



# The 2010 L H C Policies & Procedures CDs are ready to be ordered!!

The CD is available for \$200 to agencies that are current members of the Louisiana Housing Council or for \$265 to agencies that are **NOT** members of the Louisiana Housing Council. The CD will include the following policies:

Cover	Tab 12 Disposition Policy	Tab 24 Fair Housing Policy
EIV Brochure	Tab 13 Drug Substance Abuse	Tab 24 Non Discrimination Fair Housing Compliance
Tab 1 Accounts Payable Policy	Tab 14 Dwelling Lease	Tab 25 Personnel Policy
Tab 2 ACOP 2010 Appendix Title Sheets	Tab 15 Equal Employment Policy	Tab 26 Pet Policy
Tab 2 Admissions & Continued Occupancy Policies 2010	Tab 16 Capitalization of Property Financial Control	Tab 27 Procurement Policy
Tab 3 Non-Resident Ban, Trespass, Barring Police	Tab 16 Payroll Procedures	Tab 28 Record Retention Schedule
Tab 3 Special Permission Form	Tab 16 Petty Cash Policy	Tab 28 Records Retention & Disposition
Tab 4 Budgets, Revision & Financial Reporting Policy	Tab 16 Returned Check Policy	Tab 29 Rent Collection Policy
Tab 5 Capitalization Policy	Tab 16 Title Page	Tab 30 Travel Policy
Tab 6 Code of Ethics	Tab 17 Grievance Policy	Tab 31 Vehicle Use Policy
Tab 7 Communications Policy	Tab 18 HCV ADMIN Oct 2010	Tab 32 VAWA Policy
Tab 8 Community Service Policy	Tab 19 pih2010-19 Admin Guidance EIV	Tab 33 Bed Bug Protocol
Tab 9 Confidentiality	Tab 20 Insurance Policy	Tab 34 EIV Security Policy
Tab 10 Credit Card Policy	Tab 21 Inventory Policy	Table of Contents
Tab 11 Disbursement Policy	Tab 22 Investment Policy	
	Tab 23 Minimum Rent Hardship	

To order a Policies and Procedures CD, please complete the order form below. You can either mail the order form to Post Office Box 541628 Dallas, TX 75354-1628, you can email it to [lamasha@callhsa.com](mailto:lamasha@callhsa.com) or you can fax the order form to 214-358-7563 Attention: LaMeSha Russell. Once your order form has been received, your new Policies and Procedures CD will be mailed to you.

Bobby Simmons, L H C Senior Vice President

*Please do not send a payment with your order form if you mail it in. You will be invoiced. Once you receive your invoice, please forward your payment to 2910 Common St., Lake Charles, LA 70601. If you have any questions, please do not hesitate to contact LaMeSha Russell at 1-800-288-7623.*

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**ARE YOU A PAID UP MEMBER OF LHC:**       **YES**                       **No**

**AGENCY NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**Electronic Signature of ED:** \_\_\_\_\_

*Electronic Signature of the Executive Director must be included to process the order.*