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Relay #: 711

MCKEAN COUNTY HOUSING AUTHORITY

REASONABLE ACCOMMODATION/MODIFICATION TRANSFER POLICY

It is the policy and intention of the McKean County Housing Authority (“MCHA”) to provide a public housing unit-to-unit transfer as a reasonable accommodation for an MCHA client with a disability (“Family Member With a Disability”) who has a medical need for a unit or parking space with accessible or other attributes in order to fully enjoy MCHA’s housing, services or programs (“RA/RM Transfer”).

MCHA will first try to accommodate a Family Member With a Disability within their existing development. However, in some cases, it will be necessary for MCHA to transfer a Family Member With a Disability to another public housing development with a unit that meets their needs. In other cases, when MCHA does not have a suitable unit within its inventory to offer, or the delay in being able to offer said unit would be significant, it may be appropriate for MCHA to issue the Family Member With a Disability a Section 8 voucher, to the extent that they qualify for the Section 8 program, so that they can find suitable housing on the private market.

This policy provides an exception to MCHA’s regular rule that limits the ability of a public housing resident to transfer to a different public housing unit until after the tenant has been living in the unit for one year. MCHA will permit a RA/RM Transfer before the one-year period has expired as a reasonable accommodation for a tenant with a disability who has 3rd party verification that they need this transfer because of their disability. MCHA will give RA/RM Transfers priority for transfers over tenants without disabilities seeking transfers.



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MCHA will provide two categories of RA/RM Transfers: 1) emergency transfers (when the 3rd party verifier indicates that the person with the disability has an emergency situation) and other emergency situations, and 2) priority administrative transfers (all other RA/RM Transfers). MCHA also provides administrative transfers for other types of transfers, not based on disability-related needs.

Consistent with their placement on the waiting list, the family with the Family Member With a Disability will be offered the next available unit that meets their needs and family composition. In some cases, it may be necessary to *temporarily over-house or under-house* a family with disabilities until an appropriate unit becomes available. In this case, MCHA will ensure that the family is aware that the accommodation is temporary, and they will sign an agreement to move quickly when an appropriately sized unit becomes available.

[MCHA's general Reasonable Accommodations/Modifications Policy \(Form RA-1\) generally applies to this policy, and is hereby fully incorporated herein.](#)

A Head of Household has the right to dispute MCHA's actions with regard to their request, the withdrawal of approval for RA/RM Transfer, or other RA/RM Transfer-related action in accordance with MCHA's administrative review policy.

