

DIGHTON HOUSING AUTHORITY GUIDELINES
FOR
REQUEST AND USE OF CORI

Pursuant to 803 CMR 5.00 (Regulation Governing Request For and Use of CORI by Local Housing Authorities), 803 CMR 7.00 which applies to all LHA request for CORI received by CHSB on or after May 14, 1991, and a letter dated July 18, 1991 from Ms. Carol E. Collins, Director of the Bureau of Housing Management of the Executive Office of Communities and Development informing LHA's of the Emergency Implementation date of July 15, 1991 of said regulations, the Dighton Housing Authority adopted the following procedure as part of its Admissions and Continued Eligibility Policy.

Whereas 803 CMR 5.00 and 7.00 stipulates that "An LHA which obtains CORI pursuant to 803 CMR 7.00 shall use this information only for the purpose of evaluating applicants for public housing, and that dissemination of CORI for any other purpose or individual not involved in the tenant selection process, is expressly prohibited the Dighton Housing Authority shall, at a minimum, use these guidelines and those listed in Section 5.05 (1) through (9), when accessing CORI.

INFORMING APPLICANTS

The Dighton Housing Authority has included as part of its formal application the following statement:

As per 803 CMR 7.00, at the time of the Dighton Housing Authority's final application screening process, an inquiry shall be made to the Criminal history Board System to access information through CORI (Criminal Offender Record Information) (Ref. 803 CMR 5.05.1).

This procedure will be uniformly applied to all applicants for public housing at the Dighton Housing Authority.

As required in the regulations, CORI will be destroyed when the applicant to whom it pertains has been housed by the Dighton Housing Authority. If the applicant has been determined ineligible for housing, the applicant's CORI shall be destroyed three years from the date of the application's rejection or after all administrative and judicial proceedings concerning the rejection are exhausted, whichever is later. (Ref. 803 CMR 5.05.5 and 6)

DISSEMINATION OF INFORMATION

Information collected through CORI will be used for the express purpose of determining eligibility of applicants, as defined in Section 5.01 of 803 CMR 5.00 which states:

Applicant means any elderly applicant, family applicant or handicapped applicant for public housing, including all household members or other persons to be listed on the lease as "Authorized Occupants", as well as any other person to be so added to this list at a later time.

The dissemination and/or use of CORI by the Dighton Housing Authority employee other than as provided in 803 CMR 7.00 shall be expressly prohibited. (Ref 803 CMR 5.05.2)

STANDARDS

The Dighton Housing Authority has established that the following standards are applicable for a request for an applicant's CORI information.

1. The request for CORI shall not be made prior to the PHA's final application screening process, and;
2. The request will not have the purpose or effect of discrimination on the basis of race, religion, color, ethnic or national origin, ancestry, age sex, handicap, sexual orientation, marital status, military status or receipt of public assistance.
(Ref. 803 CMR 5.05.3)

DESIGNATION

The Dighton Housing Authority has designated the Executive Director as the person authorized to submit a written request for CORI to the CHSB on behalf of the Authority. Said request will be made on the form provided by the CHSB. (Ref. 803 CMR 5.05.4)

SECURITY

All requests and responses from CHSB resulting to or from an inquiry made by the Dighton Housing Authority will be maintained in a locked file cabinet when not being used.

Only one copy of the CORI will be kept in the Dighton Housing Authority file at any time. However, no provision of the Dighton Housing Authority guidelines shall construe these regulations to prohibit dissemination of CORI by a public housing authority in the course of a tenant selection appeal, or other administrative or judicial proceeding in which such CORI is relevant, brought by the applicant against the public housing agency. (Ref. 803 CMR 5.05.8 and 9)

CORI APPROVED

A list of persons who are CORI approved will be established and maintained. This list will include only those persons who are directly involved in the decision as to whether an applicant is eligible for public housing and those persons shall sign an "agreement of non-disclosure" provided by CHSB. (Ref. 803 CMR 5.05.7)

PROCEDURE TO REQUEST INFORMATION FROM CORI

At the time of the final application screening process, an inquiry shall be made to the Criminal History Board System to access information through CORI on all applicants to public housing applying through the Dighton Housing Authority.

Each applicant shall be listed on the CORI Access Form (a copy included herewith). This form is to be given to the Executive Director who has been designated as the only person for this Agency to submit a written request for CORI.

All responses received by CORI shall be handled in a confidential manner and disseminated to the Executive Director immediately.
UNDER NO CIRCUMSTANCES WILL ANY COPY BE MADE OF A CORI INQUIRY.

COMPLAINTS AND VIOLATIONS

1. Pursuant to the CHSB's hearing procedures at 803 CMR 4.00, the CHSB shall hear complaints alleging that CORI evaluative information or records of juvenile proceedings have been unlawfully disseminated or obtained by a LHA. Should the CHSB conclude, after notice and hearings provided therein, that a violation has occurred, it may issue appropriate orders to enforce its rules and regulations, including the imposition of civil fines payable to the Commonwealth not to exceed five hundred dollars for each willful violation thereof.
2. Employees are advised to inform the Executive Director immediately of their knowledge of any misused of this information.
3. Employees are requested to sign the attached sheet acknowledging that they have read 803 CMR 5.00, the Dighton Housing Authority's Policy and Procedure Guideline.