

Spectrum Policy Regarding Custody of Minors  
May 1, 2020

1. We would not question custody when a child lives with both parents.
2. We would only question custody when a child is needed for the household to qualify for student status.
3. Custody should be questioned when something in the file raises a question as to whether the child is placed there at least 50% of the time. Examples:
  - A tenant who has to PAY child support for the child listed as occupant;
  - Discrepancies between a court order and custody reported on the application, affidavit or by the other parent(s).
4. Custody should be questioned for children living with grandparents, aunts, uncles, cousins, etc. where the child is needed for the household to qualify.
5. Files should document if the child is placed with the tenant temporarily or permanently; whether the child resides with the tenant FT or PT (if PT, what is the schedule?); how long the child has been living with the tenant; and whether any paperwork can be provided (see list below).
6. If the application or affidavit forms ask about full custody, 50% custody, etc. and they answered affirmatively we should not question further.
7. We should encourage sites to develop a policy of their own to document household membership of minors not living with both parents. If we are aware of such policy our monitoring should defer to that and we would comment on any file which does not meet the management policy.
8. Items that can document custody:
  - Court documents
  - Tax returns (always needed when all HH members are FT students)
  - Letter from parent (not in NYC)
  - School registration
  - Public assistance verifications (TANF, AFDC, food stamps or medical coverage)
  - Letter from doctor, social worker, professional child care provider
  - DHS placement letter
  - Birth certificate