

**Waitlist**  
**Administrative Document**  
**Last updated 5.17.2024**

Per [adopted policy](#), units that become available between September 1 and the end of February, each year, go to those on the waitlist. Units becoming available between March 1 and August 31 will alternate between the waitlist and the set-aside for new hires. The set-aside list for new hires is capped at five vacancies.

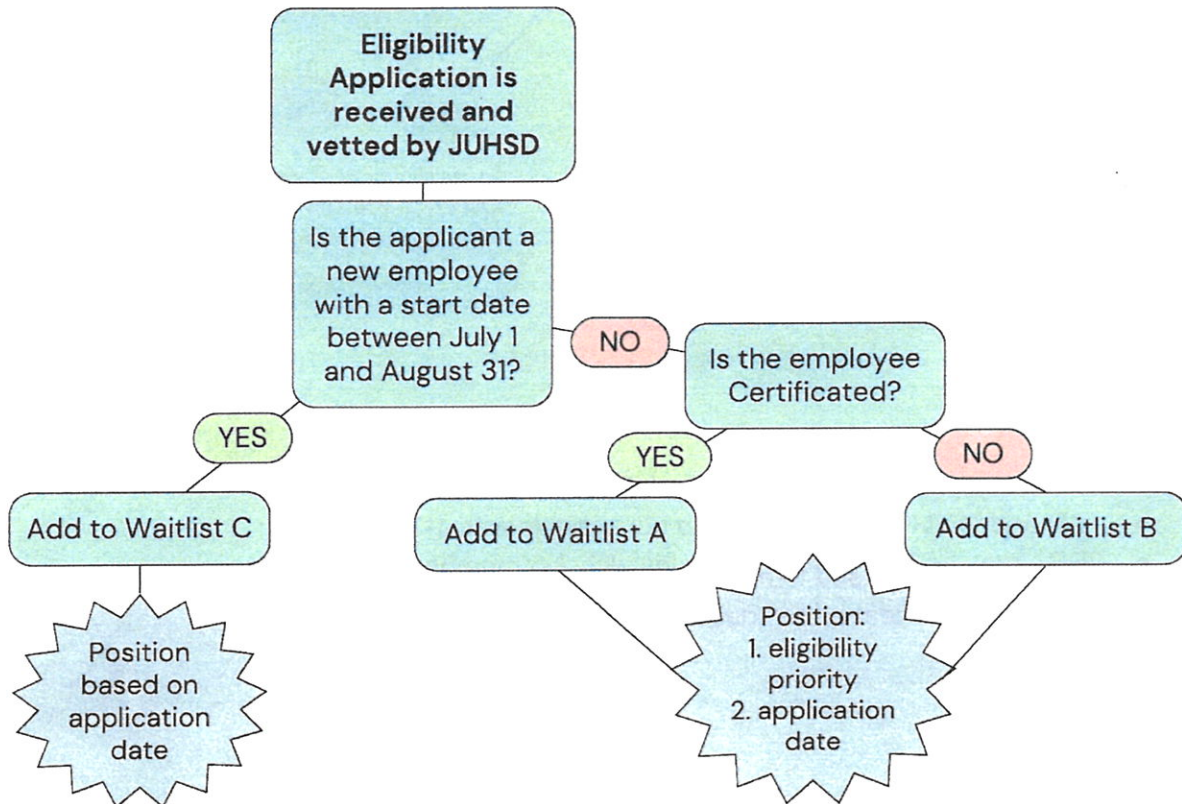
For implementation, there will be three wait lists:

- Waitlist A-CLASSIFIED current employees
- Waitlist B-CERTIFICATED current employees
- Waitlist C-NEW HIRE set-aside for new employees

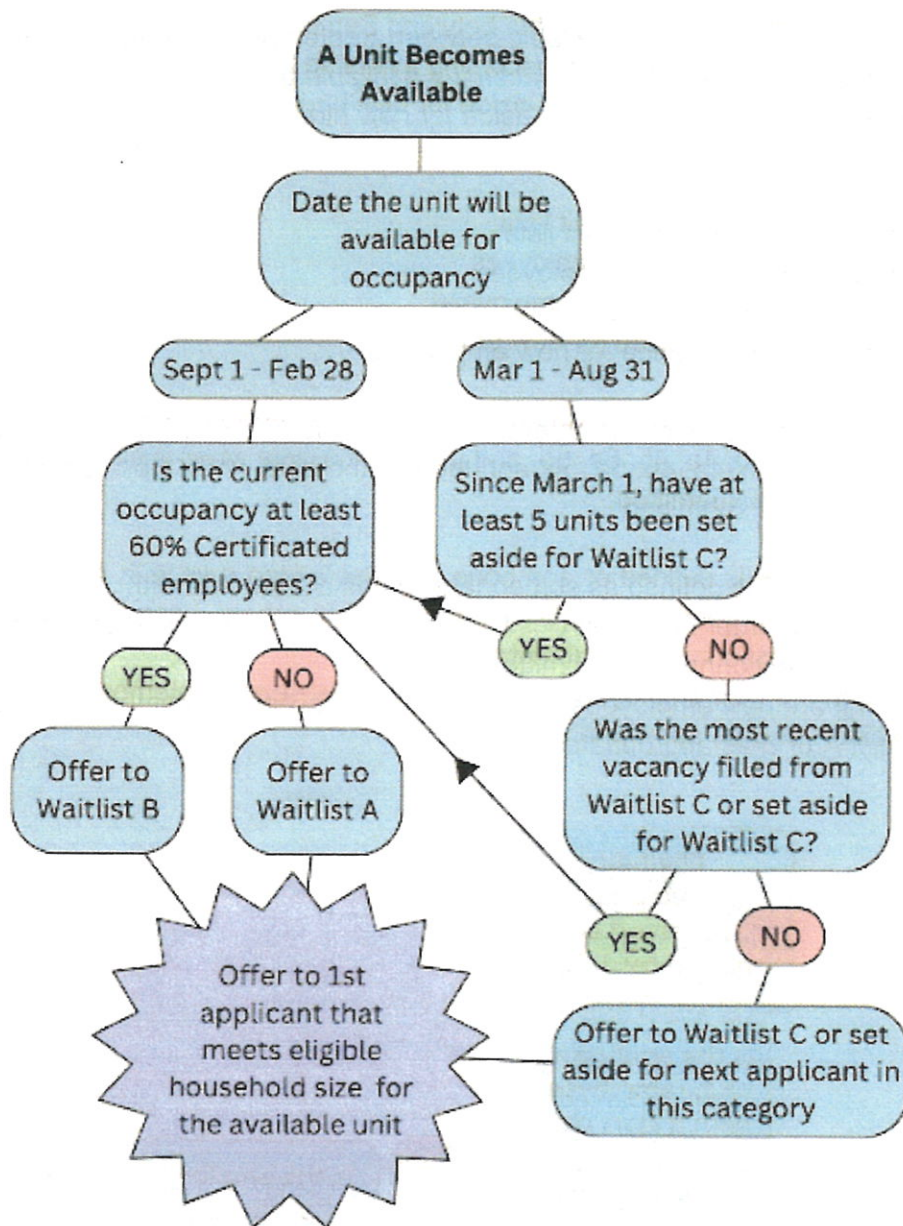
For waitlists A & B, the order of listees is determined first by the adopted Eligibility Priority criteria: 1a, 1b, 2a, 2b, 3a, 3b, 4a, 4b, 5a, 5b, and then by the date when their completed Eligibility Questionnaire was submitted.

For Waitlist C, a NEW HIRE is defined as someone who has a start date with JUHSD between July 1 and August 31. The order of waitlist C is first come, first served, based on the date when a completed Eligibility Questionnaire is submitted.

NOTE: Applicants that are new employees with start dates between September 1 and June 30 are placed on waitlist A or B as appropriate.



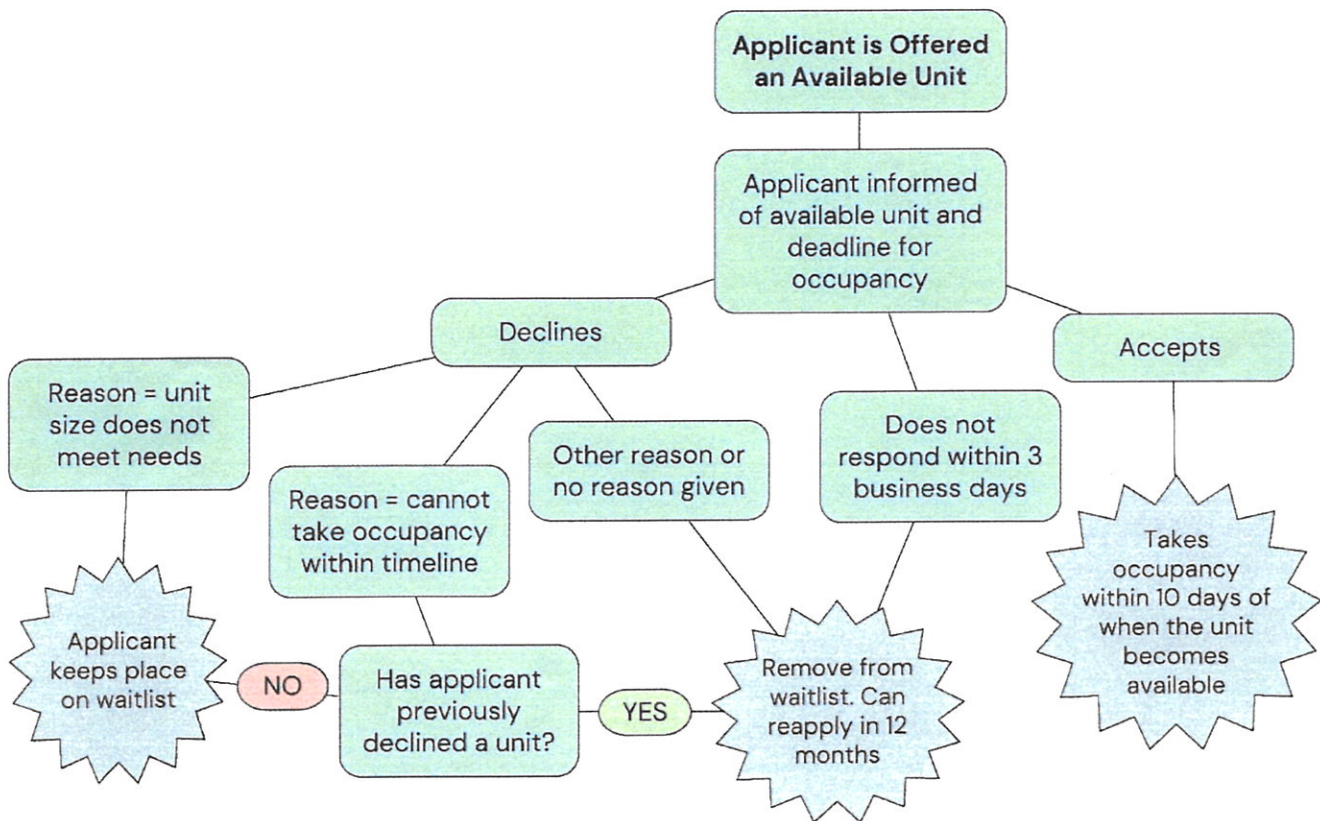
When a unit becomes available, which waitlist is utilized is determined by the date availability arises and the current balance of Certificated and Classified tenants.



Household size eligibility, per policy, is as follows:

- 1BR and 1BR+ may be leased to households with 1-3 members
- 2BR - may be leased to households with 2-5 members
- 3BR - may be leased to households with 4-7 members

Once an applicant is offered an available unit, they have three (3) business days to respond.



Waitlists are maintained monthly as of the first of each month.

- Any applicant with an Application Date more than twelve (12) months old is moved to the next Eligibility Priority level closer to the front of the waitlist and their Application Date is reset. The time portion of the Application Date remains.
- After March 1 each year, once five units have been accepted by applicants on Waitlist C or September 1, whichever is sooner, Waitlist C is closed for the year and any remaining applicants on Waitlist C move to their appropriate spot on Waitlist A or Waitlist B.

Waitlists will include the following information:

Ranking Number, Current Application Date/Time, Current Eligibility Priority, District Start Date, Household Size, Original Application Date/Time, Original Eligibility Priority, Date(s) Offered an Available Unit

Additionally, when someone is removed from a waitlist, the date of their removal will be added and their information will be maintained on a separate list.

NOTE: District Administration reserves the right to make exceptions based on district needs and appeals may be made to the Educational Housing Corporation (EHC) Board of Directors.

