the income of the person(s) that will be claiming the student as a dependent for income tax purposes.

D. Required Documentation

To receive any assistance the following information is required and must be provided by the family/student no later than 30 (thirty) calendar days after the start of the current semester.

1. Verification of full-time enrollment in an accredited learning institution.
2. Verification of landlord and rental amounts (lease or rental agreement) or student room/board (documentation from school). Verification of the landlord's legal ability to rent/lease the unit and a W-9 form.
3. Sign all the required forms including a *Release of Information* form.
4. Copy of the Social Security and Tribal ID card.
5. Copy of most current transcript (if applicable).
6. Federal Income Tax Return for the most recent tax year or the check stub for the last 3 (three) months or the signed no-income verification statement or financial aid forms.
7. If a student attends Summer Session they must be enrolled in six units by June 15 and send all pertinent information as soon as possible.

E. Documentation and Verification of Information Provided by Applicants

All written statements made by the family/student in the application that may affect the determination of eligibility, preference status, or the level of payments will be independently verified by the YIHA before any agreements are signed. The YIHA will assure accurate determination of eligibility and payments while at the same time respecting, insofar as possible, the privacy of applicants, as follows:

1. **Declaration by the Family/Student** will be accepted regarding age, family composition.

F. Admissions Preference and Selection

New Students must complete an application, and continuing students shall submit current **income and** enrollment documentation updates for each new quarter and semester, (depending on the admission policy of the school). Admission preference and selection will be given as defined in **ADDENDUM "D": Selection Rating for the Student Rental Assistance Program.**

G. Amount of Assistance

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The amount of assistance given will be limited to up to \$300 per month based on calculations following HUD requirements of not paying more than 30% of income on rent and available funding. If the lease indicates multiple occupants the rental assistance provided will be divided equally among the occupants.

Payment of Assistance: Assistance will be paid on a monthly basis, to the landlord.

H. Program Limitations

The following limitations will be applied to the family/student:

1. Assistance will be issued monthly unless the school requires that assistance be paid in full for each semester rather than monthly. If so, each semester's assistance will be issued the first month of the semester.
2. Any additional amounts required, such as last month's rent and/or deposit(s) shall be the responsibility of the family/student and not paid for by the Housing Authority.
3. Assistance will not be issued for months that school is not in session.
4. Student must be a full-time student (12 units or more) throughout the course of the semester. The YIHA shall have the authority to request verification of enrollment for any student mid-semester. If the student fails to provide information they will not receive funds for the next semester.
5. Student must maintain **at least** a **2.5** grade point average to be eligible for future assistance (copy of transcript must be provided to the Housing Authority) unless considered by the learning institution to be a student with a disability and actively participating in the school's disability services (documentation from the school is required). To provide the most assistance G.P.A. will be determined by either cumulative or immediate past-semester grades.
6. The Housing Authority will not be responsible for any charges (i.e. late charges, utility costs, charges for damages).
7. Assistance shall be limited up to **four** years.

C*E*R*T*F*I*C*A*T*I*O*N

This is to certify the Student Rental Assistance Policy of the Yurok Indian Housing Authority was approved at a duly called meeting of the Board of Commissioners on April 13, 2009 at which a quorum was present and the Student Rental Assistance Policy was adopted by a vote of 5 For, 1 Apposed, and 0 Abstentions.

Wanda Green, Chairperson
Yurok Indian Housing Authority Board of Commissioners

ATTEST:

Sherri Reece, Secretary
Yurok Indian Housing Authority Board of Commissioners