

## REQUEST FOR HARDSHIP EXEMPTION

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The HRHA Hardship Policy allows the authority the flexibility to address unique, unforeseeable circumstances that may occur in order to protect families in crisis. To be considered for a hardship exemption, the household must apply for all benefits for which it may be eligible. Zero income households must report income changes when income begins.

**Please provide all the information requested below:**

Date: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

**HARDSHIP TYPES:**

A “Hardship” exists in the following circumstances. Carefully read the hardship types described below and check all that apply to your family circumstance.

- ☐ The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program.
- ☐ The family would be evicted as a result of the imposition of Move-To-Work (MTW) activities.
- ☐ The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance.
- ☐ The family has an increase in expenses because of changed circumstances, such as for medical costs, childcare, transportation, education, or similar items.
- ☐ Other (please explain) \_\_\_\_\_

**NO QUALIFYING HARDSHIP:**

Should HRHA determine that there is no qualifying hardship, **MTW activities will be reinstated, including requiring back payment of minimum rent and other costs or fees to HRHA for the time of suspension.**

**TEMPORARY HARDSHIP:**

Should HRHA determine that there is a qualifying hardship but it is of a temporary nature, **the MTW activity will not be imposed for a period of 90 days from the date of the family’s request. At the end of the 90-day period, the MTW activity will be imposed retroactively to the time of suspension.** HRHA will offer a reasonable repayment agreement for any minimum rent back payment and any other costs and fees paid by HRHA on the family’s behalf during the period of suspension

**LONG-TERM HARDSHIP:**

Should HRHA determine that there is a long-term hardship, **the family will be exempt from the MTW activity until the hardship no longer exists.**

**Please note:**

Until income is restored to the household, households must continue to meet the definitions of hardship types above and also meet all of the following criteria:

- Remain in compliance with all program requirements.
- Not owe HRHA any money or be current with a re-payment agreement Continued lack of income has not been through the fault of the household.
- Have applied for financial resources it may be eligible for but been unsuccessful in securing those.
- Request the hardship waiver within the deadline set by HRHA. **Households have 10 business days from the date of their “Notice of Change” letter in which to request an Informal Hearing.**
- Have not previously received hardship relief for the same MTW activity.

**Appeals:**

Families who disagree with the hardship review decision may appeal the determination through HRHA’s existing grievance process.

Head of Household Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSING AUTHORITY USE ONLY**

Case Worker:

☐ Approved    ☐ Declined    Date: \_\_\_\_\_ Signature: \_\_\_\_\_

NOTES: