



## Exception to Subsidy Standard Request Form

Subsidy standards determine the number of bedrooms needed for families of different sizes and compositions. This is the voucher size a family will be given. The voucher size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room. It only determines the maximum amount of subsidy Housing Works will pay. HUD Regulations require that subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.

Housing Works may grant an exception to its established subsidy standards if determined that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment.
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition.
- The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional). Any exceptions to the subsidy standards will be reviewed and determined by management and must be reverified annually.

Request for exceptions to the subsidy standard must be assessed on a case by case basis, taking into account factors such as the cost of the requested exception, the financial resources of Housing Works at the time of the request, the benefits that the request would provide to the family, and the availability of alternative accommodations that would effectively meet the family's related needs.

Before making a determination, Housing Works may enter into discussion and negotiation with the family, request more information from the family, or may require the family to sign a consent form so that Housing Works may verify the need for the requested exception.

### **Housing Works Policy**

Housing Works will notify the family of its determination within 10 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing. (For further information regarding subsidy standards see Chapter 5 of the administrative plan which may be provided by your Housing Specialist at your request).

405 SW 6<sup>th</sup> Street  
Redmond, OR 97756  
(541) 923-1018  
Fax (541) 923-6441

Head of Household: \_\_\_\_\_

What exception is requested?

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I need this Subsidy Standard Exception because (Explain here how requested exception will help you):

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*(Please note: In answer to the question above please tell us how the exception will help you live in the housing or take part in our program; meet the lease requirements of our program; meet other requirements of our program.)*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_