VOUCHERS

- Issued once program eligibility has been determined.
- Expire 60 days from the date of issuance (refer to expiration date on Voucher).
- List "Obligations of the Family."

Households are required to find housing AND submit a Request for Tenancy Approval packet within 60 days of Voucher issue. If additional time is needed, households can request a Voucher extension. Requests are to be made in writing, received prior to the expiration date, state why the extension is needed, and approved by staff.

HOUSEHOLD COMPOSTION

All household members, residing in an assisted unit, must be approved by the Brown County Housing Authority

- BCHA approval is required BEFORE new members move into the unit.
- Exceptions are births, adoptions, or court-awarded custodies (these additions must be reported with 10 business days, by completing and submitting a "green" change form).
- Visitors in an assisted unit for more than 14 consecutive days OR a total of 30 days within a 12-month period will be considered unauthorized household members. The burden of proof that the individual is a visitor rests on the family. Use of the unit address by the visitor for any purpose that is not explicitly temporary shall be considered as the visitor's permanent residence.
- Absence of evidence of any other address will be considered verification that the visitor is a member of the household.
- When adding OR removing household members, you must complete and submit a "green" change form. The new member is not an authorized member until you receive an authorization letter from BCHA, adding that person to the household.
- Unauthorized household members may cause a) delayed payments; b) termination of current and future participation in a rental assistance program, c) households to repay assistance payments made while unauthorized member(s) resided in the assisted unit, and/or d) fraud charges.
- Household changes normally take 45 to 60 days to process.

HOUSEHOLD INCOME

- Households are required to report ALL changes in income and/or income sources.
- CHANGES MUST BE REPORTED WITHIN 10 BUSINESS DAYS, by completing and submitting a "white" change form.
- Failure to report income changes, may result in a) delayed payments, b) termination of current and future participation in a rental assistance program, c) repayment of assistance, and/or d) fraud charges.

TERMINATIONS

- Households terminated from the HCVP for a program violation, may be ineligible for program participation for up to five years.
- Participation may be denied or assistance terminated if BCHA determines there is: a) Reasonable cause to believe a household member illegally used a controlled substance or abused alcohol in a way that interferes with the health, safety or right to peaceful enjoyment of others, OR b) a pattern of illegal use of a controlled substance or alcohol abuse. Note: For program purposes, a pattern is defined as more than one reported incident during the previous 12 months.
- Participation may be denied or assistance terminated if a household member has engaged or currently engages in a: a) drug-related activity including the illegal manufacture, sale, distribution, use or possession of a controlled substance OR, b) Violent criminal activity including the use, attempted use, or threatened use of physical force against another person which did or did not result in the arrest and/or conviction of the applicant, household member, or visitor.
    - If it is found that a household member has violated program rules; or engaged in drug related or violent criminal activity, the household's assistance will be terminated, and the household will be charged with overpayment. Overpayments (not as a result of unreported income) will be calculated back to the first of the month after the date of the offense or violation of program rules. The overpayment will run through the final payment made or to be made on behalf of the family for which they are ineligible.

- Reasons BCHA denies or terminates assistance: a) Create and maintain a safe and drug free community, b) Keep program participants free from threats to their personal and family safety, c) Support parental efforts to instill values of personal responsibility and hard work, and d) Maintain an environment where children can live safely, learn, and grow up to be productive citizens.

40% RULE

- Households will pay the difference between their housing expenses and the Voucher Payment Standard for its household size IF the total tenant payment does not exceed 40% of its gross income. This amount will be determined by BCHA staff. Clients are not allowed to pay their landlords amount higher than what is reported to BCHA on the Request for Tenancy Approval, unless BCHA is notified before the Housing Assistance Payments are authorized. If the total tenant payment exceeds 40% of the tenant's gross income, the household will not be eligible for assistance in that unit.
- Households reporting no income can only receive assistance in a unit where the housing expenses are under the Voucher Payment Standard for its household size.

MOVING and ABSENCES

- Unless all parties agree, moving within the first-year lease is a lease violation and program violation, resulting in termination from the program. Violations of your family obligations or other program violations will result in program termination.
- You must provide BCHA with a copy of the written notice given to your landlord regarding the date you plan to move, prior to moving. Failure to notify BCHA in writing prior to moving out of the assisted unit will result in program termination.
- To prevent an interruption of your assistance, it is advisable to contact BCHA for a move appointment 3-4 months in advance of moving to a different unit.
- If households move more than 2 times within 2 years, or 3 times within 3 years assistance may be terminated.
- Households that will be absent from the assisted unit for more than 30 days must provide written notification to BCHA and be received at least three days prior to the absence. In the event of an emergency, notification must be received within ten days after the emergency. Failure to notify BCHA of an extended absence from the assisted unit may result in termination from the program.
- If households are absent from the assisted unit for more than 180 consecutive days for any circumstance or reason, the assistance will be terminated.

LANDLORD REFERENCE CHECKS

- BCHA will provide the following information to current and prospective landlords when requested:
  - Names of the family's current and prior landlord(s).
  - Factual information (not allegations from any third party).
  - The number of units where we have assisted this household in the past three years.
  - Current address of family and names of the people in the household. We will also notify the landlord of any changes while the family is receiving assistance.
  - The Family's Total Tenant Payment and the amount of the Housing Assistance Payment.
  - Information about any drug trafficking in the past 36 months when that history has caused the termination or denial of assistance for the family.
- BCHA will not release any other information to a current or prospective landlord without the applicant/participants written authorization.

By signing below, I understand the above policies, have received a copy of them, and agree to abide by them.

Head of Household (Print Name): _____ Signature: _____

Social Security number of Head of Household: _____ Date: _____