

York Housing Authority

**Guide to the Section 8 Housing Choice
Voucher Program**



The Family Handbook

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Chapter 1

Introduction

This handbook has been prepared for you as a guide to participation in the Section 8 Housing Choice Voucher Program

It is designed to provide you with accurate information about how the programs work. Please take the time to read it carefully; it will help you find a suitable place to live, and to remain in good standing with your landlord and the Housing Agency.

Keep in a safe place

After reading the handbook, make sure you save it with your important papers so that you can refer to it as needed. If you have any questions, contact the Section 8 Coordinator.

Housing Agency Service Commitment

As a public service agency, it is the York Housing Authority's (YHA) goal to provide excellent service to the families in their community. The YHA will make every effort to inform you of the program rules, and to advise you of how these rules affect you. Since federal regulations are not always easy to understand, it is very important to ask questions if you are not sure of something. Do not hesitate to contact the YHA representative if you have a question or problem that pertains to one of the housing programs.



Getting in touch with you



In order to complete these tasks, it will be necessary for the YHA to contact you at different times., When they contact you for an appointment, it will be either by first class mail or telephone and they will always advise you well in advance of your appointment. Please make arrangements in advance to attend all appointments on time. Your cooperation is essential to their ability to serve you.

Housing Agency Service Commitment

Tell Me How it Works

You are encouraged to ask questions you may have about the program. If you would rather put your question(s) in writing, use the form *Tell me how it works*

at the back of this handbook. Please feel free to submit questions at any time during your participation in the program.

Feel free to ask
in writing



Requests for Accommodation

Persons with disabilities may request a reasonable accommodation in order to fully utilize this housing program and any related services. The YHA will fully utilize this housing program and any related services. The YHA will make all reasonable efforts to be flexible in assisting persons with disabilities to participate in the program successfully. Requests for accommodation will be verified to ensure that all the accommodation is reasonable. Examples of reasonable accommodations are as follows:



- Home visits if your disability prevents you from coming to the YHA offices
- TDD or TDY Devices
- Accessible format for YHA correspondence
- Then use of an advocate or interpreter
- If the family includes a person with a disability, the family may request a current listing of accessible units known to the YHA that may be available.

Big Print Forms

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CHAPTER 2 GENERAL PROGRAM INFORMATION

Explanation of the Section 8 Housing Choice Voucher Program are determined by the U.S. Department of Housing and Urban Development (HUD). The purpose of the Section 8 Housing Choice Voucher Program is to provide rental assistance to eligible low income families.

In accordance with the "1998 Act" and effective October 1, 1999, the Section 8 Housing Choice Voucher program is the result of the completion of the merger of the Certificate and Voucher programs into one single new market-driven program. The new program is designed to make the tenant-based rental assistance program more successful at helping low-income families obtain affordable housing and increase housing choice for low-income families.

Housing Choice Voucher Program

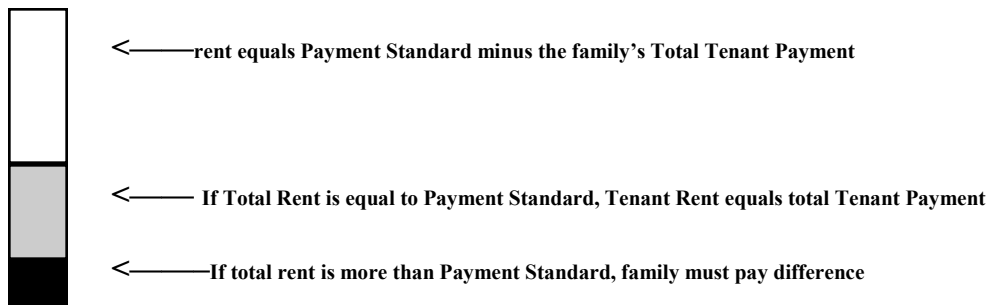
The maximum amount that the YHA will pay is an amount equal to the *Payment Standard minus* the family's total tenant payment.



The Payment Standard

- is established by the YHA
- Is based on the cost of housing and utilities for your area
- Depends on the family composition and the bedroom size of the unit. For example, the payment standard is higher for families requiring 3-bedroom units than for families requiring 1-bedroom units.

Who Pays what in the Voucher Program



Explanation of the Section 8 Housing Choice Voucher Program

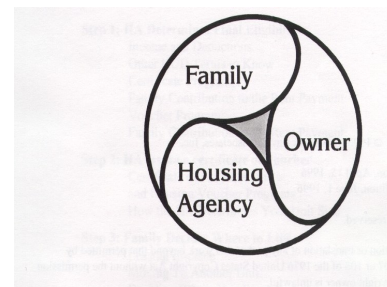
Responsibilities within the Section 8 Program

The Section 8 housing program is a three way partnership between the Public Housing partnership between the York Housing Authority (YHA), the family (you), and the owner or landlord of the housing unit.

The Housing Agency's Job

In order for the program to work, the YHA must do the following:

- ◆ Review all applications to determine whether an applicant is eligible for the program.
- ◆ Explain all the rules of the program to all of the families who qualify.
- ◆ Issue a Voucher and, if necessary, assist the family in finding a place to live.
- ◆ Approve the unit, the owner, and the tenancy.
- ◆ Make housing assistance payments to the owner in a timely manner.
- ◆ Ensure that both the family and the unit continue to qualify under the program.
- ◆ Ensure that owners and families comply with the program rules.
- ◆ Provide families and owners with prompt professional service.



The Family's Job

In order for the program to work, the family must do the following:

- ◆ Provide the YHA with complete and accurate information.
- ◆ Make your best effort to find a place to live that is suitable for your family and qualifies for the program.
- ◆ Cooperate in attending all appointments scheduled by the YHA.

Chapter 2 General Program Information

- ◆ Take responsibility for the care of your housing unit.
- ◆ Comply with the terms of your lease with the owner.
- ◆ Comply with the Family Obligations of your Voucher, as explained in this book-let.



terms of your lease

Family Obligations of explained in this book-

The Owner's Job

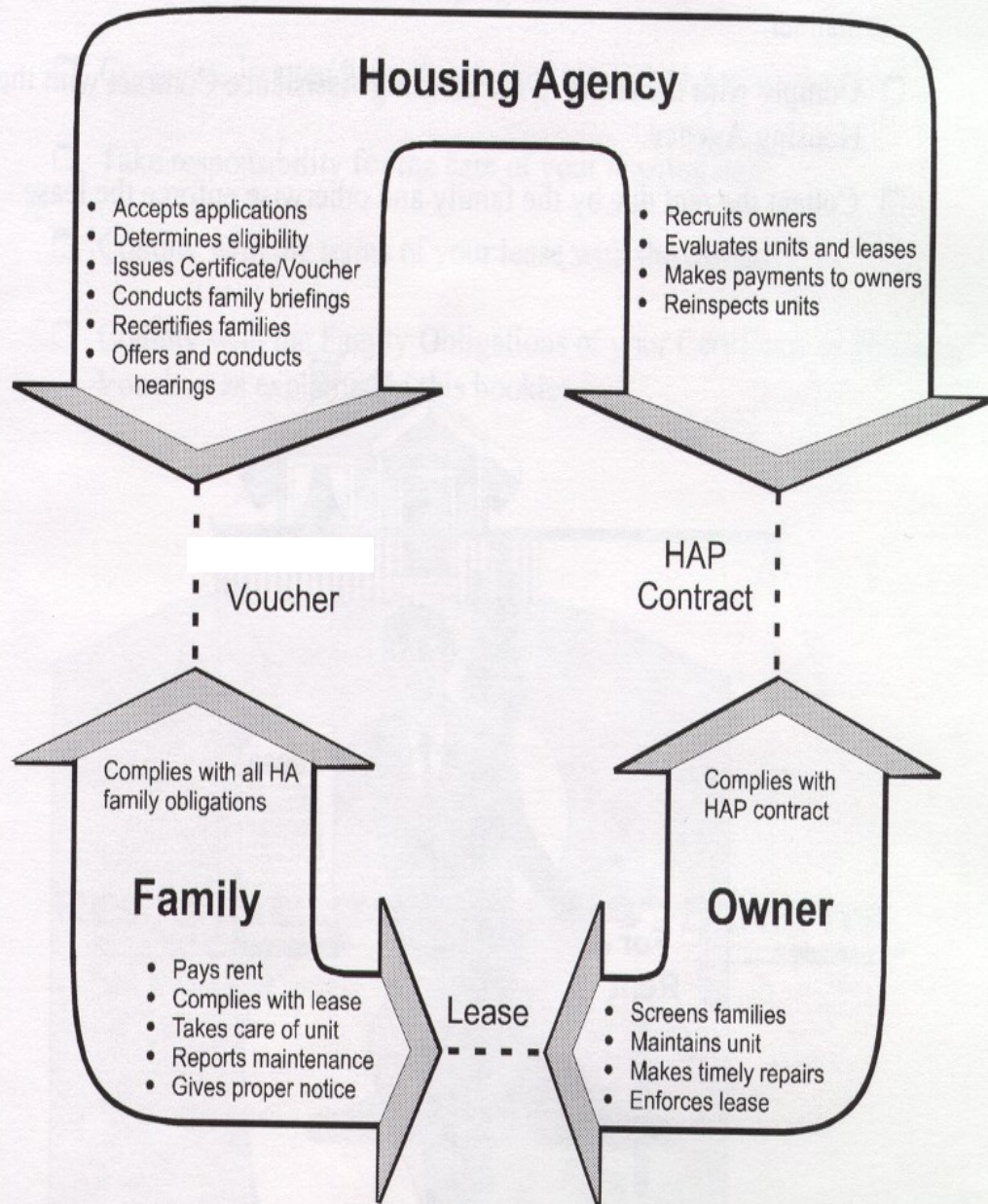
In order for the program to work, the owner must:

- ❑ Screen families who apply to determine if they will be good renters. The PHA can supply the owner with the current and previous address and landlord information. The YHA may also provide additional information pertaining to a tenant's performance as a renter.
- ❑ Comply with fair housing laws, and not discriminate against any family.
- ❑ Maintain the housing unit by making necessary repairs in a timely manner.
- ❑ Comply with the terms of the Housing Assistance Contract with the YHA.
- ❑ Collect the rent due by the tenant and otherwise enforce the lease.



Chapter 2 General Program Information

Relationships and Responsibilities



Chapter 3 **Steps to Assistance**

After a family has been selected from the waiting list, several steps must be completed before a family can receive rental assistance.

YHA determines family's final eligibility

Step 1

Family is selected from waiting list and income and household composition is reviewed for final eligibility.

Voucher issued

Step 2

When a family is determined to be eligible for the program and funding is available, the YHA issues them a Housing Choice Voucher. The family receives the Voucher at the tenant briefing.

Family decides where to live

Step 3

A family must locate a housing unit that meets the program rules. That can be where they live right now or a totally different unit. The YHA can help in some ways, but the primary responsibility for finding a suitable unit to rent is the family's. A family has 60 days to locate a suitable unit. The YHA may extend the search period under extenuating circumstances.

Owner approves family

Step 4

Even though a family is determined by the YHA to be eligible for the Program, the owner must approve the family as a suitable renter. The YHA knows that the owner has approved the family when a Request for Approval of Tenancy form is submitted.

PHA approves tenancy and unit

Step 5

After a family finds a suitable housing unit and the owner approves the family, the Housing Agency needs to determine if the unit qualifies for the Section 8 Program. This includes a Housing Quality Standards inspection.

Contract and Lease signed

Step 6

If the lease and unit are satisfactory, the PHA will enter into a Contract with the owner, and the family will enter into a lease with the owner.

Housing Assistance Payments made

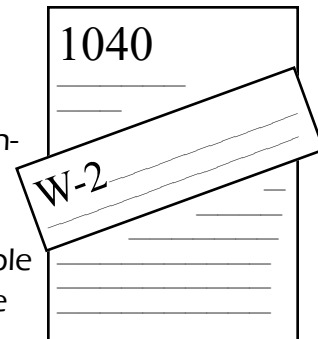
Step 7

After the HAP Contract and lease are signed, the YHA makes the initial HAP payment and continues to make monthly payments to the owner as long as the family continues to meet eligibility criteria and the housing unit qualifies under the program.

Step 1: YHA Determines Final Eligibility

Annual Income

Annual income is defined as the anticipated total annual income from all sources. Although some types of income are not counted, the family is responsible for reporting all sources of income for the household. The YHA is responsible for applying the HUD rules and deciding what needs to be counted in the Annual Income calculation. This is the first



| Examples of Income |
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Chapter 3 Steps to Assistance

Determine Adjusted Income

After determining the total annual income for the household, the PHA makes any necessary adjustments to the annual income in accordance with HUD regulations. If the family qualifies, there are five (5) possible deductions and allowances. HUD-approved deductions and allowable expenses are subtracted from the Annual Income to get the family's Adjusted Annual Income.

Deductions and HUD Allowable Expenses

◆ **Dependents**

A \$480.00 deduction is made for all minors under the age of 18, and for family members 18 and over who are full time students or a person with a disability, other than the Head or Spouse.

◆ **Elderly/Disability Allowance**

A \$400.00 household deduction is made for families whose head, spouse, or sole member is 62 or over, or is a person with a disability.

+62

Allowable Medical Expenses

For an Elderly Family or Disabled Family, medical expenses for all family members that are greater than 3% of the Annual Income will be deducted.

expenses for all
nual Income will

◆ **Allowable Disability Assistance Expenses**

Disability assistance expenses that exceed 3% of the Annual income will , be deducted if they permit a family member to work.

Allowable Childcare Expenses

Reasonable childcare expenses, for family members 12 years old and younger, will be deducted if they enable a family member to work, attend school, or seek employment.

Step 1: YHA Determines Final Eligibility

Other HUD Terms to Know

Adjusted Monthly Income

Since there are twelve months in a year, the Adjusted Monthly Income is the Adjusted Annual Income divided by 12.

Total Tenant Payment (TTP)

After calculating the adjusted monthly income, the PHA determines the Total Tenant Payment for the family. The Total Tenant Payment (TTP) in the Voucher Program is the *greater of*:

- ◆ Thirty percent of the family's monthly adjusted income
- ◆ Ten percent of the family's gross monthly income
- ◆ the YHA's minimum rent.

This includes the amount the tenant pays toward the rent to the owner and the YHA's Utility Allowance for the unit. Depending on what rent the owner charges and whether utilities are included, the TTP may or may not represent 30% of the family's adjusted monthly income.

Utility Allowance

A Utility allowance is the YHA's estimate of the average monthly utility bills for an energy-conscious household. If all utilities are included in the rent, there is no utility allowance. The utility allowance will vary by unit size and type of utilities. In your Briefing Packet is a utility allowance schedule so that you can determine the utility allowance for the unit you want to rent.

Utility Reimbursement Payments

In the Voucher Program, very low income households -may receive a utility reimbursement check from the PHA when the family's TTP is lower than the utility allowance.

Payment Standard

A "Payment Standard" is used to calculate the monthly housing assistance payment for a family. The PHA must adopt a Payment Standard schedule for each Fair Market Rent Area in the PHA jurisdiction, based on HUD's published FMRs for each market area in the United States. The PHA establishes Payment Standard amounts for each unit size.

The Payment Standard is the maximum monthly subsidy payment.

The Payment Standard for a family is the *lower of*:

Chapter 3: Steps to Assistance

- ◆ *The Payment Standard amount for the family size; or*
- ◆ *The Payment Standard amount for the size of the dwelling unit rented by the family.*

Housing Assistance Payments [HAP]

In the Voucher Program, the YHA’s payment to the owner is equal to the *lower* of the Payment Standard minus the TTP, or the gross rent minus the TTP.

Gross rent includes the Rent to Owner plus any allowance for tenant-paid utilities

Calculation of Subsidy and Family Share

The family share is calculated by subtracting the amount of the, housing assistance payment from the gross rent.

| | |
|----------------------------|------|
| Payment Standard | 620 |
| Maximum Housing Assistance | =397 |

In this example, the payment standard is \$620. The maximum amount that the Housing Agency will pay to the owner is \$397.00. The amount that the family will pay depends upon the total rent for the unit.

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In example #1 the YHA will pay \$100.00 less per month to the owner than in example #2, even though the family's income is the same in both examples. *The difference in the rent payment is because the unit in example #2 had a higher Rent to Owner.*

Let’s examine how the total amount of the rent for the unit (*Rent to Owner*) can affect the amount of the family's rent payment to the Owner.

| | | | |
|----------------------|------|----------------------------|------|
| Total Tenant Payment | -223 | Housing Assistance Payment | -397 |
|----------------------|------|----------------------------|------|

Example

Step 2: YHA Issues a Voucher

The family must pay the difference between the maximum housing assistance payment and the rent to owner.

Maximum Rent at Initial Occupancy

At the time a family initially receives tenant-based assistance for occupancy of a dwelling unit, if the gross rent for the unit is greater than the payment standard for the family, the family share may not exceed 40% of the family's monthly adjusted income.

The family share is the gross rent minus the housing assistance payment.

The family may ask the PHA to assist the family in negotiating a lower rent to owner

STEP 2: YHA Issues a Voucher **Tenant Briefing**

All applicants are required to attend a Briefing. The purpose of the Briefing is to:

- ◆ Issue your Housing Choice Voucher.
- ◆ Provide you with all of the information you need in order to be successful in your search for suitable housing and to maintain good standing while you are on the program.



Briefing Packet

The Briefing Packet contains materials to explain how the program works. It includes:

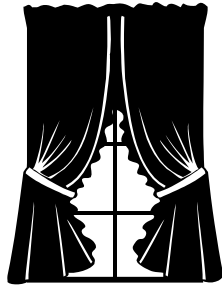
- ◆ A Voucher
- ◆ Rules regarding the term of your Voucher
- ◆ Explanation of how to request an extension of Voucher term
- ◆ How your Housing Assistance Payment was determined
- ◆ Information about maximum rents (*fair market rents and payment standards*) and utility allowances
- ◆ A Request for Approval of Tenancy form
- ◆ What the family should consider when selecting a unit
- ◆ HUD-required Tenancy Addendum
- ◆ Fair Housing Discrimination Complaint Form
- ◆ Lead-based paint information
- ◆ HUD booklet "A Good Place to Live"
- ◆ Information about portability
- ◆ A list of landlords who may be willing to lease units under the program
- ◆ Information regarding housing opportunities in areas of low poverty

Chapter 3: Steps to Assistance

The Housing Choice Voucher

Size of Voucher

Your Voucher indicates the number of bedrooms for which your family is eligible. This unit size is based on HUD guidelines and the YHA's written policy.

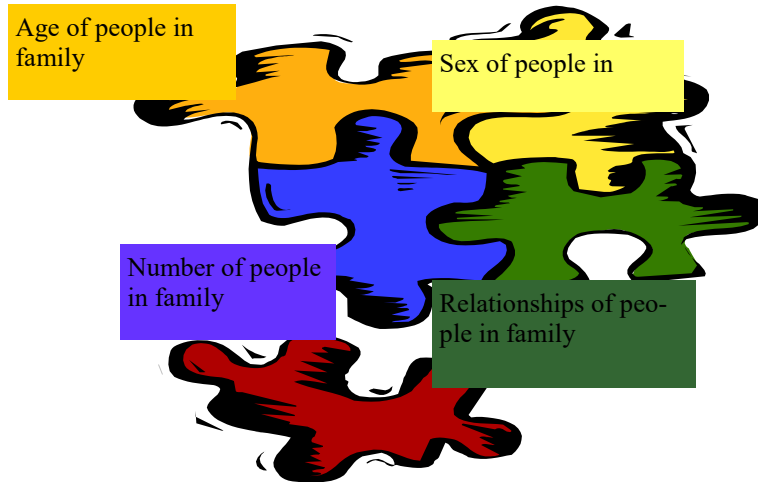


How the YHA Determines Your Unit Size

HUD requires that the PHA establish *subsidy standards*. These standards are used to determine the appropriate number of bedrooms for families of different size and different compositions. The subsidy standards take into consideration factors such as the total number of persons in the family, the age and sex of persons, and the relationship of persons.

These standards help us to make the best use of the funds HUD provides for housing costs, and to avoid overcrowding. The unit size for which you have been approved is indicated on your Voucher.

Step 2: YHA Issues a Voucher



Expiration Date of Vouchers

Your Voucher is effective for 60 days. It is important that you do not delay your housing search. If your Voucher expires before you find suitable housing, you will have to reapply. Keep track of all of the units you look at during the search period. A Record of Search for Housing form has been included at the back of this handbook .

Extension of Vouchers

Depending on the PHA's written policies, your Voucher may be extended beyond 60 days. Your Briefing Packet includes a notice as to whether your Voucher can be extended.

You have 60 days to find a place.

Start Now

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Chapter 3: Steps to Assistance

Step 3: Family Decides Where to Live

Leasing In-Place



You may be eligible to receive assistance if your present unit qualifies. The unit must:

- ◆ Be the appropriate size for your family
- ◆ Pass a housing quality standards inspection
- ◆ Have a reason rent

Moving To Another Unit

If you decide to look for another place to live, the procedures are the same whether you are

- locating and leasing a unit when you are first approved to participate in the program or
- moving from one unit to another with continued assistance after you are on the program.



This section can be used as a reference **anytime** you are planning to move to another unit and receive assistance.

To continue assistance at your new place

Your PHA representative will explain the PHA policies and procedures for moving from your unit with continued assistance.

You must give notice

If you want to move from one assisted unit to another and continue to receive housing assistance, you must give the owner and the PHA proper written notice according to the lease and the PHA policy.

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| Dear Landlord, This is to inform you that I will be moving on September 30, 2000 Yours Truly, |
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Where can you look?

You may search for suitable housing anywhere within the jurisdiction of the PHA. The areas where you may seek housing will be explained to you by your housing representative.

Step 3: Family decides where to live

Deciding Where You Want To Live

There are many factors to consider as you search for suitable housing, so try to select a place that meets your family's needs. Here are some suggestions:

Schools

If you have school-aged children, you will want to consider the various school districts that are available, as well as the distance from the housing unit to the school.

Safety

When you search for housing, consider the neighborhood and its surroundings. Try to avoid high crime areas.

Work

Consider the distance between your workplace and the location of the housing unit.

Child Care

Consider the availability of child care in the area of the housing unit. If you work, what is the distance between the housing unit, the child care provider, and your work location.

Public Transportation

If you do not have a vehicle, what is the access to public transportation in the area of the housing unit?

Premises and Neighborhood

- Is there a place for children to play outside safely? Is the unit in a high crime area?
- What is the general condition of the neighborhood?
- Are you close to medical services? Fire Department?
- Is there a church nearby?
- Is there adequate parking for you and your guests?
- Is the area/building well lit at night?



Chapter 3: Steps to Assistance

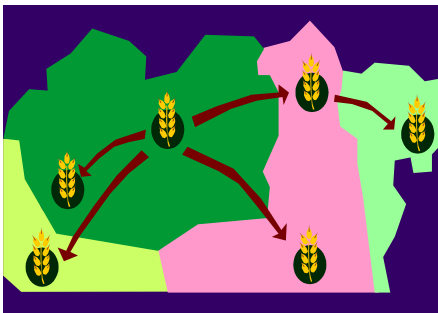
Confronting Housing Discrimination

More often than many of us realize, people are denied housing for reasons other than poor rental histories or bad credit. Under federal law, it is illegal to deny housing to anyone on the basis of race, color, religion, sex, national origin, familial status, and disability. If you believe that you have been discriminated against, contact your PHA representative.

The PHA will assist you in completing the Housing Discrimination Complaint (HUD Form 903) and provide you with a list of agencies that investigates housing discrimination complaints in your community. A copy of HUD Form 903 is also included in your Briefing Packet.

Families in High-Poverty Areas

If you live in a high-poverty area, you may want to consider searching for a housing unit in another area. There are many possible advantages to your family such as improved employment and educational opportunities. Your PHA representative will explain the areas where you are eligible to seek housing.



Portability

One of the great features of the tenant-based assistance programs is that your assistance "moves" with you. You can use your assistance to move not only across town but also to move to anywhere in the United States within the jurisdiction of a PHA with a tenant-based assistance program. The HUD term for the ability to move outside your Housing Agency's jurisdiction with rental assistance is portability.

The YHA may limit moves under portability, so contact the YHA representative if you wish to exercise portability. You will be advised of any restrictions and procedures that may apply to you.

Step 3: Family Decides Where to Live

Facts About Portability You Should Know

- ◆ The **PHA** where you want to move may have different rules, policies and deadlines.
- ◆ There may be a different payment standard.
- ◆ The new PHA will probably have different utility allowances that will affect the amount you pay for rent.
- ◆ A different size voucher may be issued to you.
- ◆ When you are first issued a voucher, you are always subject to the income limits of the PHA where you want to live



Tips To Locate Suitable Housing:

Property managers and owners advertise rental properties in different ways. Here are some ideas on where to start.

- √ Check the classified section of all local newspapers.
- √ Ask friends and neighbors.
- √ Drive through neighborhoods where you may want to live and look for yard signs.
- √ Check bulletin boards in laundromats and supermarkets.
- √ Check with real estate offices or rental agencies. Rental agencies sometimes charge a fee.
- √ Check your briefing packet for a list of property owners

What should you Look for in an Unit?

In order for the unit to be approved, it must meet the following requirements:

- The rent for the unit must be *reasonable* for the type, size and condition of the unit.
- The unit must pass a Housing Quality Standards Inspection.

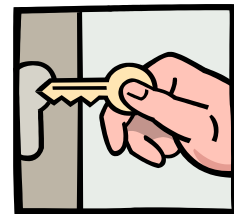
Chapter 3: Steps to Assistance

- The owner must be willing to enter into a contract with the Housing Authority and comply with the program rules.



Evaluating a Unit

- What are the costs of utilities? Is the unit energy efficient?
- Are tenant-paid utilities separately metered?
- Is the building secure? Do all windows lock safely?
- Do the entrance doors have secure locks?
- Is there evidence that the unit has not been well maintained?
- Is the heating source adequate for the size of the unit?
- Is there enough room for your furniture?
- Does the landlord provide pest control?
- Is the unit clean and ready to move in?
- Are the refrigerator and stove large enough size?
- Are there private, secure mail boxes?
- Are there restrictions on pets?
- Is there sufficient parking and storage?
- Are there sufficient amenities and facilities for your family?



for your family



Step 3: Family Decides Where to Live

Be Prepared When You Apply For a Rental Unit

When you make an appointment with a prospective owner or landlord, be prepared to ask and answer questions and to make a positive first impression. The landlord will be trying to evaluate you as a renter. At the same time, you will be evaluating both the unit and the landlord.

Go early for your appointment and look around the neighborhood. Try to get a babysitter when meeting with the owner. Even the most well-behaved children can become impatient. Don't risk being judged by how you discipline or don't discipline your children.

When calling owners in response to ads, don't prematurely ask, "Do you take Section 8?" Try to get an appointment to see the unit so that the owner has an opportunity to meet you first.

References

Be prepared to furnish information about your rental history. Try to get references from previous landlords, if possible. If you are currently renting a unit, make sure that it is in good condition, so that your present landlord will provide a good reference. Remember, your current and prior landlord's name and address will be furnished to your prospective landlord. If you have no rental history, bring references from responsible persons who know you such as employers or persons you have done business with.

Language Barriers

If the landlord speaks English and English is not your first language, or you are not comfortable discussing business matters in English, take a translator to the appointment with you. Make sure your translator will make a positive first impression, also. Do not take young children to translate.

Security Deposit

The owner of the unit decides how much the security deposit will be. When you begin to search make sure that you have made plans in advance to have the money available for the security deposit and the deposit for utilities, if applicable.



Chapter 3: Steps to Assistance

Housing Program Documents

When you are searching for a housing unit, make sure that you have the housing program documents with you. Review the information that was provided to you at the Briefing so that you can answer questions the owner may have about the Section 8 Program.



Landlord

When you meet the owner or landlord, ask questions.

- How much is the security deposit for the unit?
- Does the owner live nearby?
- Is there a person to call for normal wear and tear repairs or maintenance?
- Does the owner seem interested in maintaining the condition and appearance of the property?
- What are the office hours for management and maintenance problems?
- Have the other tenants lived there a long time?
- Does the owner have a "zero tolerance" policy for drugs and violence by tenants?
- Try to find out from the police community relations office how often they have been called to the premises or immediate area

| Credit History |
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Step 4: Owner Approves Family

Step 4: OWNER Approves Family

Owner’s Right to Inquire

As a Voucher holder, You may select from a variety of housing units and neighborhoods. The YHA can assist you in locating a unit by providing an owner a referral list; however, *you* must still be approved by the owner.

Most property owners and managers will ask you complete an application and will check on your rental history and credit. Owners can deny you a rental unit if you have a previous history of not fulfilling your obligations under a lease.

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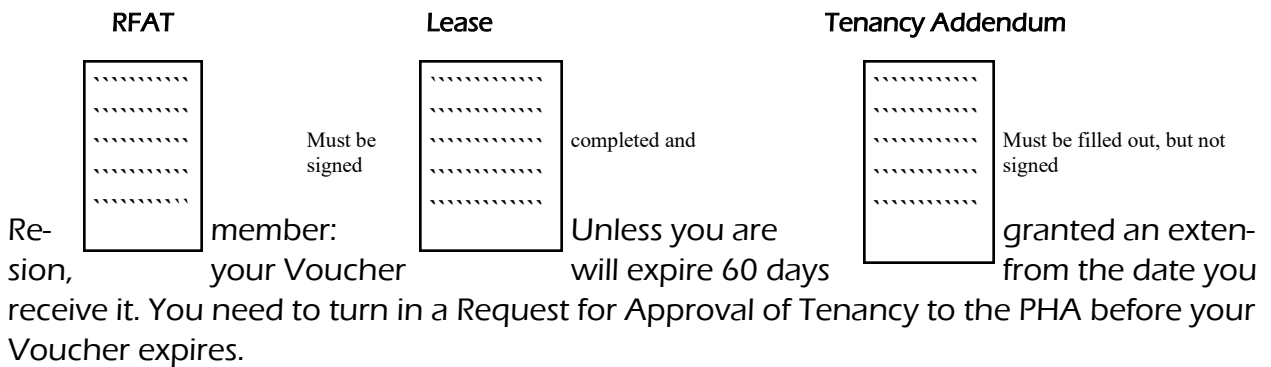
Submitting a Request For Approval of Tenancy

When you find a housing unit that you want to rent, the owner must complete a *Request for Approval of Tenancy (RFAT)* form (also known as a Request for Lease Approval) and the HUD *Tenancy Addendum*. They must be submitted to the PHA along with the proposed lease. The lease must be filled out but not signed.

The RFAT and the Tenancy Addendum are included in your Briefing Packet.

When the PHA receives your Request for Approval of Tenancy, they will review it to determine if the unit is the correct size and the proposed rent is approvable.

If the Request for Approval of Tenancy and proposed lease are in order, the PHA will make an appointment to inspect the housing unit.



Chapter 3: Steps to Assistance

STEP 5: YHA APPROVES TENANCY AND UNIT

On receipt and review of the Request for Approval of Tenancy, the PHA will notify you and the owner of the date and time of the Housing Quality Standards Inspection. It is in your best interest to be present at the inspection so that you can see what repairs, if any, are required.



If the unit passes the initial inspection and the rent is reasonable, the PHA will prepare the necessary paperwork and your assistance will begin. If the unit does not pass the initial inspection, the owner will be given a reasonable time period to correct any items that failed.

However, rental assistance cannot begin until the repair items are completed and approved by the PHA inspector. If there are major repairs to be made, or if the owner seems reluctant to make the repairs, you may want to consider looking for another unit. The PHA will provide you with another Request For Approval of Tenancy form.

It's a good idea to be present and to be involved in the process. If you and the PHA work together, the chances are quite good that you will be successful in finding a suitable place to live.

Step 6: Contract and Lease Signed

If the lease and unit are satisfactory, the YHA will enter into a Contract with the owner and you will sign a lease agreement with the owner.



Step 6: Contract and Lease signed

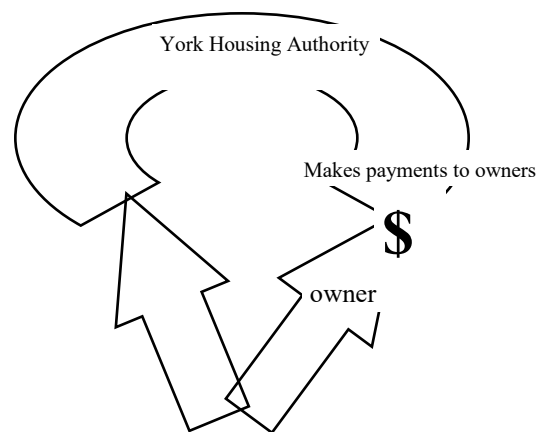
If the lease and unit are satisfactory, the YHA will enter into a Contract with the owner, and you sign a lease agreement with the owner.

Step 7: Housing Assistance Payment to Owner

The PHA will begin making payments **HAP** Payments to the owner after the unit has been approved and the Housing Assistance Housing Agency Payments Contract has been signed.

The PHA will mail the payment to the owner on or about the first of each month. The PHA will continue to make payments as long as:

- the unit meets Housing Quality Standards
- O you are eligible for assistance O you reside in the unit
- the owner is in compliance with the Contract.



If the PHA fails to make timely payments to the owner, the PHA may be obligated to pay a late fee (State/local law).

CONGRATULATIONS!

You are a Section 8 Voucher Program Participant!



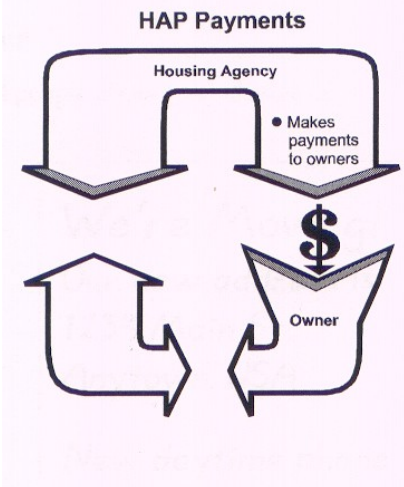
Chapter 3: Steps to Assistance

Step 7: Housing Assistance Payment to Owner

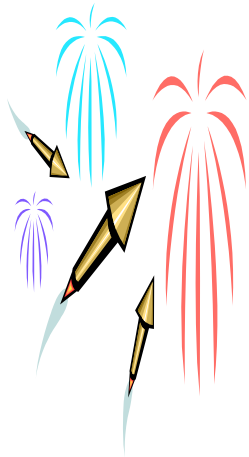
The YHA will begin making payments to the owner after the unit has been approved and the Housing Assistance Payments Contract has been signed. The YHA will mail the payment to the owner on or about the first of each month. The YHA will continue to make payments as long as:

- ☐ The unit meets Housing Quality Standards
- ☐ You are eligible for assistance
- ☐ You reside in the unit
- ☐ The owner is in compliance with the Contract

If the YHA fails to make timely payments to the owner, the YHA may be obligated to pay a late fee.



Congratulations!



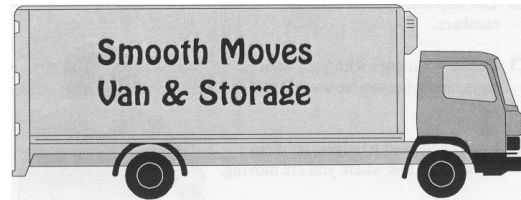
**You are a Section 8
Voucher Program Participant!**

Chapter 4

Tips for Moving

Be prepared before you move

- Notify important companies and people about your change of address.
 - ◆ Your doctor
 - ◆ Your bank
 - ◆ Your child's school
 - ◆ Your creditors
 - ◆ Your insurance company
 - ◆ Your employer
 - ◆ Newspapers and magazines
 - ◆ Your Post Office
- List important new telephone numbers.
- List important new telephone numbers.
- Decide what goes with you, what stays, and what to give away. Hold a yard sale.
- Call friends and relatives; let them know when and where you are moving.
- Make sure you have enough help on moving day
- Collect all important papers and keep them handy.
- Order a telephone book for your new area
- Find out how much advance notice is needed for utilities and basic services
- Find out where a branch of your bank is located
- Check school schedules and enrollment requirements
- Get your newspaper transferred
- Call train or bus companies for local schedules at your new location!



We're Moving!
 Our new address is
 1234 Main St.
 Anytown, USA

New daytime phone
 (123) 456-7890

Chapter 4: Tips for Moving

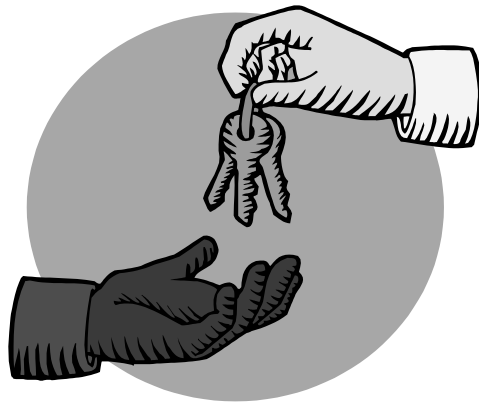
- Call the Department of Motor Vehicles to change your driver 's license
- Find out about voter registration



Move-out Checklist

Whenever you are renting and want to move to another unit, make sure that you leave on good terms with the owner. Before you move, you must make sure that the unit is in good condition and that your rent is paid.

- Repair any item damaged by you, your family or visitors.
- Make sure that walls and doors are clean.
- Replace any broken or missing curtain rods.
- Clean the entire unit
- Remove all of your possessions from the unit.
- Have your utilities turned *off*.
- Return all of your keys to the landlord and get a dated receipt for the keys.



Chapter 5 Participating Successfully in the Section 8 Program

Successful participation in the Section 8 Program requires that the family fulfill certain obligations to the PHA and other obligations to the owner.

Family Obligations to the PHA

Families who participate in the Section 8 Housing Choice Voucher program are required to comply with certain "Family Obligations." These Family Obligations are required by HUD regulations and are listed on the Voucher. By signing your Voucher, you acknowledge your responsibilities and obligations for participating in the program. The list of Family Obligations is as follows:

☑ **Supplying Required Information**

The family must supply any information that the PHA or HUD determines is necessary for administration of the program, and to certify or recertify a family. This includes evidence of citizenship or eligible immigration status. It also includes information about family income and household members

☑ **Disclosing and Verifying Social Security Numbers**

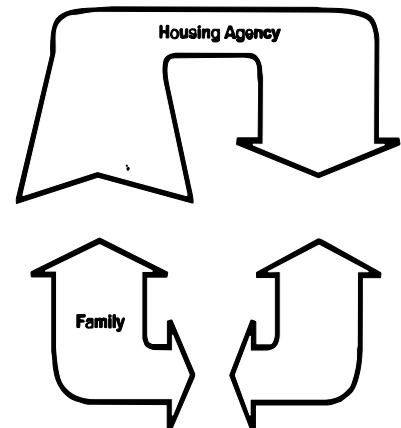
The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information.

☑ **True and Complete Information**

Any information provided by the family must be true and complete.

☑ **Comply with Housing Quality Standards (HQS)**

The family is responsible for meeting certain HQS requirements. (See page 52 for Family Obligations to the Owner).



Chapter 5: Participating Successfully in the Section 8 Program

☑ *Foster Children*

A foster child or live-in aide may reside in the unit with approval of the PHA.

☑ *Profit-making Activities*

Family members may engage in legal profit-making activities in the unit, according to the lease terms, but only if such activities are incidental to the primary use of the unit as the family's residence.



☑ *Subleasing*

The family must not sublease or sub-let the unit.

☑ *Assigning or Transferring*

The family must not assign the lease or transfer the unit.

☑ *Absence from the Unit*

The family must supply any information or certification requested by the PHA to verify that the family is living in the unit, or relating to family absences. The family must promptly notify the PHA of absence from the unit.

☑ *Interest or Ownership*

The family must not own or have any interest in the unit.

☑ *Fraud and Other Program Violations*

The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.

☑ *Crime by Family Members*

The members of the family may not engage in drug-related criminal activity or violent criminal activity.



Family Obligations to the YHA

☑ Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 assistance while receiving another housing subsidy for the same unit.



☑ Alcohol or Substance Abuse

The family must not engage in illegal use of a controlled substance; or abuse of alcohol that threatens the health and safety or right to peaceful enjoyment of the premises by other residents.



Family Obligations to the Owner

The family obligations to the owner are contained in the lease agreement.

Please read it carefully.

Families are obligated to:

- √ pay the rent on time.
- √ take care of the housing unit.

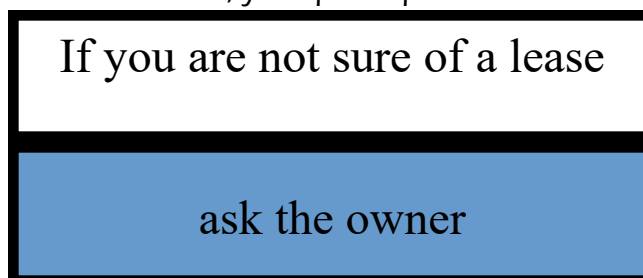
Generally, the owner is required to make repairs and provide routine maintenance. However, if a housing unit fails to meet Housing Quality Standards because of the following items, it is the responsibility of the family.

- ◆ The family is required to provide any utilities (*such as electricity, gas, or water*) that are not furnished by the owner. If this happens, you will be given a brief period of time to get the utilities in service. If you are responsible to provide utilities, make certain that they remain in service.
- ◆ The family is responsible for providing and maintaining any appliance that the owner does not furnish, such as a stove or refrigerator.
- ◆ The family is responsible for damages to the unit or premises (beyond normal wear and tear) that are caused by any family member or guest.



Chapter 5: Participating Successfully in the Section 8 Program

If the unit does not meet Housing Quality Standards for these reasons and the deficiencies are not corrected within the time period set by the YHA, the YHA will discontinue assistance payments to the owner. Also, your participation in the Section 8 Voucher Program may be terminated.



Importance of Family Rent Payments To Owner

When you sign a lease with an owner, you are obligated to pay your share of the rent on the first of each month in accordance with your lease. If you fail to pay your rent, you will be subject to eviction by the owner. Serious and repeated violations of the lease may also result in the termination of housing assistance.

| RENT DUE | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

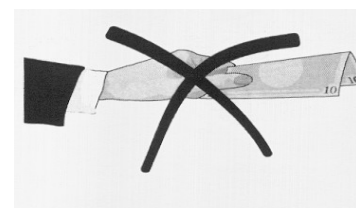
Remember, the lease that you sign is a legal contract, and both parties must comply with their obligations.

Payment Changes

When a change in your income occurs, contact your PHA representative immediately for further instructions. An PHA representative may set up a meeting with you so the changes can be verified. When your income changes, your payment and the YHA's payment to the owner may change. Both you and the owner will be given a written notice before any change goes into effect.

Side Payments

It is illegal for you to make additional payments to the owner to cover a rent amount that is higher than the PHA rent limit, and it is illegal for the owner to charge such side payments. All separate agreements between the owner and family must be approved by the PHA.



Annual Requirements

Annual Requirements

HUD requires that all families be recertified at least annually. You will receive a letter from the PHA advising you when you are due to be recertified.

Depending on the PHA's recertification procedures, an appointment may be scheduled to review your household income and composition. PHAs with jurisdictions covering a large geographic area

sometimes permit recertification paperwork to be completed through the mail. When you receive your recertification letter, make the necessary arrangements to either attend your scheduled meeting or complete the recertification paperwork and mail it back to the PHA on time.



The PHA is also required to inspect your housing unit at least annually. You will be notified by letter of the date and time of the inspection. It is your responsibility to make sure that an adult is there to allow the inspector to enter the premises. Again, we are counting on your cooperation so that there will not be any interruptions in your housing assistance.

- √ Be on time for your recertification appointment.
- √ Return recertification paperwork on time.
- √ Prepare for the inspection.
- √ Make sure someone is at home for the inspection.



Requirements Between Annual Recertifications

- ◆ When a family member moves out of your unit, you must report it to the PHA immediately. (See Form F: "Notification of Family Member Move-Out" in the back of this handbook.)
- ◆ If you are considering having someone move into your unit, you must first notify the PHA, because all family members must be approved by the PHA. (See Form G: "Request for Addition to Household" in the back of this handbook.)

If there is a change in your household income or composition, you need to report these changes in accordance with the PHA rules presented to you at the briefing.

Zero Assistance

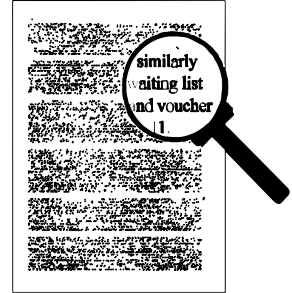
If your family has an increase in income that causes your share of the rent to equal or exceed the amount of the total rent, the housing assistance payment from the PHA to the landlord will be reduced to zero. However, if your family remains in the unit, the Housing Assistance Contract with the owner will remain in effect for 180 calendar days.

Chapter 5: Participating Successfully in the Section 8 Program

During this 180 day period your family is still considered to be on the program, even though assistance payments are not being made. If you have a reduction of income and become eligible for assistance during this period, the PHA will resume payments to the owner based on the new amount of the family's income.

Program Integrity

The Department of HUD determines the amount of funding that is available for rental assistance in each community. It is important to ensure that the funds are used to assist only those families who are eligible. The reason PHA's have waiting lists is that there isn't enough funding to assist all of the families who apply. The PHA assumes that the information provided by families is complete and accurate but occasionally we find that it is not.



Making false statements and providing false information are serious violations of program rules as well as violations of State and Federal Criminal Laws.

Please be aware that if families provide false information or documents: .

- ◆ They will be subject to denial or termination of assistance.
- ◆ They will be required to repay any amounts that were paid by the PHA. .
- ◆ If it is determined that these actions are intentional, the family may be subject to criminal penalties under State or Federal Law.

If you are not sure about the rules or procedures, please contact your PHA representative to get the correct information. No one should be evicted or lose their assistance unnecessarily. If you are aware of someone who is violating program rules, please contact your PHA representative. You can use the Fraud and Program Abuse Reporting form (Form H in the last part of this handbook).

The Most Common Program Violations

Most families who are selected for the program comply with the rules, but occasionally some do not. It is always unpleasant when someone violates the rules and penalties are required. To prevent families from embarrassment and hardship, the program rules need to be thoroughly understood. The most common violations are listed below.

Unauthorized Household Members

The persons you list on your application for housing assistance are the only persons who may reside in your housing unit.

If you permit anyone who has not been approved by the PHA to reside in your unit, it is a violation of your Family Obligations, and it could result in the loss of your housing assistance. Contact your PHA representative before you allow someone to move into your unit.



Under-reporting Income

Whenever you are interviewed by the PHA, you will be asked to report all income. Income received by everyone in your household. If a family withholds income, it causes the YHA to pay more money to the owner than the law requires. This is also a violation of a Family Obligation. In these cases the family is required to repay the money. In addition, it could result in the loss of assistance or, in some cases, criminal penalties.



Sub-leasing the Unit

When the PHA approves a unit for your family, it is for your family only. It is illegal for any family on the program to lease all or a part of their unit to anyone.

Not Reporting Changes

At the Briefing, the PHA representative explains the procedures for reporting changes in household members and income according to PHA policy.

Failure to report changes could result in repayment of money or loss of assistance.



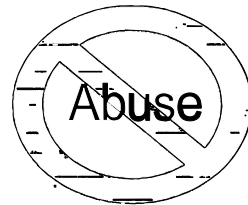
Not providing Information or Documents

When the PHA requests that you furnish additional information or documents, it is because it is a program requirement. If you do not furnish the information or documents requested, your application cannot be verified. This applies every time you are due for recertification.

Chapter 5: Participating Successfully in the Section 8 Program



When everyone plays by the rules, we can help more families



Do it right!!

Hearings

It is important to the PHA that families are provided all rights and protections under the law and HUD regulations. It is suggested that you seek an explanation from an PHA representative before you request a hearing; it may be a matter of misunderstanding that can be resolved easily.



Denial of Termination of Assistance

A participant family may request a hearing to consider whether the following PHA decisions or determinations pertaining to the family are in accordance with the law, HUD regulations and PHA policies:

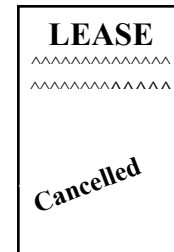
- ◆ Determination of the family's annual or adjusted income used to compute the housing assistance payment.
- ◆ Determination of the appropriate utility allowance from the PHA's utility allowance schedule.
- ◆ Determination of the family unit size under the PHA subsidy standards, and whether an exception will be granted.
- ◆ Decision to terminate housing assistance because of the family's action or failure to act, including absence from the assisted unit for longer than the maximum period permitted.

If a family does request a hearing, one will be scheduled promptly and the family will be notified in writing of the date, time and location of the hearing. Families may bring legal counsel, witnesses, and evidence to the hearing. Upon request, the family may also obtain copies of any documents or evidence upon which the YHA's action or inaction is based, prior to the hearing and at the family's expense. The family will also be required to provide to the PHA, prior to the hearing, copies of any documents or evidence it plans to use at the hearing.

Denial or Termination of Assistance

A family's housing assistance may be denied or terminated if:

- ◆ The family violates a Family Obligation under the Voucher Program.
(See Family Obligations).
- ◆ Any member of the family has ever been evicted from federally- assisted housing in the last five years.
- ◆ A PHA has ever terminated assistance under the pre-merger Certificate or Voucher Program for **Lease** any member of the family.
- ◆ Any member of the family commits fraud, bribery or any other corrupt act in connection with any federal housing program.
- ◆ Any member of the family commits drug-related criminal activity or violent criminal activity.

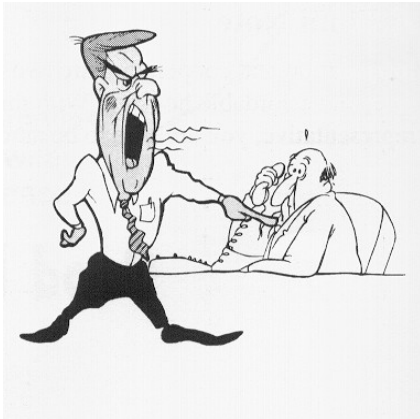


Chapter 5: Participating Successfully in the Section 8 Program

- ◆ Any family member is illegally using a controlled substance
- ◆ Any family member's abuse of alcohol interferes with the health, safety or right to peaceful enjoyment of the premises by other residents
- ◆ The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or any housing assistance program under the 1937 Housing Act.
- ◆ The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other **Payment** amounts owed by the family under the lease.
- ◆ The family breaches an agreement with the PHA to pay amounts owed to an PHA or amounts paid to an owner by an PHA.
- ◆ A family participating in the FSS program fails to comply, without good cause, with the family's FSS Contract of Participation.

**Damage
Payment**

PAST DUE



- ◆ The family has engaged in or threatened abusive or violent behavior toward PHA personnel.
- ◆ A welfare-to-work family fails to fulfill its obligations under the welfare-to-work voucher program.

Mandatory Permanent Ineligibility & Termination

The PHA must permanently deny eligibility or terminate the assistance of any person convicted of manufacturing or producing methamphetamine, commonly referred to as "speed."

Withdrawals

Occasionally, families who have been certified eligible to participate in the Section 8 Voucher program decline initial program participation or choose to withdraw from the program after receiving assistance for a while. It can be for any number of reasons- just got called back to work after a long layoff, or are planning to get married and will now have a little more income, or better yet, have just won the state lottery!

Since it can take many years to have your name reselected from the waiting list, it is a good idea to discuss your plans with your PHA representative before you decide to withdraw. Depending on your income, your family may still be eligible for some rental assistance. Keep in mind that if you withdraw from participating in the program, you will have to reapply if you happen to need assistance again in the future. If you do decide to withdraw, please notify the PHA by submitting the Notice of Intent to Withdraw Form I at the back of this handbook.

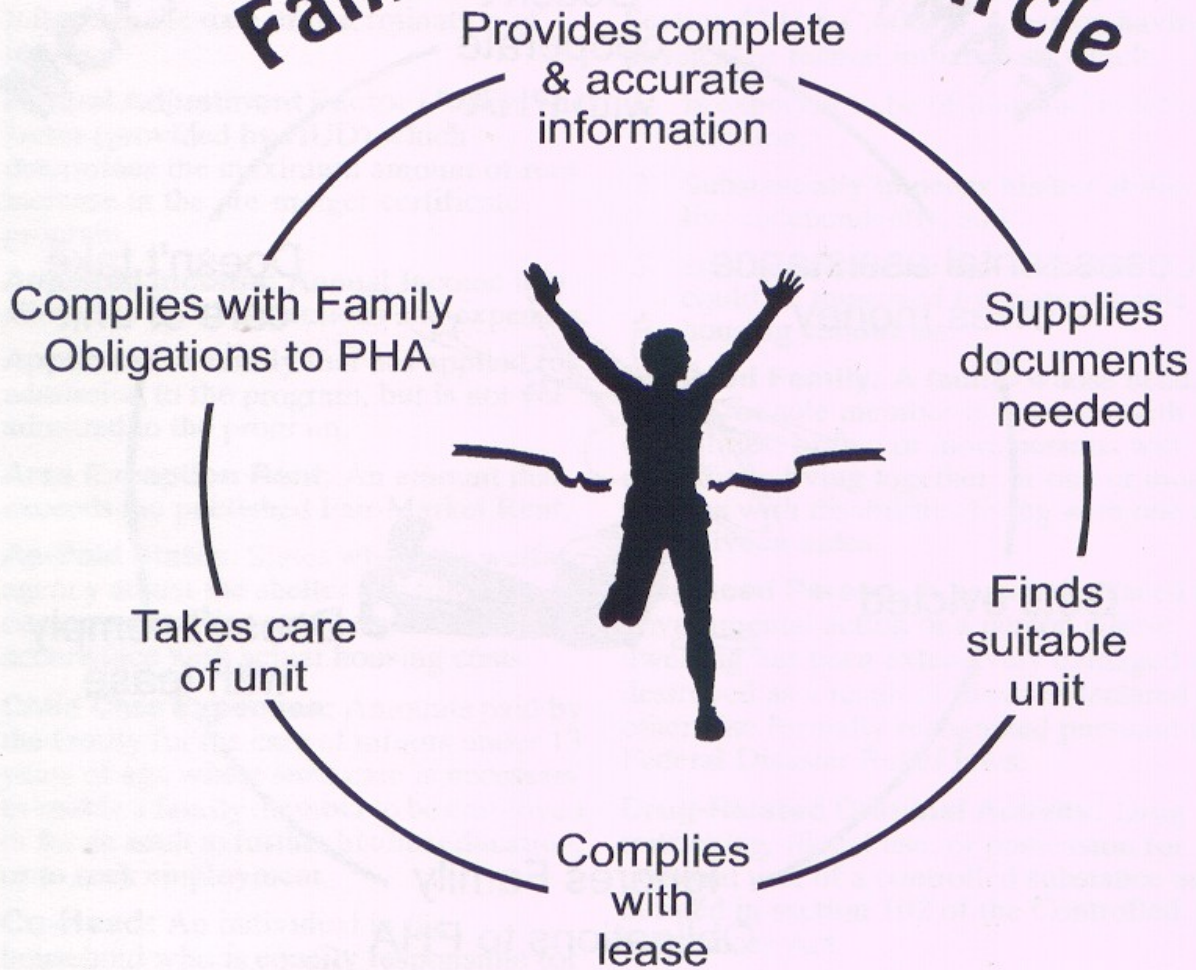
A Final Note

Information and cooperation are two key ingredients to achieving decent, safe, and affordable housing. With this handbook and the help of your PHA representative, you are sure to be among those in the Winner's Circle!

Good Luck!!!

Be a winner!

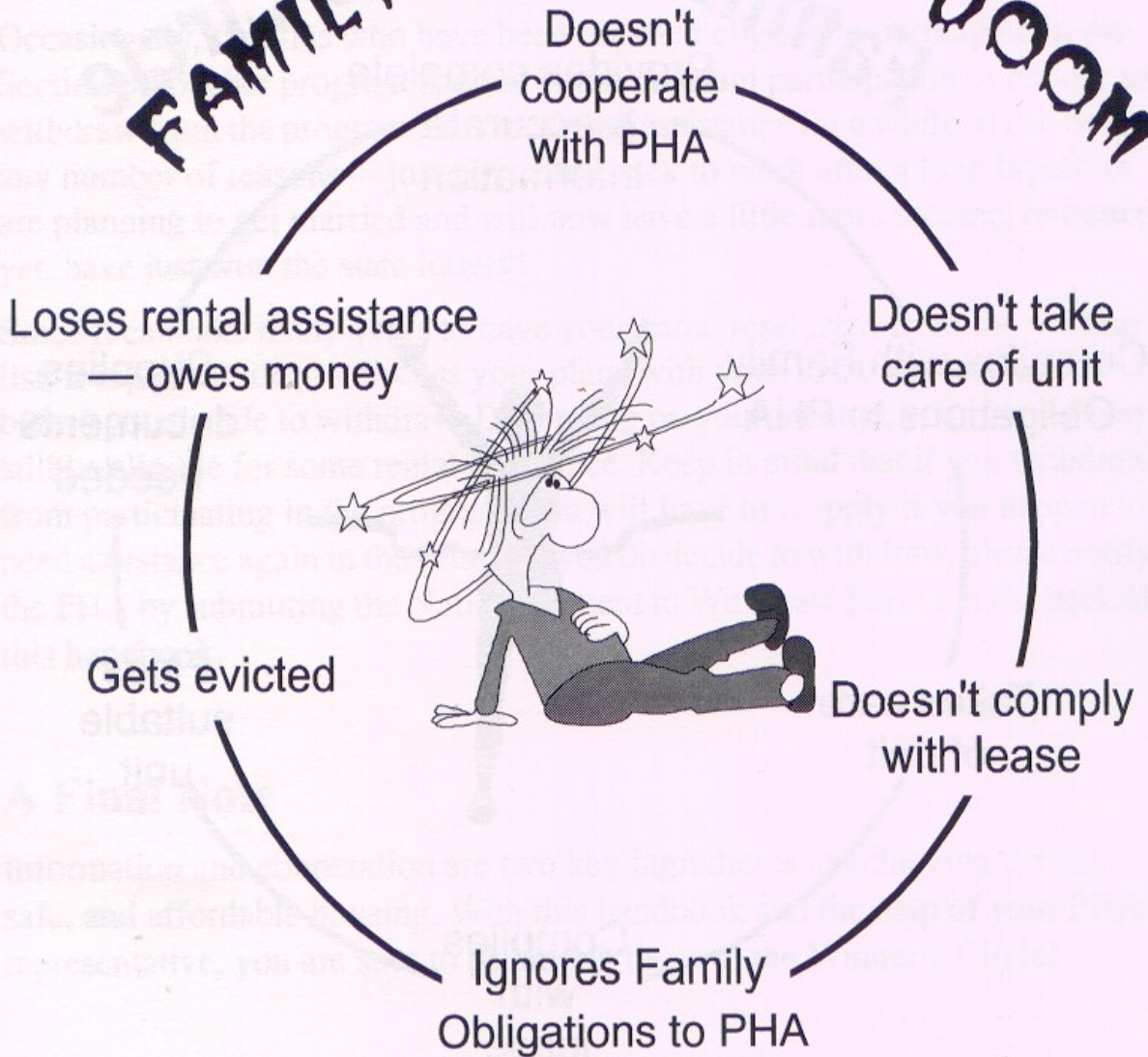
Family Winner's Circle



Chapter 5: Participating Successfully in the Section 8 Program

Beware!

FAMILY CIRCLE OF DOOM



Good Luck!!

Chapter 6

Glossary of Section 8 Housing Terms

Admission: Admission to the program is the effective date of the lease for a resident in public housing; and on the effective date of the execution of the HAP contract for a tenant-based program.

Annual Income: The anticipated total Annual income of an eligible family from all sources for the 12 month period following the date of determination of income.

Annual Adjustment Factor (AAF): The factor (provided by HUD) which determines the maximum amount of rent increase in the pre-merger certificate program.

Adjusted Income: Annual Income less allowable HUD deductions and expenses.

Applicant: A family that has applied for admission to the program, but is not yet admitted to the program.

Area Exception Rent: An amount that exceeds the published Fair Market Rent.

As-Paid States: States where the welfare agency adjust the shelter and utility component of the welfare grant in accordance with actual housing costs.

Child Care Expenses: Amounts paid by the family for the care of minors under 13 years of age where such care is necessary to enable a family member to be employed or for an adult to further his/her education, or to seek employment.

Co-Head: An individual in the household who is equally responsible for the lease with the Head of Household. A family may have a Co-head or Spouse, but not both. A Co-head never qualifies as a dependent.

Contract Rent (See *Rent to Owner*)

Dependent: A member of the family (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person, or is a full-time student 18 years or older.

Disabled Person: A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 42 U.S.C. 600(7). A person having a physical or mental impairment which:

1. Is expected to be of long and indefinite duration,
2. Substantially impedes his/her ability to live independently, and
3. Is of such a nature that such ability could be improved by more suitable housing conditions.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief laws.

Drug-Related Criminal Activity: Drug trafficking, illegal use, or possession for personal use, of a controlled substance as defined in section 102 of the Controlled Substances Act.

Drug Trafficking: The illegal manufacture, sale or distribution or the possession with intent to manufacture, sell or distribute a controlled substance.

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Extremely Low Income Family: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Fair Market Rent: The rent, including the cost of utilities (except phone) as established by HUD for units of varying sizes that must be paid in the housing market area to rent privately owned, existing decent, safe, and sanitary rental housing of modest nature with suitable amenities.

Excess Medical Expenses: Any medical expenses incurred by an elderly family in excess of 3% of the Annual income which are not reimbursable from any other source.

Family Rent to Owner: Rent to owner minus the Housing Assistance Payment.

Family Self Sufficiency Program (FSS). A program developed by the PHA to promote the self-sufficiency of assisted families, including the provision of supportive services.

Family Share: The portion of the rent and utilities paid by the family.

Foster Child Care Payment: Payment to eligible households by state, local, or private agencies appointed by the State to administer the care of foster children.

Full-Time Student: A person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. This includes a vocational school with a diploma or program, as well as an institution offering a college degree.

Gross Rent: The sum of the Rent to Owner plus any utility allowance. If there are no tenant paid utilities, the Rent to Owner equals the gross Rent.

Head of Household: The person who assumes legal and financial responsibility for the household and is listed on the application as head.

Housing Agency (HA)/Public Housing Agency (PHA): Any state, county, municipality, or other governmental entity or public body which is authorized to engage in or assist in the development or operation of housing for low-income families.

Housing Assistance Payment: The monthly assistance payment by a PRA, which includes:

1. a payment to the owner for rent to the owner under the family's lease; and
2. an additional payment to the family if the total assistance payment exceeds the rent to owner

Housing Assistance Payment Contract: A written contract between the PHA and the owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family. It defines the owner and PRA responsibilities, and is referred to as the HAP Contract.

Housing Choice Voucher Program: Effective October 1, 1999, implemented by the "1998 Act", the Section 8 Tenant- Based Rental Assistance Program which completes the merger of the Section 8 Certificate and Voucher Programs into a single new Section 8 Voucher Program.

Housing Quality Standards: The HUD minimum quality standards for housing assisted under the Public Housing and Section 8 programs.

HUD: The Department of Housing and Urban Development or its designee.

Imputed Asset: An asset disposed of for less than Fair Market Value during two years preceding certification or recertification.

Imputed Income: The HUD passbook rate times the total cash value of assets when assets exceed \$5,000.

Landlord-. Either the legal owner of the property, or the owner's representative or managing agent as designated by the owner.

Lease: A written agreement between an owner and an eligible family for the leasing of a housing unit.

Lease Addendum: (See *Tenancy Addendum*)

Live-in Aide: A person who resides with an elderly or disabled person and who is (a) determined by the PHA to be essential to the care and well-being of the person; (b) not obligated for support of the person, and would not be living in the unit except to provide necessary supportive services.

Low Income Family: A family whose Annual income does not exceed 80% of the median income for the area as determined by HUD.

Medical Expenses: Total medical expenses anticipated during the period for which Annual Income is computed, and are not covered by insurance. (Only Elderly Families or Disabled families qualify)

Minor: A member of the family (excluding head spouse live in aide, foster children/adult) who is under 18.

Monthly Adjusted Income: One-twelfth of the Annual Income after Allowances.

Monthly Income: One-twelfth of the Annual Income (before allowances).

Net Family Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment.

Owner: Any person or entity with the legal right to lease or sublease a unit to a participant

Owner Orientation: A meeting with a PHA representative for the purpose of learning the rules and procedures for participating as an owner in the Section 8 Program.

Participant: A family that has been admitted to the PHA program, and is currently assisted in the program. **Payment Standard:** The maximum subsidy payment for a family under the Voucher program. The PHA sets a Payment Standard in the range from 90 percent to 110 percent of the current HUD-published FMR.

Public Assistance: Welfare or other payments to families or individuals based on need, which are made under programs funded, separately or jointly by Federal, state, or local governments.

Public Housing Agency (PHA), Housing Agency (HA): Any state, county, municipality, or other governmental entity or public body which is authorized to engage in or assist in the development or operation of public housing or tenant-based assistance programs.

Portability: When a family moves to a dwelling unit with Section 8 assistance that is outside the jurisdiction of the Initial PHA.

Promises: The building or complex in which the dwelling unit is located including common areas and grounds.

Recertification: Sometimes called Reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if no interim changes are reported by the family.

Reasonable Modification: The fair housing requirement that allows persons with disabilities to make adjustments to their rental units at their own expense.

Reasonable Rent (Rent Reasonableness): A rent to owner that is not more than either:

1. The rent charged for comparable units in the private unassisted market, or
2. the Rent charged by the owner for a comparable unassisted unit in the building or premises.

Rent to Owner: The monthly rent payable to the owner under the lease. Rent to owner includes payment for any services, maintenance and utilities to be provided by the owner in accordance with the lease.

Remaining Member of Tenant Family:

Person left in assisted housing after other family members have left.

Request for Approval of Tenancy (RFAT): A form provided by the PHA, to be completed by the owner and family, which is used by the PRA to determine that the unit is eligible and that the lease complies with program requirements.

Security Deposit.- A dollar amount which can be collected from the family by the owner to be used for amounts owed under the lease according to State/local law.

Single Person: A person living alone or intending to live alone.

Spouse: The marriage partner of the Head of Household.

Subsidy Standards- Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Tenancy Addendum: A HUD-designed addition to an owner's lease that includes, word-for-word, all HUD-required language.

Tenant: (Synonymous with resident) The person or persons who executes the lease as lessee of the dwelling unit.

Tenant Rent: The amount payable monthly by the family as rent to the P14A in public housing or to owner in Section 8.

Total Tenant Payment (TTP): The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

Unit/Housing Unit: Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit.

Utility Allowance: The PHA's estimate of the average monthly utilities needed for an energy-conscious household. If all utilities are included in the rent, there is no utility allowance. The utility allowance will vary by unit size and type of utilities.

Utility Reimbursement: In the program, the amount, if any, by which any utility allowance for family-paid utilities or other housing services exceeds the total tenant payment.

Violent Criminal Activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (Housing Choice Voucher): A document issued by a PHA to a family selected for admission to the Section 8 Housing Choice Voucher Program. The voucher describes the program and the procedures for PRA approval of a unit selected by the family.

Voucher Program: See "Housing Choice Voucher Program."

Chapter 7

Forms

| | |
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Family Certification of Briefing



Instructions to Family. This form must be completed and turned in at the conclusion of the briefing.

This is to certify that on this date I have completed a Family briefing for the Section 8 Housing Choice Voucher Program.

The items below have been explained in detail to me by a Public Housing Agency representative. I understand that should I need a further explanation of any or all of these items, it is always available to me in person, by telephone or in writing.

- ◆ A description of how the Section 8 Housing Choice Voucher Program works.
- ◆ The areas where I am permitted to lease a unit.
- ◆ Facts I should consider before renting a unit.
- ◆ The advantages of living in an area that is not high-poverty.
- ◆ My responsibilities to the owner.
- ◆ The *Family Obligations* to the PHA.
- ◆ How the housing assistance payment is determined for my family,
- ◆ How the PHA determines the maximum rent for a unit.
- ◆ The length of the term of my Voucher, and the policy for extensions.
- ◆ An explanation of portability and the procedures for exercising portability.
- ◆ The PHA policy on providing information to prospective owners.
- ◆ How the PHA determines a family's unit size.
- ◆ An explanation of the grounds for termination of assistance.
- ◆ When and how families are required to report changes in income and family composition.

Documents Provided to Me

The following documents have been provided to me on this date: *(Check the documents you have received)*

- Housing Choice Voucher
- A Request for Approval of Tenancy
- Sample Lease
- Housing Agency Subsidy
- Housing Discrimination Complaint Form
- List of Owners or Rental Units
- Notice of Accessible Units
- Utility Allowance Schedule
- HUD Required Tenancy Addendum
- Schedule of Payment Standards
- Lead Based Paint Brochure
- HUD Booklet "Good Place to Live"

It is my responsibility to locate suitable and eligible housing before the expiration date of my voucher, and to notify the PHA if I am having difficulty. I understand the rules of the program and will comply with them as long as I participate in the program.

Family Representative _____ Date _____

PHA Representative _____ Date _____



Tell me how it works!



Instructions: This form may be used at any time while you are on the program. If you have a question about how the program works or a specific issue, just complete this form and mail it to the YHA.

I would like an answer to the following question(s)

1. _____
2. _____
3. _____
4. _____
5. _____

I would like to make the following comment::



NOTIFICATION OF FAMILY MEMBER MOVE-OUT



Instruction: Please complete this form and submit it to your Housing Authority Representative immediately in the event that any family member(s) move out of your housing unit.

Date _____

Head of the Household _____

Address _____ Apt. No. _____

City _____ State _____ zip _____

Telephone _____

Please answer the following questions:

Name of family member moved.

Date the family member moved

What is the new address of this person?

What is the new telephone number of this person?

Request for Addition to Household



Instruction: It is a Family Obligation that the YHA must approve additional members of the household before they can move into the Unit. Please complete this form and submit it the YHA representative before permitting anyone to move into your housing unit.

Date _____

Head of Household _____

Address _____ Apt no. _____

City _____ State _____ Zip _____

Telephone _____

I would like to request approval for the following person to move into my household.

Name of Person _____

Address _____

City _____ State _____ Zip _____

Telephone _____ How long at this address? _____

Relation _____

Source and amount of all income received by this person:



Fraud and Program Abuse Reporting Form



Instruction: The Department of HUD and the YHA are seriously concerned about Fraud and Abuse in the various housing assistance programs. Please complete this form if you become aware of any violation of the program rules by any person. You may furnish your name, but you are not required to.

I would like to bring the following information to the attention of the YHA:

Please answer the following questions:

How long has this situation been going on?

Is there anyone other than you who can verify this information?

- Yes
- No

If yes, who?

What other facts would help us verify this information?

Name(optional) _____

Telephone number _____ date _____

Notice of Intent to Withdraw



This is to inform you that I wish to withdraw from the Section 8 Housing Choice Voucher Program effective _____.
(date)

Head of the Household _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Signature _____

Date _____



**The Housing Authority
of the City of York**

York Housing Authority

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