

1802 WAITING LIST

- 1802.1 A preliminary finding of eligibility for admission to the Tenant Assistance Program shall be sufficient to place an applicant on the waiting list, in the manner described in § 1802.2.
- 1802.2 DCHA shall place each eligible applicant on the waiting list. DCHA shall use a random selection process to assign each eligible applicant an application number.
- 1802.3 The waiting list shall be organized by unit size, applicant reference category, and application number.
- 1802.4 Applicants meeting the criteria for priority consideration under § 1803 shall be placed at the top of the waiting list within each unit size in application number order with priority over all other applicants requiring units of that same unit size.
- 1802.5 The waiting list shall be updated annually to remove from the waiting list those applicants who may no longer be interested in, or eligible for, the program and to ensure that those families who are still interested and eligible are in the appropriate place on the waiting list. If circumstances have changed such that the family requires a different unit size or different preference, the appropriate changes shall be made to the waiting list.
- 1802.6 Each applicant shall provide to DCHA the applicant's current mailing address and telephone number at all times. Each change of address shall be reported in writing to DCHA by the applicant.
- 1802.7 A letter shall be sent to each applicant annually, with a pre-application form for the program. The applicant shall be required to return the completed pre-application to DCHA within thirty (30) calendar days from the date of DCHA's request.
- 1802.8 Applicants not returning the information requested, and those who respond and are found to be ineligible, shall be so notified and removed from the waiting list and placed in the ineligible files.

SOURCE: Notice of Final Rulemaking published at 33 DCR 4396, 4405 (July 25, 1986).