

**OSLH Resolution
2007-11**

**-Admissions and Eligibility
Policy -**

5 pages

OGLALA SIOUX (LAKOTA) HOUSING POLICY

(Summary Sheet)

Title of this Policy (see attachment): Admissions and Eligibility Policy
Date this Policy is Adopted: November 6, 2007
Date of this Summary Sheet: November 12, 2007

POLICIES: Oglala Sioux (Lakota) Housing and its Board of Directors have adopted a series of *Policies* that establish basic requirements for its programs. The OSLH Board, employees, sub-grantees and sometimes OSLH contractors are required to adhere and conform to these Policies and requirements. Listed below are OSLH's current Policies, with the Policy attached to this sheet denoted with a checked box. OSLH actions, programs and decisions must conform to this and the other OSLH Policies. Though OSLH Policies are divided into topics, please note that often requirements governing particular OSLH actions are contained in more than one Policy.

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|---|---|
| <input checked="" type="checkbox"/> Admissions & Eligibility Policy | <input type="checkbox"/> Maintenance & Asset Management Policy |
| <input type="checkbox"/> Participant Grievance Policy | <input type="checkbox"/> Investment & Financial Management Policy |
| <input type="checkbox"/> Personnel Policy | <input type="checkbox"/> Ethical Standards of Conduct Policy |
| <input type="checkbox"/> Procurement Policy | <input type="checkbox"/> Policy Definitions |
| <input type="checkbox"/> Program Administration & Occupancy Policy | |

RULES: Oglala Sioux (Lakota) Housing also has adopted a series of *Rules* that contain additional requirements. These are established through a formal process with OSLH's Chief Executive Officer officially adopting them. The Rules provide more detailed requirements for OSLH actions, programs and decisions. No Rule, however, can violate or contradict any OSLH Policies. The OSLH Board, employees, sub-grantees and sometimes OSLH contractors are required to adhere to and conform to these Rules and requirements.

PROCEDURES: In establishing organizational requirements, Oglala Sioux (Lakota) Housing has a third level of requirements known as *Procedures*. These are specific written procedures that from time-to-time are developed by OSLH's staff and are officially adopted by OSLH's Chief Executive Officer. OSLH employees are required to adhere and conform to these Procedures. These Procedures, however, cannot violate any OSLH Policy or OSLH Rule.

Attach to Policy

**ADMISSIONS AND ELIGIBILITY POLICY
 OGLALA SIOUX (LAKOTA) HOUSING**

Adopted by Resolution 2007-11 on November 6, 2007

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I. STATEMENT OF PURPOSE.

The purpose of this Admissions and Occupancy Policy ("Policy") is to set forth the approach for determining eligibility and admission to Oglala Sioux (Lakota) Housing ("OSLH") programs including but not limited to housing units owned and operated by OSLH. This Policy supercedes and rescinds all previous admissions and eligibility policies and practice statements.

II. APPLICABILITY.

This Policy shall be applicable to all applicants ("Applicant") of OSLH programs

III. ELIGIBILITY FOR ALL PROGRAMS AND SERVICES

A. **Eligibility Requirements.** To be eligible for OSLH programs and services, an applicant must be:

- (1) An Indian;
- (2) Low-Income, unless the program has been specifically designated by OSLH as a non-Low Income restricted program;
- (3) Currently reside on the Reservation or in an OSLH Indian Service Area; and
- (4) Demonstrate that they are willing and able to meet the obligations of participating in the program.

B. **Other Special Eligibility Requirements.** From time to time other additional special residency or income requirements may be established for special programs and services. However, whenever this is done it shall be done pursuant to an OSLH rule.

C. **Indian.** A non-low income Indian may receive housing assistance in accordance with applicable regulations.

D. **Non-Indian.** A non-Indian may receive housing assistance on a reservation or Indian Area if the non-Indian's housing needs cannot be reasonably met without such assistance and OSLH determines that the presence of that individual on the reservation or within the Indian Area is essential to the well-being of that community.

IV. APPLICATION PROCESS

A. **Receipt of Applications and Determination of Eligibility.** OSLH obtains and verifies information from applicants for the purpose of:

1. Determining whether they meet the conditions of eligibility for admission;
2. Determining whether the service or unit will meet the particular need of the applicant;
3. Applying written application selection criteria for the particular program;
4. Determining that there is a reasonable expectation that the applicant can meet the obligations of the program; and
5. Determining that the health, safety, and welfare of others will not be jeopardized by selecting the applicant.

B. **Procedure Governing Receipt of Applications.**

1. The written application for admission constitutes the basic record of person applying for admission. Each applicant is required to supply the requested information and attest to the accuracy of the supplied information. The application, together with all other

materials relating to the individual's eligibility, is to be maintained in an active file for each applicant and retained for at least seven (7) years.

2. As a part of each application record a determination regarding the eligibility by an authorized OSLH staff member is to be completed and signed.

3. If, at any time during the application process, it appears that the applicant is not eligible, the applicant is to be so informed and the application classified as ineligible.

C. **Verification of Application Data.** OSLH must verify that an applicant's does not fall short of or exceeds what is required when the program applied for has income eligibility requirements. All such applicants are required to provide documentation to verify their income. OSLH is required to maintain this and other documentation on which the determination of eligibility is based.

D. **Waiting Lists.**

1. **Establishment and Maintenance of Waiting Lists.** When demand for a particular program or for units is anticipated to exceed anticipated availability, eligible applicants shall be placed on a written waiting list. Where the program involves renting or purchasing an OSLH unit, OSLH shall maintain separate waitlists for communities on the reservation and other properties based bedroom size. After applying the tribal preference, applicants shall be selected for program participation from the list by date of application only. Services or units shall be assigned to applicants according to placement on the waiting list starting with the applicant with the oldest date of application. All waiting lists shall be maintained at the OSLH office in Pine Ridge. A copy of each waiting list shall be posted in a conspicuous location open to the public in the OSLH office. The only exception to using housing waiting lists for selection shall be for Administrative Transfers.

2. **Waiting List Updates.** In order for an applicant to remain on a waiting list, the applicant shall update his or her application when this is periodically called for by OSLH. Failure to update the application will result in the removal of the applicant's name from the list; provided, however, no applicant shall be removed from the list unless OSLH makes a good faith effort to provide the applicant with written notice that his or her application needed to be updated.

3. **Eligibility Determination.** Upon receipt of each application, OSLH shall immediately place the name of the applicant on a list of pending applications with the time and date of receipt of application clearly indicated. Upon a determination of eligibility, written notice of eligibility shall be sent by mail to the applicant using the applicants last known address and the applicant's name shall be placed on an appropriate waiting list when required using the date of application.

E. **Notification to Selected Applicants.** If and when an applicant is selected for a program, OSLH shall send a notice of selection to the applicant at their last known address.