



## CRIMINAL / DRUG ABUSE HISTORY AUTHORIZATION

The Alto Housing Authority, following legal requirements specified under The United States Housing Act, Title 42, Chapter 8, Subchapter I, §1437d and further defined by the Housing Opportunity Program Extension Act of 1996, has adopted a local procedure which requires us to run criminal history checks on ALL adult applicants to Low-Income Public Housing or the Housing Choice Voucher / Section 8 programs as part of the normal applicant screening process. The law also provides for us to run criminal history checks on existing residents or program participants suspected of disqualifying criminal activity and to request reports from drug abuse treatment facilities on applicants, existing residents or program participants OR on individuals who are seeking addition to an existing housing case as a live-in aide.

**APPLICANTS** to either program managed by our agency may be DENIED admission to the Waiting List OR as a new family member to an already subsidized family unit, should the results of a criminal history check or drug abuse treatment facility report show disqualifying criminal activity or the likelihood of current illegal use of a controlled substance.

**APPLICANTS** may also receive a DENIAL letter should their response to the question on their application about criminal activity “*Has ANYONE in the household EVER been arrested or had charges filed against them for any reason?*” OR – in the case of proposed live-in aides – the question on the “Request for Approval of a Live-in Aide” form -- be proven false based on our criminal history / landlord referral check.

**EXISTING LOW-INCOME PUBLIC HOUSING RESIDENTS or CURRENT HCV/S8 PROGRAM PARTICIPANTS** may be subjected to Eviction or Termination of Assistance should a criminal history check show disqualifying criminal activity on the part of ANY family member whether on or off Housing Assisted properties.

**ALL ADULTS REQUIRED to SIGN** this form at the time of Application or at the time a request is received to add them to an existing family unit. After admission to either program, or when a question of possible disqualifying criminal activity has been raised for PH Resident or S8 Program Participant, or live-in aide, an updated signature may be required.

**REFUSAL to SIGN** is grounds for DENIAL of ASSISTANCE for Applicants and of TERMINATION of ASSISTANCE for current LIPH Residents or HCV-S8 Program Participants OR of rescinding of the Approval to house a live-in aide.

**YOUR RIGHTS** WHEN DENIED ASSISTANCE or when a TERMINATION of ASSISTANCE is issued to existing Residents or Program Participants include, but are not limited to the following:

- APPLICANTS have the right to request an Informal Review of Denial. Such request must be placed at our office in a WRITTEN FORM (*we have blanks you can use*) within fourteen days of the date the Denial letter was mailed.
- LIPH RESIDENTS and HCV-S8 PROGRAM PARTICIPANTS have the right to request a Grievance Hearing. Such request must be placed in our office in WRITTEN FORM (*we have blanks you can use*) within fourteen days of the date the Eviction / Termination of Assistance letter was mailed.
- COPIES: As part of the Informal Review of Denial / Grievance Hearing procedures, you may request a copy of the information obtained by the Housing Authority in your case.
- As Live-in Aides are not assigned the status of “Family Member,” they are not eligible for the rights provided to residents and / or program participants in regards to the use of the protections provided under the Grievance Policy.

*My signature and date on this form indicates that the Criminal History / Drug Abuse History procedure was explained to me or I have reviewed this written statement on my own and understand all of its implications and I hereby indicate my permission for Alto Housing Authority to obtain this information. I further understand that, as part of the screening process for assisted housing, Alto Housing Authority is authorized to withhold/deny or rescind approval for a Live-in Aide who commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program or commits drug-related criminal activity or violent criminal activity. As such, I hereby authorize the Alto Housing Authority to request criminal history reports from law enforcement agencies using my name, social security number, date of birth, driver’s license number, race and sex. For this reason, I agree to submit my Social Security card and a valid TX Driver’s License or ID card or other government-issued photo ID to enable the Housing Authority to obtain such reports.*

*I understand that my personal information will be kept confidential and used only for the purpose of determining the approval or disapproval of my addition to either HUD-subsidized program managed by Alto Housing Authority. Any criminal history report received will be destroyed after the determination is made.*

\_\_\_\_\_  
Signature of Adult Applicant, Resident or Proposed Live-in Aide

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Adult Applicant, Resident or Proposed Live-in Aide

\_\_\_\_\_  
Date