

**FSS Action Plan
TABLE OF CONTENTS**

**CHAPTER 1
THE FAMILY SELF-SUFFICIENCY PROGRAM AND THE FSS ACTION PLAN**

PART I: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND FSS ACTION PLAN.....	1-3
1-I.A. OVERVIEW OF THE FAMILY SELF-SUFFICIENCY PROGRAM	1-3
1-I.B. APPLICABLE REGULATIONS	1-3
1-I.C. THE FAMILY SELF-SUFFICIENCY ACTION PLAN	1-3
PART II. REQUIREMENTS OF THE FSS ACTION PLAN.....	1-5
1-II.A. OVERVIEW	1-5
1-II.B. HUD APPROACH TO POLICY DEVELOPMENT.....	1-5
1-II.C. FSS ACTION PLAN DEVELOPMENT AND REVISION.....	1-6
Development of Action Plan [24 CFR 984.201(b) and (c)].....	1-6
Single Action Plan [24 CFR 984.201(f)]	1-6
Revision to the FSS Action Plan [24 CFR 984.201(c)(2)]	1-6
1-II.D. CONTENTS OF THE PLAN [24CFR 984.201(d)].....	1-7
1-II.E. FAMILY DEMOGRAPHICS [24 CFR 984.201(d)(1)].....	1-9

**CHAPTER 2
PURPOSE, SCOPE, AND APPLICABILITY OF THE
FAMILY SELF-SUFFICIENCY PROGRAM**

PART I: PURPOSE AND BASIC REQUIREMENTS OF THE FSS PROGRAM.....	2-3
2-I.A. PURPOSE	2-3
2-I.B. PROGRAM OBJECTIVES [24 CFR 984.102].....	2-3
2-I.C. BASIC REQUIREMENTS OF THE FSS PROGRAM [24 CFR 984.104]	2-3
PART II: SCOPE OF THE FSS PROGRAM.....	2-5
2-II.A. PHAS REQUIRED TO OPERATE AN FSS PROGRAM.....	2-5
Mandatory Minimum Program Size (MMPS) [24 CFR 984.105].....	2-5
2-II.B. ESTIMATE OF PARTICIPATING FAMILIES [24 CFR 984.201(d)(2)].....	2-8
2-II.C. ELIGIBLE FAMILIES FROM OTHER SELF-SUFFICIENCY PROGRAMS [24 CFR 984.201(d)(3)]	2-8
2-II.D. ELIGIBILITY OF A COMBINED PROGRAM [24 CFR 984.201(e)]	2-8
PART III: PROGRAM OPERATION.....	2-9
2-III.A. OVERVIEW	2-9
2-III.B. PROGRAM IMPLEMENTATION DEADLINE.....	2-9
Voluntary Program [24 CFR 984.301(a)(1)]	2-9
Mandatory Program [24 CFR 984.301(a)(2)].....	2-9
2-III.C. FULL ENROLLMENT AND DELIVERY OF SERVICE [24 CFR 984.301(a)(2)(ii)]	2-9
2-III.D. EXTENSION OF PROGRAM DEADLINES FOR GOOD CAUSE [24 CFR 984.301(a)(2)(iii)]	2-10
2-III.E. TIMETABLE FOR PROGRAM IMPLEMENTATION [24 CFR 984.201(d)(ii)].....	2-10
PART IV: DEFINITIONS	2-11
2-IV.A. DEFINITIONS [24 CFR 984.103].....	2-11

**CHAPTER 3
PROGRAM ADMINISTRATION**

PART I. STAFFING, FEES AND COSTS, AND ON-SITE FACILITIES	3-2
3-I.A. OVERVIEW.....	3-2
3-I.B. PROGRAM ADMINISTRATION STAFF AND CONTRACTORS [24 CFR 984.301(b)].....	32
3-I.C. ADMINISTRATIVE FEES AND COSTS	3-3
Public Housing FSS Program	3-3
Housing Choice Voucher FSS Program	3-3
3-I.D. SUPPORTIVE SERVICES FEES AND COSTS	3-5
Public Housing Supportive Services.....	3-5
Housing Choice Voucher Supportive Services.....	3-5
3-I.E. ON-SITE FACILITIES.....	3-5
PART II: PROGRAM COORDINATING COMMITTEE	3-7
3-II.A. OVERVIEW	3-7
3-II.B. PROGRAM COORDINATING COMMITTEE MEMBERSHIP	3-7
Required PCC Membership [24 CFR 984.202(b)(1)].....	3-7
Recommended PCC Membership [24 CFR 984.202(b)(2)]	3-7

**CHAPTER 4
SELECTING AND SERVING FSS FAMILIES**

PART I. INCENTIVES, OUTREACH, AND ASSURANCE OF NONINTERFERENCE.....	4-3
4-I.A. OVERVIEW.....	4-3
4-I.B. INCENTIVES FOR PARTICIPATION [24 984.201(d)(5)].....	4-3
4-I.C. OUTREACH EFFORTS [24 CFR 984.201(d)(6)(i)(ii)]	4-4
4-I.D. ASSURANCE OF NONINTERFERENCE WITH THE RIGHTS OF NONPARTICIPATING FAMILIES [24 CFR 984.201(d)(10)].....	4-5
PART II. FAMILY SELECTION.....	4-7
4-II.A. OVERVIEW	4-7
4-II.B. FSS SELECTION PREFERENCES	4-7
4-II.C. SELECTION FACTORS	4-8
Motivation Selection Factors [24 CFR 984.203(c)(1)].....	4-8
Other Selection Factors.....	4-9
PART III. ACTIVITIES AND SUPPORT SERVICES	4-11
4-III.A. OVERVIEW	4-11
4-III.B. METHOD OF IDENTIFYING FAMILY SUPPORT NEEDS [24 CFR 984.201(d)(8)].....	4-11
4-III.C. FSS ACTIVITIES AND SUPPORT SERVICES DESCRIPTION [24 CFR 984.201(d)(7)].....	4-12
4-III.D. CERTIFICATION OF COORDINATION [24 CFR 984.201(d)(12)].....	4-14

**CHAPTER 5
CONTRACT OF PARTICIPATION**

PART I: OVERVIEW AND FAMILY OBLIGATIONS.....	5-3
5-I.A. OVERVIEW.....	5-3
5-I.B. CONTENTS OF THE CONTRACT OF PARTICIPATION	5-3
Individual Training and Services Plan.....	5-3
5-I.C. FAMILY OBLIGATIONS.....	5-4
Compliance with Lease Terms.....	5-4
Employment Obligation [24 CFR 984.303 (b)(4)]	5-5
5-I.D. CONSEQUENCES OF NONCOMPLIANCE WITH THE CONTRACT	5-6
PART II. CONTRACT SPECIFICATIONS	5-9
5-II.A. OVERVIEW	5-9
5-II.B. CONTRACT TERM [24 CFR 984.303(c)].....	5-9
Contract Extension [24 CFR 984.303(d)].....	5-9
5-II.C. MODIFICATION OF THE CONTRACT	5-10
5-II.D. COMPLETION OF THE CONTRACT	5-11
5-II.E. TRANSITIONAL SUPPORTIVE SERVICE ASSISTANCE.....	5-11
5-II.F. TERMINATION OF THE CONTRACT	5-12
5-II.G. OPTION TO WITHHOLD OR TERMINATE SUPPORTIVE SERVICE AND HOUSING ASSISTANCE [24 CFR 984.303(b)(5)(i)]	5-13
5-II.H. NULLIFICATION OF CONTRACT FOR UNAVAILABILITY OF SUPPORTIVE SERVICES [24 CFR 984.303(e)].....	5-13
5-II.I. GRIEVANCE PROCEDURES	5-14

**CHAPTER 6
ESCROW ACCOUNT**

PART I. THE ESCROW ACCOUNT	6-3
6-I.A. OVERVIEW.....	6-3
6-I.B. CALCULATING THE FSS CREDIT AMOUNT	6-3
Determination of Family Rent and Total Tenant Payment.....	6-3
Increases in FSS Family Income [24 CFR 984.304]	6-3
Cessation of FSS Credit [24 CFR 984.305(b)(3)]	6-3
6-I.C. DISBURSEMENT OF FSS ACCOUNT FUNDS	6-4
Disbursement at Completion of Contract [24 CFR 984.305(c)(1)]	6-4
Disbursement before Expiration of Contract Term	6-5
Verification of Family Certification at Disbursement	6-7
Succession to FSS Account [24 CFR 984.305(d)].....	6-7
6-I.D. USE OF FSS ACCOUNT FUNDS FOR HOMEOWNERSHIP	6-8
6-I.E. FORFEITURE OF FSS ACCOUNT FUNDS	6-9
Treatment of Forfeited FSS Account Funds	6-9
PART II. ESCROW FUND ACCOUNTING AND REPORTING.....	6-11
6-II.A. OVERVIEW	6-11
6-II.B. ACCOUNTING FOR FSS ACCOUNT FUNDS.....	6-11
Proration of Investment Income [24 CFR 984.305(a)(2)(ii)]	6-11
Reduction of Amounts Due by FSS Family [24 CFR 984.305(a)(2)(iii)]	6-11
6-II.C. REPORTING ON THE FSS ACCOUNT	6-11

**CHAPTER 7
PORTABILITY IN HOUSING CHOICE VOUCHER FSS PROGRAMS**

PART I: PORTABILITY IN THE FSS PROGRAM	7-3
7-I.A. OVERVIEW.....	7-3
7-I.B. DEFINITIONS	7-3
7-I.C. RESIDENCY REQUIREMENTS	7-3
7-I.D. CONTRACT OF PARTICIPATION	7-3
Continued Participation in the FSS program of the Initial PHA	7-3
PART II: THE EFFECTS OF PORTABILITY ON FSS REGULATIONS AND POLICY	7-5
7-II.A. OVERVIEW	7-5
7-II.B. PORTABILITY AND THE ESCROW ACCOUNT [24 CFR 984.306(e)].....	7-5
7-II.C. PROGRAM TERMINATION, LOSS OF FSS ACCOUNT, AND TERMINATION OF SECTION 8 ASSISTANCE.....	7-5

