**Documenting Special Needs / Disabled Households in OneSite**

Follow the instructions below for any household member that claims “Yes” on the Special Needs Certification form, has a DI or HA near the social security number on any social security verification, a clarification record explaining a resident’s disability, or a letter from a doctor requesting reasonable accommodation.

**Step 1:** Under the **Resident** tab, locate the household and open the Resident **View** screen.



**Step 2:** Under the Resident view screen, click **Edit** near the name of the Disabled household member.



**Step 3:** A new window will appear. Under the **Demographics** tab, check the type of relevant disability (i.e. – only one), and click “**Save**” at the bottom of the screen.



**Step 4:** Under the first page of the **Interview**, mark if the household is “*Disabled”* or *“Elderly and Disabled”,* then click **Next** at the bottom of the page to save. *Recall, Elderly according to TDCHA is at least sixty years of age.*



That’s it! The household member and the unit will now be recorded as *Special Needs* & *Disabled*.

Please contact your compliance supervisor directly if you have any questions about a specific household.