



## De-Selection Policy

1. **Definition of de-selection** - Habitat's decision to terminate the partnership during the time between a family partner's selection by the Family Services Committee and closing on the home.
2. **Reasons and Procedures for De-Selection:**
  - a. Fraud or misrepresentation of material facts or information during the selection process or during partnership.
    - i. Material information includes but is not limited to statement of household members on the application, marital status, income sources, other assets, expenses, debts, and criminal/juvenile delinquent history. If a family partner provides false information, omits material information, or fails to report changes to marital status, income, debt, expenses, assets, household composition, criminal/juvenile delinquent history of household members, or any other material information in a timely manner, the committee may recommend de-selection. This also includes reporting of changes in student status or income for dependents over age 18.
    - ii. In these cases, Family Services staff will investigate the matter and meet with the family partner. The Family Services Committee will review information gathered by Family Services and determine if the family partner should be suspended or terminated. The family partner may be allowed to make a written statement to the Family Services Committee if they so choose.
  - b. Negative changes in economic circumstances which affect the family partner's ability to afford homeownership that cannot be remedied through extended financial counseling. This could also include lack of cooperation from a separated spouse in providing income verification or being present at the closing. Family Services will gather documentation regarding the change and report the change to the Family Services Committee for review. If the committee determines that there is strong potential for the family partner to remedy the situation within six months, the committee may choose to allow them to remain in the program while regaining their financial eligibility. If the family partner is unable to correct the situation by the end of six months, the committee will move to de-selection. If remedy within six months does not appear feasible, the committee may choose to immediately de-select.
  - c. Failure to partner or complete the terms in the signed Partnership Agreement including:
    - a. If a Habitat staff member reports patterns of behavior by a family partner that demonstrate failure to partner, the matter will be investigated by Family Services :
      - i. Verbal warning by Family Services Staff to the family partner regarding the issue and how to address it. Notation will be made in the family partner file.



- ii. Written warning regarding the issue and how to address, signed by Family Services Staff and the family partner, and placed in the family partner file.
  - iii. Family Services Committee will review the history and make the decision whether to suspend or terminate the partnership. The family partner will be allowed to make a written statement to the Family Services Committee if they so choose.
  - iv. At any step in the above procedure, and Family Services staff and/or the Family Services Committee may repeat or omit any of the steps when necessary. Factors which may be considered in effecting the appropriate steps include, but are not limited to: seriousness of conduct, ability to address conduct, action taken with respect to similar conduct by other partner families, effect on other partner families, volunteers, or staff, and surrounding circumstances. Some conduct may result in an immediate de-selection recommendation. Habitat is not required to go through the entire procedure.
- b. Issues that constitute warnings and/or de-selection include but are not limited to the following:
- i. Not attending assigned classes or other sweat equity activities, especially without giving notice and/or without extenuating circumstances
  - ii. Not cooperating with Habitat staff to makeup missed classes
  - iii. Using profane language will not be tolerated. i.e. racist, homophobic comments
  - iv. Not participating as agreed on build site.
  - v. Missing multiple planned sessions without notice
  - vi. Refusing to provide necessary paperwork that is requested
  - vii. Demanding sponsors and volunteers provide special gifts or favors
  - viii. Demanding a different home location or floor plan once assigned to a lot
  - ix. Not paying closing costs or debts on schedule (without making prior arrangements)
  - x. Violating Habitat's drug-free workplace policy which prohibits family partners, household members and their guests from possessing, using or being under the influence of illegal drugs, controlled substances, mood or mind-altering substances, "look-alike" substances, designer and synthetic



drugs, alcoholic beverages, drug paraphernalia, and prescription medications (unless prescribed for by a licensed physician) while on any company property. Company property includes, but is not limited to, the Knoxville Habitat for Humanity office, all build sites and construction trailers, company vehicles, and Restore.

- xi. Violating Confidentiality Agreement, and any other behaviors that do not follow terms of the partnership agreement.
  
- c. If a family partner has extenuating circumstances that hinder them from completing sweat equity or other terms as assigned upon approval into the program, the family partner will need to create a recovery plan with the Family Services staff and resume sweat equity activities. Terms of this plan will be placed in writing. If the family partner cannot resume by that time, the Family Services Committee may decide to de-select the family partner. If a family partner's selection was contingent upon a time-sensitive grant, the situation will be evaluated according to those circumstances.
  
- d. If there is a change or new information is discovered regarding the sex offender, criminal, or juvenile adjudication history of anyone in the household, the Family Services Committee will review and may choose to de-select the family partner.

### **3. Decision-Making Authority**

- a. De-selection reviews will be initiated by the appropriate Family Services staff. Recommendations for termination of partnership must be reviewed by the Family Services Committee before becoming final. Any de-selection reviews/actions regarding the Sex Offender Registry or Criminal Background Check Policy will be reviewed by the Family Services Committee.
- b. All final de-selection or suspension decisions will include review by Family Services Committee with the final decision being endorsed by the Committee Chair and CEO.
- c. If the CEO has concerns about a decision, it may be brought before the Executive Committee for review to overturn or affirm.

### **4. Appeal and Reapplication**

- a. If de-selected, a family partner may appeal in writing to the Executive Committee within 30 days of the action taken. The Family Services Committee Board Chair will review and present the information to the Executive Committee.



- b. Partner families de-selected for fraud or misrepresentation will not be allowed to reapply. All others may reapply after one year and will be considered on a case-by- case basis to include evaluation of the previous de-selection circumstances. Any sweat equity earned prior to de-selection will be considered on a case by case basis at the time of reapplication.

**5. Policy Acknowledgement & Record Keeping**

- a. Partner families will receive and sign a copy of this de-selection policy at Orientation.
- b. All actions and steps taken by Habitat regarding the de- selection of a family partner will be maintained in writing in the family partner' s file. All decisions regarding de-selection will be communicated verbally and in writing to the family partner.

We accept the terms and acknowledge receipt of this policy:

x	
<i>[insert printed Family Partner 1 name]</i>	Date
x	
<i>[insert printed Family Partner 2 name]</i>	Date
x	
<i>[insert printed name],</i> Family Services Staff	