



De-Selection Policy

LAHFH is strongly committed to the relationship between the organization and the Partner Family (PF). The goal of LAHFH is to build a home in *partnership* with the Partner Family and to prepare the Partner Family for *successful* homeownership. In the spirit of mutual cooperation, the Partner Family also has significant responsibilities and is expected to take their role seriously. If certain criteria are not met, it will be seen as a lack of willingness to partner and could result in termination of the partnership (de-selection). According to HFHI, **de-selection** is defined as *“terminating the partnership between the time of board approval and the closing/occupancy of the home.”*

Grounds for de-selection:

1. Fraud or misrepresentation of material facts or information during the application process or after selection.
2. “Failure to Partner” by failing to complete the requirements outlined in the “Letter of Acceptance.”
3. Unwillingness to partner demonstrated by a lack of compliance with the Sweat Equity policy as outlined in the Policies and Procedures
4. Changes in other miscellaneous circumstances that will negatively affect the family’s ability to partner with LAHFH.

De-selection procedure

A. Fraud or misrepresentation:

- Fraud or misrepresentation on the application undermines the integrity and fairness of the LAHFH Family Selection process, which is wholly dependent upon access to complete and accurate information from each applicant. Each applicant’s obligation to provide complete and accurate information extends to *the entire application process*. This includes completion of the paper application, panel interview, and home visit as well as an obligation to respond honestly and completely to subsequent inquiries from LAHFH.
- Examples of fraud or misrepresentation include, *but are not limited to*, supplying inaccurate income information, omitting debt information, or supplying inaccurate information about household size or composition.
- Fraud or misrepresentation constitute grounds for de-selection regardless of at what point in the process they are discovered
- After selection, a Partner Family’s obligation to be honest and forthright with LAHFH continues. Misrepresentations regarding the completion of Sweat Equity hours or other Partner Family obligations under our partnership constitute both fraud and a failure to

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partner. Suspected misrepresentations of Sweat Equity will be addressed according to the same procedures outlined in this section.

- Procedure when fraud or misrepresentation is suspected:
 1. The matter will be investigated by LAHFH staff. All methods and findings of this investigation will be documented in the Partner Family's file. This investigation must include a meeting with the family and their Family Mentor during which the Partner Family is allowed to respond to the suspected fraud or misrepresentation
 2. Findings of the investigation by LAHFH, including any explanations offered by the Partner Family, are presented to the executive director for review.
 3. If the executive director determines that fraud or deliberate misrepresentation took place, the Partner Family shall be de-selected immediately.
 4. A letter shall be sent to the family informing them of the executive committee's decision.

B. Failure to Partner

- Circumstances under which a Partner Family may be found to have failed to partner include, but are not limited to, the following:
 1. Failure to comply with the terms outlined in the "Letter of Acceptance" the Partner Family signed at the time of orientation.
 2. Violation of the policies and procedures provided at the time of acceptance.
 3. Failure to meet all financial responsibilities, including, but not limited to, the following:
 - Families must not incur any additional judgments, county liens, or excessive debt while in the partnership process.
 - Any existing liens or delinquent judgments must be **cleared up 60 days prior** to the projected closing date.
 - Partner Families must not get into a financial situation which would compromise their ability to pay the mortgage.
- Procedure when a Partner Family fails to partner:
 1. All failures to partner must be documented by LAHFH in writing and maintained in the Partner Family file, records of any remedial efforts made by either party, as well as any explanation offered by the Partner Family must also be maintained in the family file.
 2. If the purported failure to partner warrants de-selection, all relevant information will be presented to the executive committee for review.
 3. If the executive committee votes to de-select, a letter will be sent to the Partner Family informing them of the de-selection.

***NOTE:** A Partner Family de-selected for failure to partner will be eligible to reapply after a period of one year from the date of de-selection.*

C. Unwillingness to Partner

- Each Partner Family’s commitment to work the required amount of Sweat Equity in accordance with established policies and procedures is at the heart of its partnership with LAHFH. LAHFH will make every reasonable effort to assist families through the Sweat Equity process. However, if a Partner Family does not complete its Sweat Equity obligations in a timely manner it risks being de-selected for an unwillingness to partner.
- Procedure when a Partner Family demonstrates an “unwillingness to partner:”
 1. The Sweat Equity sanctions policy (Outlined in Section 1.5 of the Sweat Equity Policy) details specific policy and procedures regarding failure to meet Sweat Equity requirements.
 2. Any actions taken or agreements made under the Sweat Equity sanctions policy will be documented in the Partner Family file.
 3. Should the procedures outlined in the Sweat Equity Sanctions policy fail to bring a family into compliance with LAHFH Sweat Equity policies, the case will be brought before the Executive Director for review.
 4. If the Executive Director determines that the Partner Family has demonstrated an unwillingness to partner, the Partner Family will be de-selected.
 5. A letter will be sent to the Partner Family informing them of the de-selection.

NOTE: A Partner Family de-selected for unwillingness to partner will be eligible to reapply after a period of one year from the date of de-selection.

D. Changes in miscellaneous circumstances

- Changes in miscellaneous circumstances that will negatively affect a family’s ability to partner with LAHFH include, but are not limited to, the follow:
 1. Negative changes in economic circumstances: Negative changes in economic circumstances can set the Partner Family up for failure by placing them in a home that they may not be able to afford. The Partner Family must notify LAHFH of any such change in a timely manner, and LAHFH will do its best to work with the family.
 2. A significant change in family size: If a Partner Family adds or loses members, the family runs the risk of falling outside the income guidelines. This is the sole reason that a significant change in family size may be grounds for de-selection.
 3. Change in living environment or contact information without notifying the office immediately: Moving may not only eliminate the need for a LAHFH home but failing to communicate this change to the LAHFH office violates the agreement and demonstrates an unwillingness to partner. Therefore, if a family moves or changes phone numbers without notifying the office immediately, or LAHFH receives returned mail from the present address for one month or more, the Partner Family may be de-selected.

- Procedure when there is a change in miscellaneous circumstances:
 1. The matter will be investigated by LAHFH staff. All methods and findings of this investigation will be documented in the Partner Family's file. This investigation must include a meeting with the family and their Family Mentor during which the Partner Family can respond to the suspected fraud or misrepresentation.
 2. If after the investigation, the LAHFH staff believes that there may be grounds for de-selection, the findings, including an explanation offered by the Partner Family, are presented to the executive director for review.
 3. If the executive director determines that the changes in miscellaneous circumstances were severe enough, the Partner Family shall be de-selected immediately.
 4. A letter shall be sent to the family informing them of the executive committee's decision.

NOTE: A Partner Family de-selected for changes in miscellaneous circumstances will be eligible to reapply after a period of one year from the date of de-selection.