

HOUSING CHOICE VOUCHER

POLICIES

- The Housing Authority office hours are Monday-Friday from 9:00 AM to 4:00 PM. Office forms may be accessed in our lobby or on our website, www.warrenmha.org. Forms may be submitted to our office via USPS, placed in our office drop box, or submitted to our email, housing@warrenmha.org. The address for WMHA offices is 990 East Ridge Drive, Lebanon, Ohio 45036. To reach us by phone, dial 513-695-3380. For more information on WMHA please visit our website at www.warrenmha.org.
- Our agency conducts annual Housing Quality Standards (HQS) Inspections to ensure that you are renting a safe, decent sanitary unit in good repair. During your participation on the HCV program, there will be a limit of three (3) attempts to conduct this inspection, prior to assistance terminating. Please make sure you or someone 18 years or older are home when these inspections are scheduled or contact our office to make arrangements.
- Our agency will conduct an annual recertification of your housing assistance, you are required to complete the annual paperwork that will be sent to you and return it to our office timely along with required documentation.
- During your participation in the HCV program, you are **required** to report **ALL** changes in your household income and/or composition, **WITHIN 10 BUSINESS DAYS**. To report a change, you must complete and submit a change form to our office. The change form may be submitted to our office or on our website. In the event of a decrease in family income, you must report the decrease to the HA by the end of the month for it to be effective the following month.

Income- Any change, **Increase** or **Decrease**, in money coming into the household. The change may be from any or all of the following, but not limited to:

- ✓ Wages from employment
- ✓ Unemployment or Workers compensation
- ✓ Child Support or Alimony
- ✓ Public Assistance (OWF, ADC, TANF, etc.)
- ✓ Social Security or SSI Benefits
- ✓ Help from family or friends with household expenses or bills

Composition- Any change in family members residing in the unit. If someone moves out of the unit, you must notify us within the 10-day reporting period. If you would like to **ADD** a member, prior written approval from the Housing Authority **MUST** be given before they can reside in the unit.

Timely Reporting- will result in a 30-day notice being given to you in the event there is an increase in your portion of rent.

Untimely Reporting- will result in **NO** notice being given to you, in the event of a rent increase. If the change occurred even earlier and was not reported, your rent will increase retroactively, and you will be responsible to reimburse WMHA for the difference they paid your landlord. Failure to reimburse the agency will result in the termination of your participation from the HCV Program.