

Hawaii Public Housing Authority Housing Choice Voucher Program

Extensions/Suspensions

[24 CFR 982.303(b)]

EXTENSION PROCEDURES

I. HOW TO REQUEST AN EXTENSION:

- Submit written request for an extension (provided at Orientation Briefing)
- Submit verification of disability or extenuating circumstance (if applicable)
- All requests for extensions must be submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).

II. MANAGEMENT REVIEW and APPROVAL PROCESS:

Branch Chief or designee will:

- Evaluate the request along with required supporting verifications.
- Grant an extension and determine the extension period based on:
 - Verification, such as a search record, showing that the Family made reasonable efforts to find a unit during the first sixty (60) days.
 - Verification showing extenuating circumstances, which affected the Family's ability to find a unit during the first sixty (60) days. (eg.: hospitalization, family emergency for an extended period of time, or lack of units to meet disability accessibility.)
- The PHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and provide the family written notice of its decision.

SUSPENSIONS POLICY

Upon receipt of the Request for Tenancy Approval (RFTA) from the Family, Hawaii Public Housing Authority (HPHA) will stop the clock on ("Suspend") the Voucher term. The suspension time will equal the number of days it takes HPHA to process the Request for Tenancy Approval.