

**SECTION 8 ADMINISTRATIVE PLAN**

**APPENDIX H**

**FAMILY SELF-SUFFICIENCY PROGRAM**

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### **PURPOSE AND SCOPE**

The purpose of the Family Self-Sufficiency (FSS) Program is to enable and empower families to become economically self-sufficient. Idaho Housing and Finance Association (IHFA) makes this possible by working with local resources to deliver effective services that support low-income families in achieving economic independence and offers:

- One-on-one career/education counseling sessions with IHFA staff or other resources where available
- Referrals to life and job skills workshops
- Home-ownership education referrals
- Budget and credit counseling and referrals
- Subsidized child-care referrals
- Other incentive programs that may become available in each area.

### **ELIGIBILITY**

The FSS program is voluntary and does not affect a participant's housing subsidy. To be eligible for the FSS program, potential applicants must be current Housing Choice Voucher Program participants, reside within IHFA's service area and have full-time employment goals.

### **WAITING LIST MANAGEMENT**

Depending on the available space in the FSS program, applicants may be placed on a separate waiting list maintained in each region, and selected based on the date they expressed an interest in the FSS program. It is expected that eventually there will be no need for a waiting list in each region and applicants will be added to the program as they express interest.

### **GENERAL PROGRAM INFORMATION AND OUTREACH**

**Employment:** IHFA will fill FSS coordinator positions in accordance with its personnel policies. It is IHFA's intent to provide equal employment opportunities to all job applicants and employees; to administer hiring, compensation and benefit practices, training, upgrading and promotion procedures, transfers and terminations of employment without discrimination based on race, religion, color, sex, age, national origin, disability or veteran status with regard to any position for which the applicant or employee is otherwise qualified to perform essential job functions. IHFA intends to provide a workplace free from harassment based on any of the factors listed above and to encourage the hiring of minorities, women, disabled individuals, and Vietnam Era veterans. If an employee has questions or feels any of these rights or opportunities are being wrongfully denied, he/she should discuss it with his/her supervisor or a Human Resource Representative.

The Human Resources Representative will post a written notice of recruitment within the Association and its Branch Offices and begin external recruiting, if desired by management.

An advertisement will be written by the HR Representative, approved by the appropriate manager, and placed with appropriate newspapers. A recruiting notice will be mailed to all contacts on the "Minority Representatives Contact List" and the "Handicapped/Disabled Service Provider List" which is contained in the Association's Affirmative Action Plan. Where a current pool of applicants exists for the same position or a similar position, the Association may select among applicants already on file. An internal notice will be posted to advise current employees of the opening, even where a current pool of applicants exists.

**Fair Housing:** No person shall, on the grounds of race, religion, color, sex, handicap, age, familial status, national origin, credit status, or education be excluded from IHFA's FSS program.

To further its commitment to full compliance with applicable Civil Rights laws, IHFA will provide information to its participants in the FSS program regarding discrimination and resources available to them if they believe they may be victims of discrimination. Such information will be posted in each branch office and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available and discussed at all briefings.

IHFA will assist any family that believes they have suffered illegal discrimination by providing them with copies of the housing discrimination form. IHFA will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity. IHFA will provide them with the toll-free number for the Housing Discrimination Hotline of 1-800-669-9777.

IHFA will provide interpreter/translation services through the Language Line at no cost to the individual, for those participants that are Limited English Proficient (LEP) persons. IHFA will make available the use of a Telecommunication Device for the Deaf (TDD). The TDD telephone number is 1-800-545-1833 ext. 400.

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of IHFA's FSS program and related services. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible. Because disabilities are not always apparent, IHFA will ensure that all participants are aware of the opportunity to request reasonable accommodations. All notifications of reexamination, inspection, appointment, or termination of assistance, and notification requesting action by the participant will include information about requesting a reasonable accommodation. All IHFA office buildings are ADA compliant.

**Outreach:** IHFA provides information about the FSS program to all participants at their initial briefing and they are shown a video of the FSS program. They are given a brochure, and asked to complete a survey form, and directed to an FSS coordinator for further information. They are again provided with information at each annual recertification.

IHFA provides information about the FSS program to owners/landlords in the Landlord Briefing Packet. It is the intention of IHFA that by providing this information, it will expand housing choices to program participants and further IHFA's goal to promote homeownership.