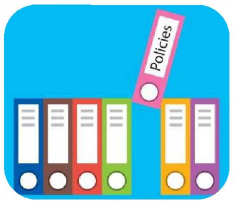
HACD POLICIES

- The Administrative Plan that dictates all policies and procedures is posted in its entirety on our website (www.dekcohousing.com) This document lists a few of those policies and procedures for your easy use.
- Any changes in household composition, income or assets must be reported within 10 business days of the change. It must be reported to the office in writing. It can be submitted to the front desk, emailed, mailed, or faxed into our office. It is not necessary to see the case manager to submit this paperwork.
- HACD conducts a criminal background check on all adult members (age 18 years and older) of the household during the Admission's process and at your annual recertification.

*If you are charged with a retroactive amount for unreported income, this must be paid within thirty (30) days of the notification. Failure to pay this could result in termination from the program and the account being turned over for collection.



HACD OPERATIONS

- Case managers make every effort to return phone calls within 48 hours. Email is the best way of contacting your case manager.
- You may make an appointment to speak with your case manager (as their schedule permits) by contacting the Central Office at 815-758-2692.
- The formula for calculation of total tenant payment and, ultimately, your rent portion is determined by HUD guidelines; however, you are subject to the bedroom allocations, payment standards, and utility allowances of HACD that are used in that formula.
- The process for submitting the Request for Tenancy Approval [RFTA], for getting a unit inspected and for executing paperwork in order to pay your prospective landlord is the same for all program participants. Please see below where this is described in more detail.

INITIAL INSPECTIONS/TRANSFER INSPECTIONS AT HACD CON.

- If the 30-day time frame has lapsed or the unit fails HQS at the reinspection, HACD will notify the landlord and client that the unit has been rejected and the family must search for another unit. You must obtain a new RFTA in order to begin the search process for another unit. HACD may agree to conduct a second reinspection, for good cause, at the request of you and or the landlord.
- Although the landlord has 30-days in which to correct any deficiencies, the landlord should consider making corrections as quickly as possible, since the pass date directly impacts the date, we can begin assistance.
- You will only be given one RFTA document at a time. You will not be given an additional RFTA until the original one has been denied or rescinded.

CONTINUED PROGRAM PARTICIPATION AT HACD

- Annual and special inspections are scheduled by the Inspectors and do not necessarily align with the same time frame as the annual recertification process.
- Annual Recertifications are scheduled by invitation only 120 days ahead of lease renewal.
- HACD must meet strict HUD guidelines regarding inspections and reinspection's of assisted units. You could be terminated for failing to allow access to the unit for HQS inspections.

HOUSING AUTHORITY of the County of DeKalb

EQUAL HOUSING OPPORTUNITY

Navigating the Housing Choice Voucher Program

310 N. 6th Street, DeKalb IL 60115
815-758-2692 www.dekcohousing.com

All housing authorities participating in the HCV Program are charged to administer the program by HUD guidelines. However, each housing authority may accomplish this through different business practices and office procedures. Please take note of these HACD procedures in use at this time.

CASE MANAGEMENT TEAM

- Jess HCV Case Manager ext. 126
  Participant with last names *A through J & EHV*
  Email: jess@dekcohousing.com
- Lexy HCV Case Manager ext. 127
  Participant with last names *K through Z &* VASH
  Email: lexy@dekcohousing.com
- Chelsea Bemis
  Housing Choice Voucher Administrator ext. 125
  Email: cbemis@dekcohousing.com
- Susan Capps
  Public Housing & SPC Case Manager ext. 131
  Email: scapps@dekcohousing.com

GROUP SESSIONS

- Initial Program Eligibility Sessions are by invitation only.
- HCV Briefings are conducted in-person, and are by invitation only.
- Invitation letters will identify the date, time and important details.
- All household members age 18 and older must attend the briefing session.
- You should allow enough time to complete the briefing and any further actions deemed necessary. You should make special efforts to arrive earlier than your scheduled appointment date/time.
- Late arrivals or no shows are rescheduled as additional briefing time slots allow.



PORTING INTO OUR ORGANIZATION

- If you are porting into our jurisdiction, your eligibility for rental assistance comes to us by virtue of your Initial Housing Authority (IHA); consequently, we cannot alter the effective date or expiration date of the voucher from your IHA.
- Generally, we require you have a minimum of 30 days remaining on your voucher in order to port into HACD jurisdiction. Although, we will make every effort to serve you in a timely manner and clarify expiration date issues with your IHA.
- Keep your voucher expiration date in mind when submitting the RFTA. We will accept the RFTA on or before the voucher expiration date and will honor our obligation to inspect the unit even if we are unable to schedule the inspection until after the voucher has expired. However, if the voucher has expired and the unit fails, no additional time remains on your voucher. We will then report to your IHA that you failed to submit an RFTA for an eligible unit within the allotted time.

PORTING OUT OF OUR ORGANIZATION

- If your voucher is supported by another Housing Authority (ported into DeKalb Co.), you must contact that housing authority to move to any other housing authority.
- If your voucher is supported by HACD's funding and you are in good standing, you will be issued our voucher in order to port out to the new housing authority. In either case, you are responsible for providing HACD with all pertinent information regarding the new housing authority you wish to move to. Just like any other transfer, recertification and voucher dates must be within HUD guidelines which may require you to attend a briefing session and re-verify family income and composition information.



MOVING WITHIN DEKALB COUNTY

- You MAY NOT move with continued rental assistance during the initial lease term.
- You must be approved by HACD for any move.
- A completed and approved "Intent to Vacate" form signed by the program participant and landlord is required should you decide to vacate the unit for any reason. You must comply with the terms of your Lease.
- If evicted, you must provide a copy of the eviction notice.
- Before you can move to another unit, you must provide your case manager a notice of Intent to Vacate, be issued a voucher, and receive an RFTA. The RFTA is your responsibility to return and can be submitted at any time, prior to the expiration of your voucher.
- HACD may provide a prospective landlord with Information on your past rental history while on the housing choice voucher program.

RENT PORTION CALCULATIONS

- Calculations for the HCV Program are all mandated by HUD. The payment standard used in the calculation of total tenant payment includes the lesser of the payment standard for the bedroom size for which you are certified and the actual number of bedrooms of the unit you occupy.
- The HAP Contract will be provided to the landlord at the lease up and summarizes the rent portions for each party. You may not pay any amount that differs from this document unless notified by HACD; to do so is considered a side payment which is illegal.



INITIAL INSPECTIONS/ TRANSFER INSPECTIONS AT HACD

- A unit will not be disapproved on the grounds that it is too large for a family, provided that the family share (the portion of rent plus utilities paid by the family) does not exceed 40% of the family's monthly adjusted income, except in cases of Initial lease-up.
- You MAY NOT occupy a unit prior to a passed unit inspection and lease signing. Should you choose to do so, will result in you being responsible for the total contract rent until you are authorized to move in by HACD.
- You may not rent from a relative unless it can be documented that a member of the assisted family has a bona-fide disability under reasonable accommodation.
- Inspectors schedule to inspect units on Thursday's, however NO INITIAL inspections are scheduled on the last Thursday of the month. Therefore, quick and complete submission of the RFTA is important; HACD could take up to 15 days to get the unit scheduled for inspection.
- At the time of the initial inspection, the utilities must be in service and the stove and refrigerator in place (and in proper working order) in order to pass housing quality standards (HQS).
- At the time of the initial inspection, the landlord will be notified of any HQS deficiencies. The time frame for correcting these deficiencies may be no greater than 30 days. The landlord may request a reinspection within this time frame and HACD will reinspect within 5 business days.