

7410 RECERTIFICATION/LEASE RENEWAL

- 7410.1 Thirty (30) days before the date for recertification/lease renewal for a public housing resident or a participant in the Housing Choice Voucher/Moderate Rehabilitation Programs, DCHA will provide a notice along with a package to the family to initiate the recertification/lease renewal process.
- 7410.2 If requested as a reasonable accommodation by an individual with a disability, DCHA shall provide the notice of recertification/lease renewal in an accessible format.
- 7410.3 DCHA shall also mail the notice to a third party if requested as a reasonable accommodation for an individual with disabilities. This accommodation will be granted upon verification that it meets the need presented by the disability.
- 7410.4 The recertification/lease renewal package will include a Notice of Rights and Opportunities which will include a description of the following:
- (a) The right of a resident to request a reasonable accommodation for any member of the family who has a disability in order to allow the individual with a disability to better use the residence and DCHA's facilities and programs;
 - (b) The right to file a grievance in accordance with DCHA's Public Housing Grievance Procedures or Informal Hearing Procedures for the Housing Choice Voucher/Moderate Rehabilitation Programs, as appropriate; and
 - (c) The right of residents and participants to request a grievance or informal hearing, as appropriate, in matters such as reasonable accommodations or any issue in which the resident or participant feels that DCHA has unfairly modified his/her rights, welfare, or status and about which the resident or participant has been unable to resolve with the property manager, the ADA/504 Coordinator or the department involved.
- 7410.5 Where personal interviews are required as part of the recertification/lease renewal process, individuals with disabilities who are unable to come to DCHA's offices, will be granted an accommodation by conducting the recertification/lease renewal interview at the individual's home or by mail, upon verification that the accommodation requested meets the need presented by the disability.
- 7410.6 If the family does not cancel a recertification/lease renewal interview scheduled at the DCHA's offices or is not at home at the time of a scheduled home visit, DCHA may initiate action to terminate the family's assistance. However, an exception may be granted if the family is able to document an emergency situation that prevented them from canceling or attending the interview or if requested as a reasonable accommodation for an individual with a disability.

SOURCE: Notice of Final Rulemaking published at 49 DCR 2468, 2477-78 (March 15, 2002).