

FAMILY

INFORMATION GUIDE

HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

Policies, procedures and regulations for head of household and other members of the family.



ZANESVILLE METROPOLITAN HOUSING AUTHORITY
Housing Choice Voucher Program (Section 8)

407 Pershing Road Zanesville OH 43701 ~ Office: 740-454-6866 ~ Fax: 740-454-8567

WELCOME

Dear Family,

This is a general guide to policies, procedures and regulations that govern the program. For your convenience, the contents of the guide are listed below with page numbers.

The Housing Choice Voucher Program (Section 8) is authorized by the Housing and Community Development Act of 1974; it is financed by the United States Department of Housing and Urban Development (HUD), and administered by Zanesville Metropolitan Housing Authority (ZMHA).

The HCVP (Section 8) is designed to fill the gap between what a family can afford to pay in rent and the actual rent payment. All HCVP (Section 8) families and owners are subject to federal rules and regulations. ZMHA will make every effort to inform you of HCVP (Section 8) rules, and to advise you of how any new or revised rules affect your participation in the program.

If you have any questions after reviewing this material, please contact the ZMHA HCVP (Section 8) Department at (740)-454-6866.

Sincerely,

Housing Choice Voucher Program (Section 8)

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OFFICE HOURS

Monday – Thursday	8:00 a.m. – 4:00 p.m.
Friday: Due to training and file maintenance we are unable to receive phone calls or walk-ins from 11:00 a.m. — 4:00 p.m.	8:00 a.m. – 11:00 a.m.
Saturday, Sunday, & Holidays	CLOSED

Walk-Ins

Please call before stopping by the office to see someone. If you do not have an appointment, the person you wish to see may not be available due to meetings or other scheduled clients. Save your time, energy, and gas money and make an appointment.

Appointments

If you are scheduled for an appointment with the HCVP (Section 8) office, please remember all persons 18 years or older must attend the appointment. Additionally, please remember to show up on the correct date and time. We require 24 hours notice if you will be unable to make your appointment. Missing an appointment could result in the loss of benefits.

Dropping Off Documents

Front Desk:

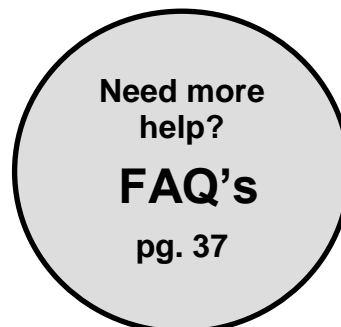
1. Fill out the “**Update Form**” that is available at the front desk and attach your documents.
2. Leave the “Update Form” and documents with the receptionist.
3. Make sure to let the receptionist know it’s for HCVP (Section 8)

Mail Slot:

1. Fill out the “**Update Form**” (available at the front desk) and write the head of households name on all documents.
2. Write “for HCVP (Section 8)” on all documents.
3. Drop in the mail slot located on the front door of the bottom level of the building.

Mailing Documents

1. Write the head of households name on all documents.
2. Write “for HCVP (Section 8)” on all documents.
3. Mail to:
ZMHA HCVP (Section 8)
407 Pershing Road
Zanesville OH 43701



RESPONSIBILITY

DO THIS...

In order to successfully use your HCVP (Section 8) assistance you must do the following:

- Provide us with complete and accurate information.
- Locate suitable housing for your family that qualifies for the program.
- Cooperate and attend appointments scheduled by the PHA.
- Maintain your housing unit. This includes ensuring your utilities are on, paying your portion of rent on time, and cleaning your rental.
- Comply with the terms of your lease with your landlord.
- Comply with the Family Obligations of your Voucher. These obligations include but are not limited to:
 - Supply any information that the PHA or HUD determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in regularly scheduled reexamination or interim reexamination of family income and composition.
 - Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
 - Supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.
 - Promptly notify the PHA in writing when the family is away from the unit for an extended period of time in accordance with PHA policies.
 - Allow the PHA to inspect the unit at reasonable time and after reasonable notice.
 - Notify the PHA and the owner in writing before moving out of the unit or terminating the lease.
 - Use the assisted unit for residence by the family. The unit must be the family's only residence.
 - Promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child.
 - Request PHA written approval to add any other family member as an occupant of the unit.
 - Promptly notify the PHA in writing if any family member no longer lives in the unit.
 - Give the PHA a copy of any owner eviction notice.
 - Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- **Any information the family supplies must be true and complete.**

...NOT THIS

The family (including each family member) must not:

- Own or have any interest in the unit (other than a cooperative, or the owner of a manufactured home leasing a manufactured home space.).
- Commit any serious or repeated violation of the lease.
- Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- Engage in drug-related criminal activity, violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- Sublease, let the unit, assign the lease or transfer the unit.
- Receive housing choice voucher program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
- Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
- Receive housing choice voucher program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
- Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.

RESPONSIBILITY

VOUCHER

Size of Voucher

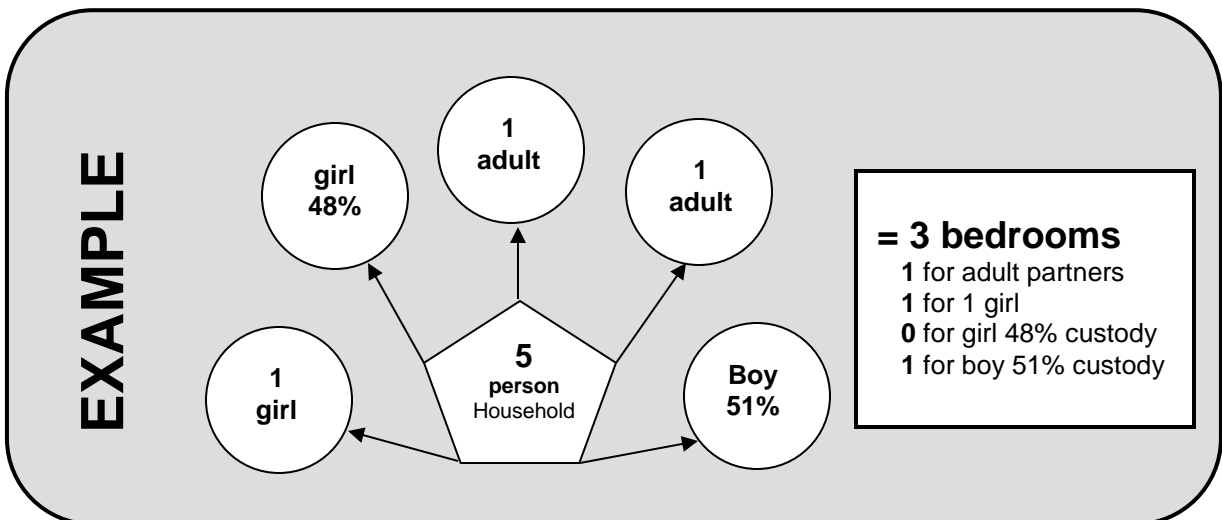
Your voucher indicates the number of bedrooms for which your family is eligible. This unit size is based on HUD guidelines and the PHA’s written policy. Our policy is two people per bedroom or two people per living/sleeping room.

Shared Parenting- Children may only be claimed as dependents by one household. The following rules will apply:

- Dependents that are subject to a shared parenting agreement but live with one parent at least 51% of the time will be considered members of the household. “51% of the time” is defined as 183 days of the year, which do not have to run consecutively. That parent will be considered to have custody for the purpose of determining family composition and bedroom size.
- If custody is divided equally, via shared parenting the parent receiving the housing assistance first with the children will be given dependent status for determining family composition and bedroom size.
- If a parent has less than 50% physical custody of a child, that parent will not be subsidized to include the child for the purposes of determining family composition and bedroom size.

Expiration Date of Voucher

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 for HCVP (Section 8) assistance, when the waiting list is open. A one-time-only thirty (30) day extension can be requested. You may request for a one-time-only extension on the “Voucher Extension Form” available at the front desk. If the extension is granted, you will be notified in writing. If you have not found housing once the thirty (30) days are up, your voucher will expire and you will need to reapply for HCVP (Section 8) assistance.



Vacating Public Housing

Please be advised, if you are currently living in Public Housing (PH), the Housing Choice Voucher Program (Section 8) will need you to complete the following steps to be leased:

FIRST STEP:

- Provide a copy of the Public Housing “Notice of Intent to Vacate” form to HCVP (Section 8).
 - The date you intend to vacate PH, will determine when you can receive subsidy from HCVP (Section 8). See example below.

Once the completed “Notice of Intent to Vacate” is received, we will then process the “Request for Tenancy Approval.”

SECOND STEP:

- Return your Public Housing keys the day you move out.
- Please be aware, you cannot receive subsidy from HCVP (Section 8) and Public Housing at the same time.
- The HCVP (Section 8) will not assist with any rent until you have returned the keys to Public Housing, your intent to vacate has expired, your “Request for Tenancy Approval” is complete, and the property passes inspection.

Failure to provide proper thirty (30) day notice to ZMHA will result in the tenant being charged for thirty (30) days rent after possession of unit is taken. This is a cost that can be avoided by giving thirty (30) day notice of intent to move out.

<p><u>Move Date Example 1:</u> If your intent to vacate expiration date is before the 20th of the month, HCVP (Section 8) can lease that same month. Your Intent to Vacate expires on: 6/19/10 Public Housing charges until: 6/19/10 We Lease: 6/20/10 (Only if Public Housing keys are returned, your “Request for Tenancy Approval” is complete, and the property passes inspection.)</p> <p><u>Move Date Example 2:</u> If your intent to vacate expiration date is after the 20th of the month, HCVP (Section 8) will lease the first of the next month. Your Intent to Vacate expires on: 6/24/10 Public Housing charges until: 6/24/10 We Lease: 7/1/10 (Only if Public Housing keys are returned, your “Request for Tenancy Approval” is complete, and the property passes inspection.)</p>
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HOME SEARCH

Have Your Voucher?

Once you have your voucher, you must find housing suitable for your needs. You may look in several areas:

- Check the newspapers including free ones.
- the HCVP (Section 8) Rental List of available landlords
- Landlord Listing book at ZMHA receptionist area.
- Ask friends and neighbors.
- Drive thru neighborhoods where you may want to live and look for “For Rent” signs.
- Check with real estate offices or rental agencies.
- other methods to locate a home that you want

The HCVP (Section 8) office does not find housing for you.

As You Search For Housing Keep These Items In Mind:

- **Schools:** Is the unit close to your child(rens) school?
- **Safety:** Try to avoid high crime areas. Is the unit in a drug area? Drive by the place at night to check on activity.
- **Neighborhood:** Is there a place for children to play outside safely? What is the general condition of the neighborhood? Is there adequate parking for you and your guests? Is the area/building well lighted at night?
- **High Poverty Area:** Is the rental in a high-poverty area? Some areas not in a high poverty area offer better employment and education opportunities.
- **Child Care:** Is the unit close to childcare?
- **Public Transportation:** If you do not have a vehicle, is the housing unit on the bus route?
- **Utility Cost:** The local gas and electric company should be able to provide you with the average bills for the unit you are looking at.
- **Work:** Is the unit close to your employment or other job opportunities?

Evaluating a Unit

Please keep these items in mind:

- Is there a separate meter for each utility you are required to pay?
- Is the heating source adequate for the size of the unit?
- Will your furniture fit in the unit?
- Are you allowed to have pets?
- Is the unit clean and ready to move in?
- Are the refrigerator and stove large enough for your family size?

Do I need to keep
my voucher?

FAQ'S: pg. 36

What should I do when calling about a rental unit?

When calling in response to ads, don't prematurely ask, "Do you take HCVP (Section 8)"? Try to get an appointment to meet with you first. Remember to take the following paperwork with you to your appointment with the landlord.

- Your voucher
- Request for Tenancy Approval
- Good Place to Live Book

When you meet the owner or landlord, ask questions.

- How much is the security deposit for the unit?
- Is there a person to call for repairs?
- Does the owner have a "zero tolerance" policy for drugs and violence by tenants?
- Are any utilities or appliances included in the rent?

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, and you are current on your rent so that your present landlord will give you a good reference.

At this time the HCVP (Section 8) Office is allowed to give the following reference to potential landlords if known to the office:

- The family's prior and/or current address.
- The name and address of current or past landlords.
- Information about tenancy history of the family member.
- Information about drug trafficking by family members.

Security Deposits

The HCVP (Section 8) Office does not determine the amount of security deposit that a landlord may charge. The amount of security deposit will be decided by the landlord and paid by the tenant. The HCVP (Section 8) Office does not pay security deposits. Please keep in mind how you will be able to pay the deposit.

In the HCVP (Section 8) Voucher Program, the security deposit may not exceed those charged to unassisted tenants (not the maximum prescribed by State or local laws).

WHERE TO LIVE

Staying Where You are Currently Living

You may be eligible to receive assistance at your present unit. To see if the unit will qualify:

- Your landlord must be willing to participate in the HCVP (Section 8) program
- Be the appropriate size for your family
- Pass a housing quality standards inspection
- Have a reasonable rent

What is the
TTP?
pg. 20

Finding A New Unit

The choice of where you want to live is up to you.

You may search for suitable housing anywhere within Muskingum County.

You are responsible for finding your own housing.

Advantages of Moving to Areas That are not High Poverty Areas for Housing Choice Voucher Program Voucher Families

- HUD feels Housing Choice Voucher Program Vouchers “are ideal mechanisms to” broaden the housing choices for low-income families.
- Since HUD feels families should be encouraged to seek housing opportunities that are outside of high-poverty areas”, ZMHA has been asked to explain the advantages of locating housing in areas outside high-poverty census tracts during initial briefing sessions. A high-poverty census tract is a census tract in which at least 40% of the persons for who poverty is determined have incomes below the poverty level.
- Advantages of locating housing in areas outside high-poverty census tracts include the following:
 - Such areas generally have better schools, a lower crime rate, better public services and more shopping and other amenities.
 - Primary data from local moving to opportunity programs appears to substantiate that children of families moving from high poverty areas reach higher levels of school achievement.

What is Portability?

The ability to move from one PHA Jurisdiction to another location. To be eligible for this a client must have given proper notice to their landlord as well as the HCVP (Section 8) Department regarding their desire to move. Additionally, the client must be in good standing with the Housing Authority. (Good standing includes the fact that the client does not owe the Housing Authority any money.)

Applicants, when first issued a voucher, must also be in good standing with the housing authority before they can exercise their portability option. Additionally, they must be able to provide documentation of residency in Muskingum County for the previous 12 months.

How Do I Exercise My Portability Option?

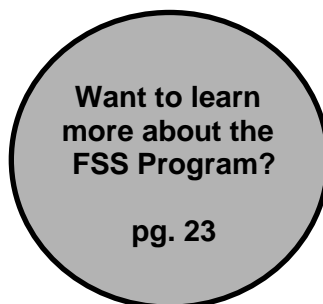
1. Provide in writing a statement that you want to have your paperwork transferred. In this statement you must provide the name of the Housing Authority, address, and contact person's name at the housing authority you wish to be transferred.
2. We must have all your information, including birth certificate, current income verification, etc. for all household members.
3. Once your file is reviewed and is determined to be eligible for portability, your information will be mailed to the Housing Authority you wish to port to.

We do not fax this paperwork.

The Housing Authority's payment standard that you are moving to will be used. Their subsidy standards will also be used. (This may change the bedroom size of your voucher.)

Portability & FSS

If you are participating in a Family Self-Sufficiency (FSS) program, make sure that you discuss moving with your case manager. If you cannot fulfill your FSS obligations in the new location, your FSS contract may be terminated and you may lose your escrow balance, if you have one.



YOU & OWNER

What Should I do When I Find a Unit?

When you find a housing unit that you want to rent, the owner and yourself must complete a “Request for Tenancy Approval” (RFTA) form. The form must be submitted to the PHA along with a sample unexecuted lease if your landlord will not be using our model lease.

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

If the Request for Tenancy Approval and proposed lease are in order, the PHA will make an appointment to inspect the housing unit. Please note if the unit is empty please submit a key with the RFTA.

What is the Owners Job?

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

- Not discriminate against any family by complying with fair housing laws.
- Maintain the housing unit by making necessary repairs in a timely manner.
- Comply with the terms of the Housing Assistance Payments (HAP) Contract.
- Collect the rent due by the family and enforce the lease.

Housing Discrimination

Under Federal Law, it is illegal to deny housing to anyone on the basis of race, color, religion, sex, national origin, family status, and disability. If you believe that you have been discriminated against, you will need to complete HUD Form 903.1, the Housing Discrimination Complaint Form or phone the Housing Discrimination Hotline at 1-800-669-9777. Please note the Housing Authority has copies of the HUD Form 903.1 for your use.

Inspection Process

If the unit passes the initial inspection, the PHA will prepare the necessary paperwork and your assistance will begin. If the unit does not pass the initial inspection, the owner and yourself will be mailed a list of necessary repairs.

Keep in mind, 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.

Once the Unit Passes Inspection

The PHA will prepare the leasing paperwork. Once prepared the PHA will contact you and ask you to take the paperwork to your landlord to sign. Please note: paperwork can only be prepared when we have all necessary documentation. This includes documentation of all income, birth certificates, and social security cards for all household members.

Inspection Process

The HCVP (Section 8) cannot make a payment until:

The property has been inspected and has passed the inspection.

- The HCVP (Section 8) Department will begin to pay their share of the rent once the property passes the inspection the leasing paperwork has been completed, , your tenant has moved into the property and the utilities are on in your tenants name (or another family member’s name), if not owner supplied.

We will not pay rent towards any property that passes inspection on or after the 20th of the month.

- We will begin to pay rent on the property beginning the first of the following month. For example: If the rental unit property passes inspection March 20th the HCVP (Section 8) Department would not start paying any rent on the tenants behalf until April 1st.

PAYMENT

When Will a Payment be Made?

The PHA will begin making payments to the owner after the unit has been approved and the HAP (Housing Assistance Payment) contract, lease and all other leasing paperwork has been signed. Due to the fact HUD deposits the funds to the PHA on the first business day of the month, the PHA will mail the payment to the owner once the funds are posted. The PHA will continue to make payments as long as:

- The unit meets Housing Quality Standards
- The family is approved for assistance
- The family lives in the unit and the owner is in compliance with the HAP contract.

Want
information on
the Total
Tenant
Payment?
pg.20

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. The PHA must approve all separate agreements between the owner and family.

A GOOD TENANT

TENANT

Pays Rent On Time

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 may be subject to eviction by the owner. Serious repeated violations of the lease may result in the termination of housing assistance.

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

Maintains The Rental

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 pay for utilities (such as electricity, gas, or water) that are not furnished by the owner. 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 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**.

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 PHA, the PHA will discontinue assistance payments to the owner. Also, you will be terminated from the HCVP (Section 8) Voucher Program.

ASK THE OWNER

If you are not sure of a Lease requirement.

YOUR VISITORS

VISITORS TO YOUR HOME

Any adult not included on the HUD 50058 who has been in the unit more than 30 consecutive or a total of 30 days in a 12-month period, without PHA approval will be considered to be living in the unit as an unauthorized household member.

- a. Absence from evidence of any other address will be considered in making a determination whether or not the visitor is a member of the household.
- b. Statements from the neighbors and/or the landlord will be considered in making the determination.
- c. Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be considered in making a determination.

In a joint custody arrangement, if the minor is in the household 182 or less days per year, the minor will be considered to be an eligible visitor and not a family member.

Reporting changes in household composition to the PHA is both a HUD and a PHA requirement. If the family does not obtain prior approval from the PHA, any person the family has permitted to move in will be considered an unauthorized household member.

Q: I want to add a child or an adult to the household, how do I do that?

A: You can request to add a child or an adult by turning in the following information:

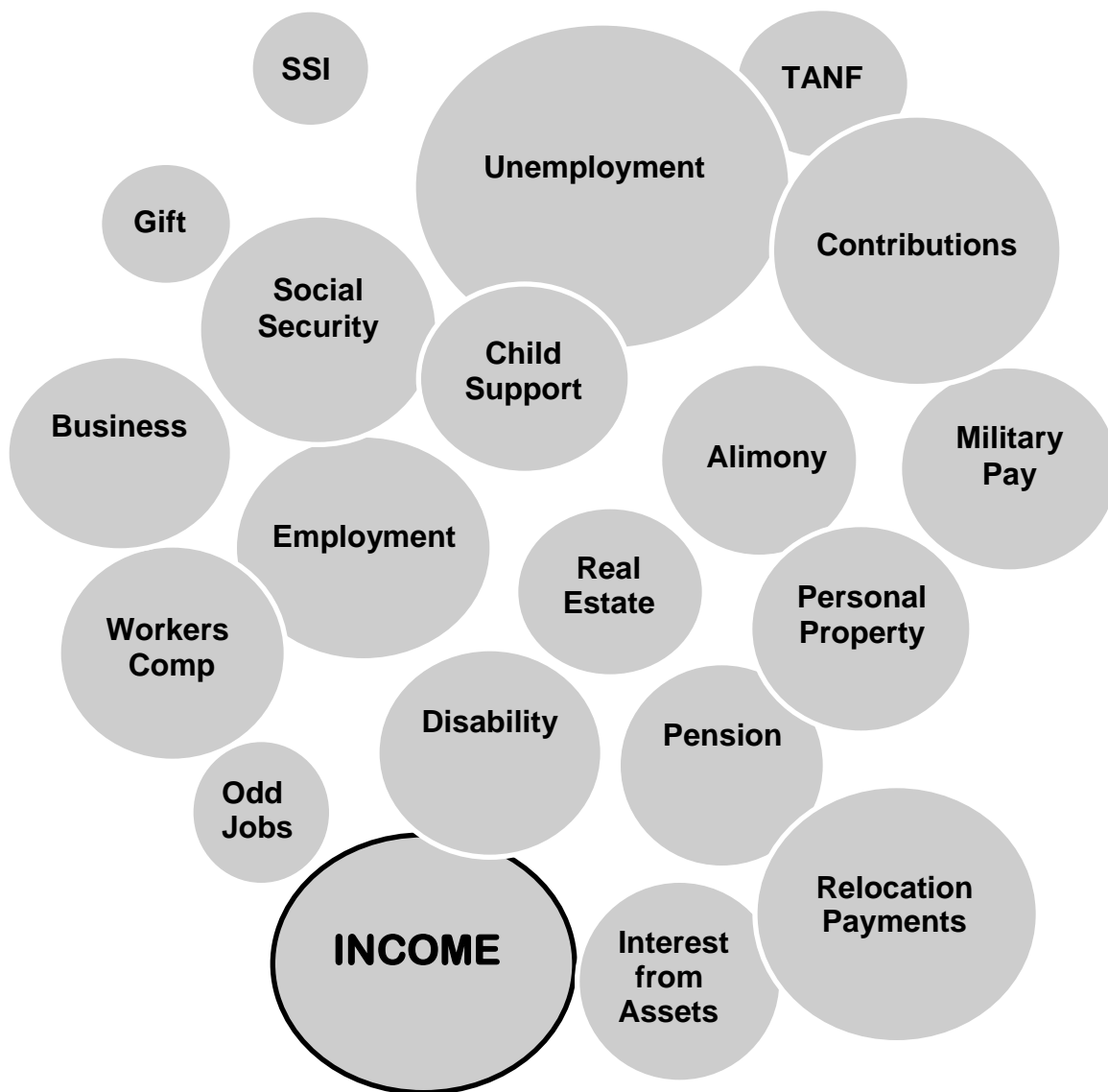
- Copy of Birth certificate
- Copy of Social Security Card
- Copy of Identification Card or Drivers License
- Written permission from your landlord
- "Declaration of US Citizenship" form completed and signed by all adults in the household.
- If adding a child (other than a newborn): Proof of Custody documents
- Add a Person Packet completed. (Available at the front desk)
 - See the "Add a Person(s) Checklist" for more information.
 - The person(s) being added and all other household members must provide income and asset verification.

Return completed "Update Form" (Available at the front desk) and documents to the HCVP (Section 8) office.

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 still responsible for reporting all sources of income for the household. The PHA is responsible for deciding what needs to be counted in the Annual Income calculation. This is the first step toward determining the amount of rental assistance the family receives.

If a family member's welfare income is sanctioned by the welfare agency for noncompliance with self-sufficiency program requirements, the PHA is required to include the amount of sanctioned welfare income in the family's annual income. The PHA must verify the amount, term, and reason for the sanction with the welfare agency.



ANNUAL INCOME

INCOME

Electronic Income Verification

All households will be checked against the Enterprise Income Verification Program (EIV). This program is a wage database matching program which allows the HCVP (Section 8) Department to verify any and all employment for any of our clients. This program has already permitted us to terminate families for their failure to report income.

Would you like to know the most common Mistakes when it comes to providing income?

pg. 25

Determine Adjusted Income

After determining the total annual income for the household the PHA makes any necessary adjustments to the annual income. If the family qualifies, there are five (5) possible deductions and allowances. Deductions are subtracted from the Annual Income to get the family's Adjusted Annual Income.

Deductions and HUD Allowable Expenses

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.

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.

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.

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.

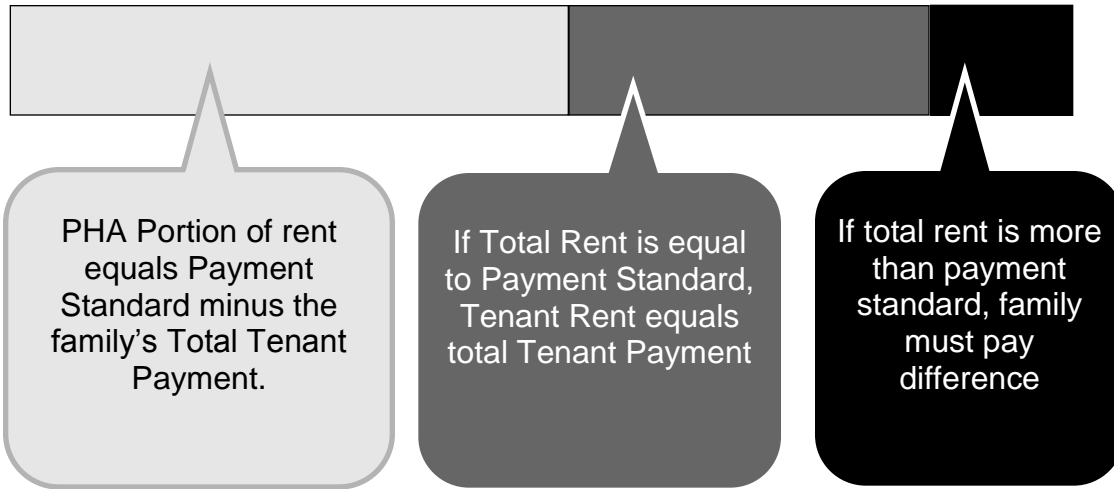
Dependents

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, Spouse or Co-Head.

Payment Standard

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

- Is established by the PHA based on criteria set by HUD
- Is based on the cost of housing and utilities for your area; and
- 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 2-bedroom units.



STANDARD

EXAMPLE

HOUSEHOLD INCOME/ COMPOSITION

Head of Household works part time, earns \$6,000.00 per year, has two (2) children ages 4 and 8 years old. Each dependent receives a deduction of \$480.00. There is also a deduction for the cost of child care, which is \$25 per week.

12 Months Income =	\$6000.00
Each Deduction \$480.00 x 2 children =	\$ 960.00
Childcare Per Week \$25.00 x 52 weeks =	\$1300.00
Adjusted Annual Income=	\$3740.00
	/12
Adjusted Monthly Income=	\$ 312.00



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 Housing Choice Voucher Program is the greatest of:

- 30% of the family's monthly-adjusted income.
- 10% of the family's gross monthly income.
- The PHA's minimum rent.

This includes the amount the tenant pays toward the rent to the owner and the PHA'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.

Housing Assistance Payments (HAP)

The PHA'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.

New Unit- Maximum Rent at Initial Occupancy

At the time a family initially receives assistance and 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.

What happens if I am responsible for all of my rent?

If the family has an increase in income that causes you to pay the entire rent, you will remain on the program for 180 calendar days. During this 180-day period you are 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. Remember it is your responsibility to notify the PHA in writing via the "Update Form" (Available at the front desk) of changes in income or family composition.

Utility

Your rental unit utilities, such as gas, electric, water, sewer, and trash do affect the rental amount.

Utility Allowance

A Utility allowance is the PHA'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 unit.

Utility Reimbursement Payments

Very low-income households may receive a utility reimbursement check from the PHA when the family's TTP is lower than the utility allowance. This check is to be used **ONLY FOR UTILITIES**. Utilities include: natural gas, bottled gas, fuel oil, electric, water, sewer, and trash.

If you do not use your utility reimbursement check for one of the above stated reasons you will be terminated from the HCV (Section 8) Program.

Home Energy Assistance Programs

Having trouble paying your electric or gas heating bills? For those who are eligible, there are several different assistance programs available. For applications or more information contact:

Community Action

Phone Number: 740-453-5703

Salvation Army

Phone Number: 740-452-8350

United Way

211

EVERY YEAR

Annual Requirements

HUD requires that all families be recertified at least annually. The PHA is also required to inspect your housing unit at least annually. Annual recertification occurs several months before your one (1) year lease is about to expire. You will receive 2 letters, one from your caseworker and one from the inspector. Both letters will inform you of the dates and times of the appointments, as well as, documents that you may be required to supply. It is your responsibility to make sure that an adult 18 years or older is there to allow the inspector to enter the premises.

Requirements between Annual Recertification

- When a family member moves out of your unit, you must report it to the PHA in writing within ten days on the “Update Form.”
- If you are considering having someone move into your unit, you must **first** notify the PHA in writing, because the PHA must approve all family members. Also written permission from the Landlord is required to add this person to your lease. See page 16 or 35 on how to add a person.
- If you lose employment or gain employment, this needs to be reported within 10 days. “Update Forms” may be picked up at the Housing Authority.
- Verification of all changes in income must be provided to the PHA, in writing, within 10 days of the change on the “Update Form.”

Do I have to attend my Annual Recertification?

If you would like to continue receiving HCVP (Section 8) assistance, then yes, you must attend the annual recertification.

Do the other adults in my household need to attend?

Yes, anyone 18 years or older must attend the scheduled appointment.

I can't attend the appointment, what do I do?

If you cannot attend this appointment, submit a *written notice* 24 hours in advance to the HCVP (Section 8) office to reschedule your appointment.

I have a medical condition, have been hospitalized, or have a contagious illness, or infectious disease; do I still need to attend the appointment?

Please *phone* our office 48 hours in advance to speak with your caseworker.

I have an appointment the same day with the inspector for an inspection of the property I am residing in; do I still need to attend the appointment?

Please phone our office 24 hours in advance to the HCVP (Section 8) office to reschedule your appointment



FAMILY SELF-SUFFICIENCY PROGRAM

If you are:

- Currently receiving assistance through the HCVP (Section 8) Housing Choice Voucher Program.
- Willing to obtain and maintain full time employment.
- Committed to achieving a better way of life for you and your family.
- Willing to work with ZMHA Staff to identify what you and your family need to make life better.

Then Family Self-Sufficiency is for you!

The FSS Program is a voluntary program much like the HCVP (Section 8). Once you join the program, the activities and paperwork are MANDATORY for a successful completion. The primary goal for the program is assisting you in obtaining and maintaining full time employment and be free of government cash assistance. You have up to five years to complete your FSS activities. These activities may include:

- Earning your GED
- Attending a training program
- Maintaining employment
- Working with community agencies
- Obtaining a driver's license

What will the Family Self-Sufficiency Program do for you?

- Provide assistance while establishing and achieving your goals.
- Link you with community agencies, which offer programs to help you achieve self-sufficiency.

Establish a baseline for an escrow account when you join the program. If your household income increases due to employment. This escrow money will be yours to earn as long as you remain employed and fulfill all requirements.

Resident Advisory Board

Are you good at giving advice? We are looking for clients to join our Resident Advisory Board. The board meets to discuss ways we can better serve our clients, discuss HCVP (Section 8) issues you feel need to be better defined, and for you to provide input regarding HCVP (Section 8) guidelines. See the "ZMHA Newsletter" for more information.

MOVE/VACATE

Tips for Moving

- Ohio Revised Code 5321.17 requires the tenant to provide notice before vacating their unit. Please give a proper written thirty (30) day notice to your landlord and a copy to HCVP (Section 8).
- Notify companies and people about your change of address.
- Clean the unit that you are moving from thoroughly.
 - Walls
 - Floors
 - Doors
 - Appliances
- Decide what goes with you, what stays, and what to give away. Hold a yard sale!
- Make sure you have help on moving day.
- Call the utility companies.
- Make sure your rent is paid.
- Return all of your keys to the landlord and get a dated receipt for the keys.
- Walk through move out inspection with your landlord.

Moving and Keeping Your HCVP (Section 8) Assistance

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 30-day notice according to the lease and the PHA policy.

Q: I want to move, what do I need to do?

A: There is a “Moving Directions & Packet” available at the front desk. The steps to moving and documents are included. Along with a list of documentation, you will need to provide.

PLEASE BE AWARE

Moving without notice and breaking your lease is a violation and can result in termination.

See details on how to give notice above.

Most families who are selected for the program comply with the rules, but occasionally some do not. The most common violations are listed below.

Unauthorized Household Members

The persons you list on your paperwork 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 and your landlord 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 before you allow someone to move into your unit.

Not Providing Information or Documents

If you do not furnish information or documents when requested, your assistance can be terminated.

Subleasing 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

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

Under-Reporting Income

You **must** report **all income** received by everyone in your household. If a family withholds income, it causes the PHA to pay more money to the owner than the law requires. This is also a violation of your Family Obligation. In addition, it could result in the loss of assistance or, in some cases, criminal penalties.

TERMINATION

PHA REASONS TO TERMINATE

The PHA may terminate assistance by refusing to enter into a HAP contract or approve a request for tenancy, terminating housing assistance payments under an outstanding HAP contract, or refusing to process or provide assistance under portability procedures.

The PHA may terminate assistance for the following reasons:

- The family violates any family obligations under the housing choice voucher program.
- Any member of the family commits fraud, bribery, or other corrupt or criminal act related to any federal housing program.
- Family currently owes monies to the PHA or another PHA or other assisted housing provider for amounts in connection with the housing choice voucher program, public housing, or other assisted housing program.
- Family has not reimbursed any PHA or other assisted housing provider for amounts paid to an owner under HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- Family violates the PHA's policy on absence from a unit.
- 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.
- Family is in breach of a repayment agreement to any PHA.

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," on the premises of federally assisted housing. The PHA must deny eligibility or terminate assistance of any person who has been classified as a Tier 3 sexual offender or been charged with Drug-Related Criminal Activity within the last 12 months.

What can I do if my assistance may be terminated?

A participant family may request in writing 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 you have been terminated from the Housing Choice Voucher Program (Section 8) you may request a hearing, in accordance with hearing guidelines. 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.

Upon request, the family may also obtain copies of any documents or evidence upon which the PHA'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.



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number 2577-0266. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a current valid OMB control number.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e. abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, your current rental assistance may be terminated and your future request for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a HUD rental assistance program.

How long is the debt owed and termination information maintained in EIV?

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date.

What are my rights?

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

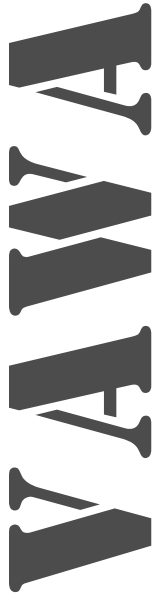
What do I do if I dispute the debt or termination information reported about me?

You should contact the PHA, who has reported this information about you, in writing, if you disagree with the reported information. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. Disputes must be made within three years from the end of participation date. Otherwise the debt and termination information is presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record.

Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

<p>This Notice was provided by the below-listed PHA:</p>	<p>I hereby acknowledge that the PHA provided me with the <i>Debts Owed to PHAs & Termination Notice:</i></p>	
	<p>Signature</p>	<p>Date</p>
	<p>Printed Name</p>	



NOTIFICATION OF RIGHTS UNDER VIOLENCE AGAINST WOMEN ACT

A new federal law reauthorizing the Violence Against Women Act (VAWA) provides certain rights and protections to HCVP (Section 8) participants and members of their households. The law requires you to be notified of these rights.

Protections Against Eviction or Termination of Assistance

1. Under VAWA, if an applicant or participant in the HCVP (Section 8) is otherwise eligible, the fact that the applicant or participant is or has been a victim of domestic violence, dating violence, or stalking (as these terms are defined in VAWA) is not an appropriate basis for denial of program assistance or for denial of admission.
2. VAWA also states an incident or incidents of actual or threatened domestic violence, dating violence, or stalking:
 - a. Will not be considered to be a “serious or repeated” violation of your lease if you are the victim of the incident or incidents of actual or threatened domestic violence, dating violence or stalking ; and
 - b. Shall not be good cause for terminating your assistance, tenancy, or occupancy rights if you are the victim of such actual or threatened domestic violence, dating violence or stalking.
 - c. This means you may not be evicted, nor may your assistance be terminated, based on such an incident or incidents of actual or threatened domestic violence, dating violence or stalking where you are the victim.
3. In addition, although your landlord may evict you for certain types of criminal activity as provided in your lease, and the housing agency may terminate your assistance in such cases, VAWA states that you may not be evicted, nor may your program assistance, tenancy or occupancy rights be terminated, if the criminal activity is:
 - a. Directly related to domestic violence, dating violence, or stalking; and
 - b. Engaged in by a member of your household, or any guest, or another person under your control; and
 - c. You or a member of your immediate family is the victim or threatened victim of this criminal activity.

Portability to a New Location

HCVP (Section 8) households in good standing may move to another location after one year of assistance and their assistance will follow them. However, the law does not allow this if the family was in violation of its lease when it moved. VAWA creates an exception where a family has complied with all other HCVP (Section 8) requirements but moved out in violation of the lease in order to protect the health or safety of an individual who:

1. Was or is the victim of domestic violence, dating violence or stalking, and
2. Reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted dwelling unit

In these situations, the family will be allowed to port to a new jurisdiction even though it broke the lease by moving out as long as the Housing Authority has the funding to do so.

Certification

If the housing agency, owner, or manager notifies you that it intends to terminate your tenancy or assistance based on an incident or incidents of domestic violence, dating violence, or stalking, and you claim protection against eviction or termination of assistance under VAWA, the housing agency, owner or manager, as the case may be, may require you to deliver a certification. You must deliver the certification within 14 business days after you receive the request for it. If you do not do this within the time allowed you will not have any protection under VAWA and the agency, owner, or manager may proceed with terminating your tenancy, evicting you, and/or terminating your assistance without reference to the VAWA protections.

You may certify either by:

- Completing and delivering a HUD-approved certification form which will be supplied to you by the housing agency upon request; or
- Providing the housing agency, owner or manager that requests certification with documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim (you or another member of your immediate family) has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse. (This certification must be sworn under penalty of perjury); or
- Producing and delivering to the agency, owner or manager that requests certification, federal, state, tribal, territorial, or local police or court record.

Confidentiality

Information you provide to the housing agency, owner or manager relating to the fact that you or another member of your household is a victim of domestic violence, dating violence, or stalking will be retained by the housing agency in confidence. This information will not be shared or disclosed by the agency, owner or manager without your consent except as necessary in an eviction proceeding or as otherwise required by law.

VAWA

Limitations

VAWA provides certain limitations and clarifications concerning your rights as described above. In particular, you should know that nothing contained in VAWA:

1. Prevents the housing agency from terminating assistance, or the owner or manager from terminating your tenancy and evicting, for any violation not involving domestic violence, dating violence, or stalking for which VAWA provides the protections described above. However, the housing agency, owner or manager may not in such cases apply any more demanding standard to you than to other HCVP (Section 8) participants.
2. Prevents the housing agency from terminating assistance, or the owner or manager from terminating tenancy and evicting where the housing authority, owner or manager can demonstrate “an actual and imminent threat to other tenants or those employed at or providing service to the property.” Where such a threat can be demonstrated by the housing agency, owner or manager, you will not be protected from termination of assistance or termination of tenancy and eviction by VAWA.
3. Limits the ability of the housing agency, owner or manager to comply with court orders addressing rights of access to or control of the property. This includes civil protection orders entered for the protection of the victim or relating to distribution or possession of property.
4. Supersedes any federal, state or local law that provides greater protections than VAWA.

Owner or Manager Right to Remove Perpetrator of Domestic Violence

VAWA also creates a new authority under Federal law that allows an owner or manager of a HCVP (Section 8) assisted property to evict, remove, or terminate assistance to any individual tenant or lawful occupant of the property who engages in criminal acts of physical violence against family members or others. This may be done without evicting or taking any other action adverse to the other occupants.

Further Information

You may obtain further information including the definitions of the terms, “domestic violence”, “dating violence”, “stalking”, and “immediate family” by contacting the Zanesville Metropolitan Housing Authority Housing Choice Voucher (Section 8) Department at 454-6866.

Q: My income has increased; do I need to report it?

A: Yes, you must report an increase of income within ten (10) days on an “Update Form,” as well as provide a copy of proof of income dated within the last 30 days. Other documentation may be necessary, depending on the income.

Q: My income has decreased; do I need to report it?

Yes, you must report a decrease of income within ten (10) days on an “Update Form,” as well as provide a copy of proof of income dated within the last 30 days. Other documentation may be necessary, depending on the income. Participants may report a decrease in income and other changes that would reduce the amount of tenant rent, such as an increase in allowances or deductions. The housing authority must calculate the change if a decrease in income is reported. Changes must be reported within five (5) business days before the end of the month to be effective for the following month.

Q: I didn't know I needed to report my new or increased income; will I lose my HCVP (Section 8)?

A: If you want to receive HCVP (Section 8) assistance, it is your responsibility to know and follow the rules and regulations. You are informed of the necessity of reporting all income at your briefing, in the “Family Information Guide,” at your annual recertification, and you sign documentation acknowledging you understand unreported income could cause you to be terminated from the program.

If you have unreported income or an unreported increase of income, you could be terminated from the program, owe back fees, be sanctioned, or put on probation. To avoid this situation, please report new income or an increase of income on an “Update Form” within ten (10) days of the change.

If the housing authority discovers unreported income on the Electronic Income Verification (EIV) you could be terminated for fraud.

Q: I found a place, can I get it inspected?

A: That depends on several things: Did you already give proper written 30 day Notice to your landlord, along with a copy to the HCVP (Section 8) office? Did you Attend a briefing? Have you received a voucher? If moving, did you complete the moving packet and attend your appointment to watch the refresher video?

Q: My new landlord and I want to know, when will HCVP payments begin?

A: That depends on several different things:

1. Do you have a valid voucher?
2. Has the rental passed inspection?
3. Has all paperwork (lease, HAP contracts, etc.) been completed appropriately and returned to the HCVP office?
4. Have you already moved in?

See “Payment” on page 14.

FAQ'S

Q: Someone I know on the program doesn't have to pay rent, why do I?

A: Everyone has a varied situation: family size, dependents, income, assets, rental costs, number of rooms, health costs, and utilities, which can affect their portion of rent. It may appear your household's have the same situation, but we can guarantee that is not the case.

Q: Why does it take so long to meet with a caseworker?

A: Unfortunately, due to a tight budget, ZMHA HCVP's (Section 8) staff only includes 3 caseworkers to assist 947 tenants and 350 landlords. The caseworkers, therefore, have a hectic load caring for each client and landlords particular needs, which can include: rental issues, changes in income, moving, porting, video appointments, recertification meetings, briefings, training, phone calls, fraud, hearings, leasing, landlord questions, client questions, data entry, contact with social agencies, and that is just a portion of what they do every day.

That is why we require clients to schedule an appointment, rather than walking in. If you have an appointment, we appreciate your cooperation and continued patience.

Q: There's criminal and/or illegal drug activity occurring in my neighborhood, how do I report that?

A: In case of an emergency call 911. If you would like to report a crime in the area, call TIPS: 455-0712 or the Muskingum County Drug Unit: 740-455-7917.

Q: My landlord won't fix anything, how do I get my landlord to fix things?

A: The best way to request the landlord to fix something is to put the request in writing and send it to the landlord along with a copy to HCVP (Section 8).

Q: I want to move, what do I need to do?

A: If you are on a 1 year lease, your lease must be on the verge of expiration. Give a written 30 day notice of your intent to move to both your landlord and HCVP (Section 8). Please be aware, moving without notice and breaking your lease is a violation and can result in termination.

If you are renting month to month, give a written 30 day notice of your intent to move to both your landlord and HCVP (Section 8). Please be aware, moving without notice and breaking your lease is a violation and can result in termination.

Q: How do I add my newborn to my household?

A: You can request to add a newborn by filling out an "Update Form," providing a copy of the newborns social security card, birth certificate, and having all adults in the household sign the "Declaration of U.S. Citizenship" form.

Q: I want to add a child or an adult to the household, how do I do that?

A: You can request to add a child or an adult by turning in the following information:

- Copy of Birth certificate
- Copy of Social Security Card
- Copy of Identification Card or Drivers License
- Written permission from your landlord
- If adding a child (other than a newborn): Proof of Custody documents
- Add a Person Packet completed (Available at front desk).
 - See the back page for the “Add a Person Checklist” with more information.
 - The person(s) being added and all other household members must provide income and asset verification.

Return completed “Update Form”(Available at front desk) to the HCVP (Section 8) office.

Q: A member of my family is moving out, do I have to report that?

A: Yes, you must report a family member move out. You can do so by filling out an “Update Form” and providing a copy of their new lease or utility bills at their new address.

Q: What if I can’t afford transportation or a stamp to turn in my required documentation?

A: We understand that many of our clients are struggling financially and we are happy to be able to provide rental assistance, but that is all we may assist with. Since we are governed by HUD, we must follow certain regulations in regards to obtaining documentation within a specified time. If you would like to continue receiving rental assistance, we suggest you find an alternative way to turn in the documentation by the due date.

Q: Do I need to keep my Voucher?

A: Yes, it is proof you are receiving HCVP (Section 8) assistance and it is needed to verify the number of bedrooms you are eligible for.

Q: How long do I have to find a place before my voucher expires?

A: You are given 60 days to find a place to live before the voucher expires. If you can not find a home within that time, you may request a 30 day extension by filling out the “Voucher Extension” form available at the front desk.

Q: How many voucher extensions can I have?

A: You may only have one (1) extension for 30 days. After the 30 days are up, your voucher will expire.

FAQ'S

Q: I want to move to another county or state, can I do that and keep my HCVP (Section 8)?

A: Yes, if you are eligible, you can use your Portability option. Portability is the ability of a family to move from one Public Housing Authority (PHA) Jurisdiction to another location.

Q: Am I eligible for Portability?

A: You may be eligible for Portability if you are:

- Currently under lease with the HCVP (Section 8) program for 12 months.
- Have given proper written notice to their landlord, as well as the HCVP (Section 8) Department regarding your desire to move.
- In good standing with the Housing Authority.
 - To have good standing you must *not*:
 - Owe the current Housing Authority money.
 - Commit fraud and/or knowingly misrepresent information.
 - Vacate the unit in violation of lease.
 - Be on probation for program/voucher violations.

Q: How do I exercise my portability option?

A: Provide in a written statement that you wish to have your paperwork transferred.

On the written statement provide:

- The name of the Housing Authority you wish to port to.
- Address of the Housing Authority you wish to port to.
- The contact person's name at the Housing Authority you wish to port to.

Once your file is reviewed and it is determined to be eligible for portability, your information will be mailed to the Housing Authority you wish to port to. We do not fax this paperwork. Important Information: The Housing Authority's payment standard you are porting to will be used. Their subsidy standards will also be used. This may change the bedroom size of your voucher.

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

Admission: The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term).

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

Applicant: A family that has applied for admission to a housing program but has not yet been admitted.

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

Co-Head: An individual in a 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.

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

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

Disabled Person: See “Persons with Disabilities” pg. 40

Drug-Related Criminal Activity: Drug trafficking or the 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 of a controlled substance or the possession of such a substance with intent to manufacture, sell, or distribute it.

Economic Self- Sufficiency Program: Any program designed to encourage, assist train, or facilitate the economic independence of assisted families to provide work for such families. These include job training, employment counseling, work placement, basic skills training, general education, English proficiency training, Workfare, financial or household management training, apprenticeships, and other programs (such as drug abuse or mental health treatment) necessary to prepare people to work.

Elderly Family: A family whose head, spouse, co-head, or sole member is a person who is at least 62 years of age; 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% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Fair Market Rent (FMR): The amount that is paid in a given area to rent existing, privately owned housing of a modest nature, with suitable amenities, and in decent, safe, and sanitary condition. HUD establishes FMRs. They vary by unit size as well as by housing market area and include the cost of all utilities except phone, cable and other luxuries.

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

GLOSSARY F-H

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

Family Share: The portion of rent and utilities paid by a 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 considered full time for day students under the standards and practices of the educational institution he/she attends, which may include a vocational school offering 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 a household and is listed on a housing application as its head.

Household Member: Any adult who resides in the unit more than 60 consecutive or a total of 60 days in a 12-month period. This includes, but is not limited to, person(s) working/attending school out of town/out of state who reside in the household when they are not working/attending school.

Housing Assistance Payment: The monthly assistance payment by a PHA, 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 Payments (HAP) Contract: A written agreement between a PHA and a housing owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family. A HAP Contract defines the responsibilities of both the PHA and the owner.

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

Housing Choice Voucher Program: Effective October 1, 1999, the HCVP (Section 8) Tenant-Based Rental Assistance Program that completes the merger of the HCVP (Section 8) Certificate and Voucher programs into a single new HCVP (Section 8) Voucher Program.

Housing Quality Standards: The HUD minimum quality standards for housing assisted under the HCVP (Section 8) Program.

HUD: The Department of Housing and Urban Development.

HUD 50058: Collects data regarding all clients being served.

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 \$5,000.00.

Landlord: Either the legal owner of a property or the owner's designated representative or managing agent.

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

Live-In Aide: A person who resides with an elderly or disabled person and who

- (a) Is determined by a PHA to be essential to the care and well-being of the person,
- (b) Is not obligated for support of the person, and
- (c) Would not be living in the unit except to provide necessary supportive services.

Low Income Family: A family who's Annual Income does not exceed 80% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Medical Expenses: Total medical expenses that are 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 a family (excluding the head, spouse, co-head, live-in aide, or foster child/adult) who is under 18.

Monthly Adjusted Income: One-twelfth of Annual Income after allowances.

Monthly Income: One-twelfth of 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 investments.

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

Participant: A family that has been admitted to a PHA program and is currently being assisted in the program.

GLOSSARY P-S

Payment Standard: The maximum subsidy payment for a family under the Housing Choice Voucher Program. The PHA sets a Payment Standard between 90% and 110% of the current HUD-published FMR.

Persons with Disabilities: A person who has a disability as defined in 43 U.S.C. 423 or 42 U.S.C. 6001. A person who has a physical or mental impairment expected to be of long and indefinite duration and whose ability to live independently is substantially impeded by that impairment but could be improved by more suitable housing conditions. The definition includes persons with AIDS or conditions arising from AIDS but excludes persons whose disability is based solely on drug or alcohol dependence.

Portability: The ability of a family to move with its HCVP (Section 8) tenant-based assistance from the jurisdiction of one PHA to that of another.

Premises: The building or complex in which a dwelling unit is located, including common areas and grounds.

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

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

Reasonable Rent: 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 on the premises.

Recertifications: Reexamination, the process of securing documentation of total family income used to determine the rent a family will pay for the next 12 months.

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.

Request for Tenancy Approval (RFTA): A form completed by an owner and family and used by the PHA to determine whether a unit is eligible.

Security Deposit: A dollar amount that can be collected from a family by an owner and used for amount owed under a lease according to State/local law. The security deposit may not exceed those charged to unassisted tenants.

Sexual Predator: Convicted of or pled guilty to, committing a sexually oriented offense and who is likely in the future to commit additional sexually oriented offenses. Persons may be subject to community notification.

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

Spouse: The marriage partner of a 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 (or Resident): The person who executes a lease as lessee of a dwelling unit.

Tenant Rent: The amount payable monthly by a family as rent to an owner in a HCVP (Section 8) program.

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

Unauthorized visitor/household member: Any adult not included on the HUD 50058 who has been in the unit more than 30 consecutive or a total of 30 days in a 12-month period, without PHA approval.

Unit (or 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: A PHA's estimate of the average monthly amount needed to pay for utilities by an energy-conscious household. If all utilities are included in the household's rent, there is no utility allowance. A utility allowance varies by unit size and type of utilities.

Utility Reimbursement: The amount, if any, by which a family's allowance for utilities or other housing services exceeds its 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.

Visitors: Any adult not included on the HUD 50058 who has been in the unit less than 30 consecutive or a total of less than 30 days in a 12-month period.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
Housing Choice Voucher Program (Section 8)

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