PORTABILITY

Transferring your Housing Assistance Payment from Brown County to another area is known as Portability. Things to consider prior to moving are: the eligibility requirements, Voucher Payment Standard and bedroom size, and amount of time it will take the receiving Housing Agency to process your case.

WHERE CAN I MOVE TO? Anywhere in the United States or US Territory provided there is a Housing Agency that provides the Housing Choice Voucher Program. You must contact the Brown County Housing Authority 60 to 90 days prior to moving to request Portability.

The Brown County Housing Authority (BCHA) is the "Initial PHA" when a family requests Portability to move out of Brown County. Our obligations are:

1. To determine the Housing Agency for the area where you are moving,
2. Forward the necessary documents,
3. Reimburse the Receiving PHA if they are unable to absorb your family.

The "Receiving PHA" is the Housing Agency that provides assistance where you are moving and their obligations are:

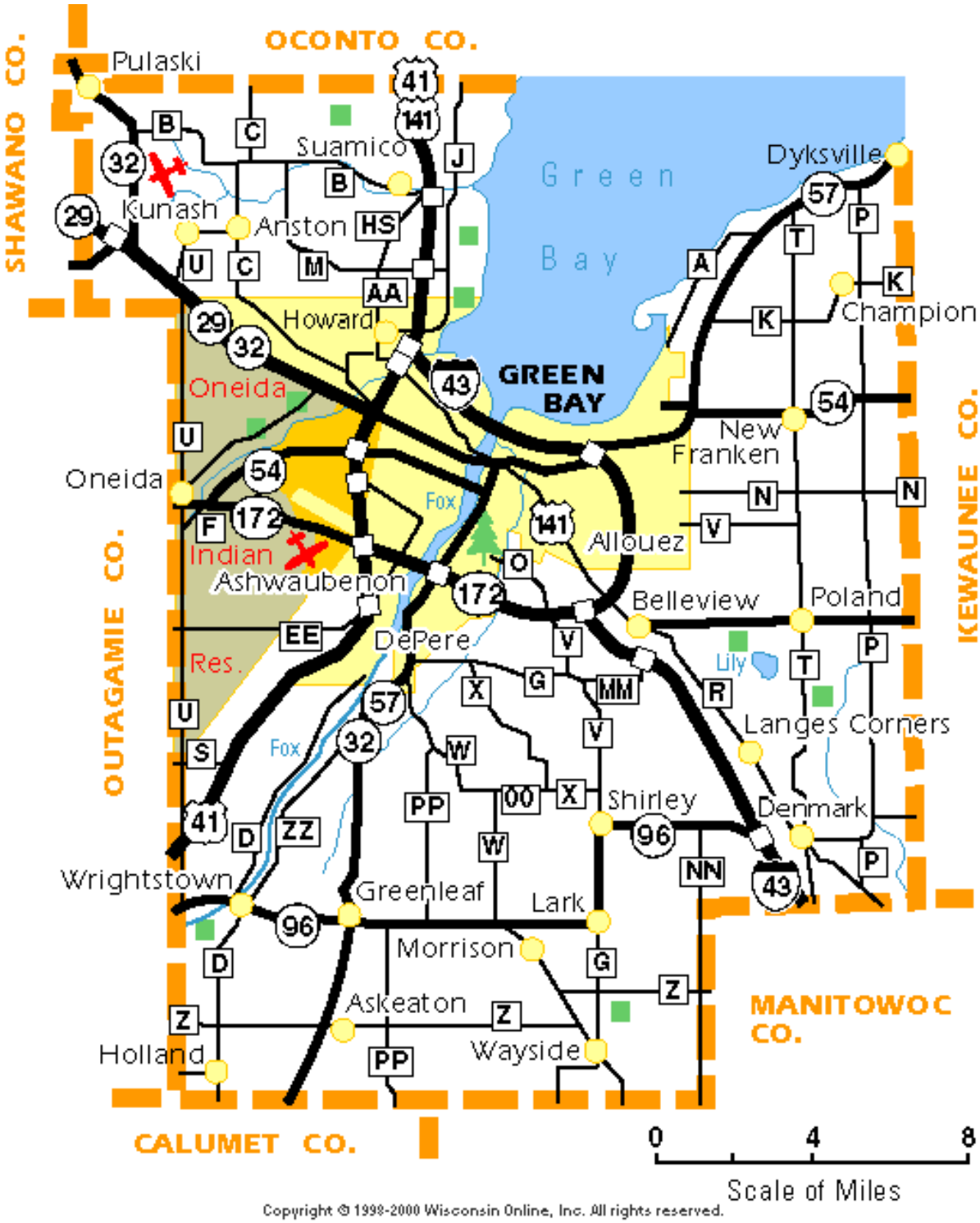
1. To determine if your family meets their eligibility requirements,
2. Accept and reissue your Voucher,
3. To determine if your family will be absorbed or to bill BCHA for reimbursement of Housing Assistance Payments made on your behalf,
4. Provide you with the necessary information to locate a new housing unit.

Your responsibilities are:

1. Obtain both the Move Request and Tenancy Termination forms from BCHA to complete and submit with a copy of the move notice to your landlord,
2. To promptly contact the Receiving PHA and comply with that agency's procedures for incoming families,
3. Locate a housing unit and submit a Request for Tenancy Approval form before your Voucher expires.

Once you have moved from Brown County you must comply with the local policies of the Receiving PHA. If you decided to move from that area you must contact the Receiving PHA to assist you with a Request for Portability.

Map of Brown County, Wisconsin



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Neighboring Housing Authorities

Anyone who's been a resident of Brown County for the past 12 months and is in good standing with Integrated Community Solutions is eligible to port his or her Section 8 Housing Choice Voucher to another county. For your convenience, here is a list of agencies in the neighboring communities who administer the Section 8 Housing Choice Voucher.

Shawano County All of Shawano County Housing Authority of the City of Shawano 951 Elizabeth St Shawano, WI 54166 (715) 524-2132 Contact: Tina Singer	**Winnebago County** All of Winnebago County Oshkosh and Winnebago Housing Authorities PO Box 397 Oshkosh, WI 54903-0397 (920) 424-1470 ext 122 Contact: Betty Neau	**Door County** All of Door County Door County Housing Authority 57 N 12th Ave Sturgeon Bay, WI 54235 (920) 743-2545 Contact: Bev Luethge
Outagamie County City of Appleton and surrounding areas Appleton Housing Authority 925 W Northland Ave Appleton, WI 54914 (920) 739-6811 ext 105	**Housing Authority of the City of New London** City of New London and (also surrounding areas of Waupaca County) 505 Division St New London, WI 54961 (920) 982-8509 Contact: Peggy Obst	**Kaukauna, Little Chute, Kimberly, Combined Locks, Freedom Kaukauna Housing Authority** 125 W 10th St Kaukauna, WI 54130 (920) 766-4772 Contact: Linda Lopez
Milwaukee County City of Milwaukee & surrounding suburbs Milwaukee County Housing & Community Development 2711 W Wells St Room 102 Milwaukee, WI 53208 (414) 278-4894 Contact: Rick Fieldbinder	**City of Milwaukee *only*** Housing Authority of the City of Milwaukee PO Box 324 Milwaukee, WI 53201 (414) 286-5647 Contact: Debra LaRosa	**NEWCAP/Wisconsin Job Center**, 1201 Main St Oconto, WI 54153 Contact: Debbie Vandenlangenberg or Linda Jarvey at 1-800-242-7334 NEWCAP/Wisconsin Job Center in Oconto administers the Housing Choice (Section 8) Vouchers for the following counties: *Forest, Oconto, Florence, Oneida, Langlade & Villas*
Dane County All of Dane County except the City of Madison Dane County Housing Authority 2001 W Broadway, Suite 1 Monona, WI 53713 (608) 224-3636 Ext 24 Contact: Dar McDuffy	**City of Madison** Community Development Authority PO Box 1785 Madison, WI 53701 (608) 266-1968 Contact: Lori Sommers (Note: They will only accept portability for people who have ALREADY secured housing)	**Wausau HA** (Marathon County) 715-845-4144

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Other Counties

Horizon Management Group
N1095 Sleepy Hallow Rd Denmark, WI 54208
Contact: Kay Hanna at (920) 776-2191

Buffalo	Jackson	Ozaukee	Waupaca
Clark	Kenosha	Pepin	Waushara
Calumet	Kewaunee	Rock	Washington
Green	Manitowoc	Sheboygan	Also, the city of West Bend, in
Green Lake	Marquette	Vernon	Washington County

STEPS TO THE PORTABILITY PROCESS

For initial clients, the following items MUST be completed by you and your Specialist before your paperwork can be sent to the Receiving Housing Authority:

1. **Attend the Initial Appointment and Complete the Move Request Form**
2. **Attend the Briefing**
3. **When your Specialist has verified you attended the Briefing, they will process your file and one of the following will happen:**

    - If Verifications of Assets/Income/Allowances are Missing: You will be contacted by mail notifying you of what is needed to process the file

    - If Verifications are In: The file will be given to the Portability Specialist

4. **The Portability Specialist will email paperwork to the Receiving Housing Authority within 2 weeks of the date of your briefing.**
    - You will Receive: A letter stating your paperwork has been sent along with a copy of your voucher and a contact sheet providing the phone number of the Receiving Housing Authority.
    - Keep In Mind: It can take up to 2 weeks for the Receiving Housing Authority to get your information into their system and contact you by phone.
    - Please DO NOT CONTACT the BCHA Portability Specialist earlier than 2 weeks from the date you received your letter stating the paperwork has been sent
        - UNLESS you would like to keep your voucher in Brown County, you wish to transfer your voucher to a different Housing Authority or you have moved to a new address earlier than expected.