

Housing Choice Voucher Program Wait List Preferences

Housing Authority Preferences are used to give a priority to serving applicants on the wait list that qualify for the preference. Once an applicant is on the wait list, additional points from any preferences chosen are applied. These additional points move the application to a higher position on the wait list, allowing the applicant to be served sooner. If a preference no longer applies to the applicant, it is their responsibility to remove it from their Café Account as all preferences will be verified upon coming off the wait list. If you are unable to verify a preference you select, or found ineligible for a preference you select, the preference points for any non-qualified preference will be deducted and the pre-application will be returned to the wait list. The list will then be re-ordered to move the applicant to their qualified position based on any remaining preferences, then on date/time of application.

County Specific Local Preferences

Each HCV wait list has three local preferences that applicants living or working in the County may select. See specific details below for each local preference to see if you qualify.

Preferences Specifically for Kendall County HCV Program Wait List

<u>Local Preference</u>	<u>Description</u>
KHA Resident (Residency)	You are a resident of Kendall County or work a permanent, full time job at least 37.50 hrs./week in Kendall County.
KHA Working	One adult works less than full-time but at least 30 hrs./week; or is in a job training program; or is a qualifying household person at least 62 years of age; or is a qualifying disabled household person in Kendall County.
KHA Involuntary Displacement	You were displaced by government action or declared natural disaster that occurred while being a resident in Kendall County.

Preferences Specifically for DuPage County HCV Program Wait List

<u>Local Preference</u>	<u>Description</u>
DHA Resident (Residency)	You are a resident of DuPage County or work a permanent, full time job at least 37.50 hrs./week in DuPage County.
DHA Working	One adult works less than full-time but at least 30 hrs./week; or is in a job training program; or is a qualifying household person at least 62 years of age; or is a qualifying disabled household person in DuPage County.

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DHA Involuntary Displacement You were displaced by government action or declared natural disaster that occurred while being a resident in DuPage County.

General Wait List Preferences

All Housing Choice Voucher program wait lists administered by either Housing Authority have three General Preferences which are not specific to a County. Please remember that any preference selected will be verified.

General Preference

Description

Family You have a qualifying household person at least 62 years of age; or a person with a disability; or have at least one minor in the household.

Veteran, Domestic Violence, FSS, HUD At least one household member is a U.S. Veteran; or domestic violence victim; or enrolled in HUD Family Self-Sufficiency (FSS) Program or another HUD service program. (This does not apply if living in another HUD housing unit.)

Homeless You are homeless, or soon to be homeless; or fleeing from violence against you or family members and working with a social service agency that can assist with verification of this.

Do I Qualify for A Housing Authority Preference?

LOCAL PREFERENCES SPECIFIC TO KENDALL OR DUPAGE COUNTY

1. RESIDENCY LOCAL PREFERENCE – 2 POINTS

- A.** Are you a permanent resident within the service areas, in any municipality or township in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?
- B.** Are you permanently employed full-time at least 37.50 hrs./week in any municipality or township in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?

If you answered YES to **any** of these two (2) questions you qualify for the Local Residency Preference points!

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2. WORKING LOCAL PREFERENCE – 1 POINT

- A.** Is any adult in the household employed less than full-time but at least 30 hours per week within the service areas in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?
- B.** Is any adult in the household a participant in an accredited employment training program within the service areas in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?
- C.** Is the head of household, their spouse or a sole-member household, 62 years of age or older within the service areas in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?
- D.** Is the head of household, their spouse or a sole-member household, a person with a disability within the service areas in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?

If you answered YES to **any** of these four (4) questions you qualify for the Local Working Preference point!

3. INVOLUNTARY DISPLACEMENT LOCAL PREFERENCE – 1 POINT

- A.** Were you involuntarily displaced by a government action within the service areas in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?
- B.** Were you involuntarily displaced by a government declared natural disaster within the service areas in Kendall County for KHA HCV Wait List or in DuPage County for DHA HCV Wait List?

If you answered YES to **any** of these two (2) question you qualify for the Local Involuntary Displacement Preference point!

GENERAL PREFERENCE FOR ALL APPLICANTS

1. FAMILY GENERAL PREFERENCE – 1 POINT

- A.** Will there be at least one adult 62 years of age or older living in the household that is not the head of household?
- B.** Will there be at least one disabled household member?
- C.** Will the household consist of two or more people with at least one of them a minor child?

If you answered YES to **any** of these three (3) questions you qualify for the General Family Preference point!

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2. VETERAN, DOMESTIC VIOLENCE, FSS, HUD GENERAL PREFERENCE – 1 POINT

- A.** Is any member of the household a Veteran?
- B.** Is any member of the household a victim of Domestic Violence?
- C.** Is any member of the household a participant enrolled in an accredited Family Self-Sufficiency (FSS) program?
- D.** Is any member of the household enrolled in some other accredited HUD Demonstration program? **This does not apply if you live in another type of HUD housing program.**

If you answered YES to **any** of these four (4) questions you qualify for the General Veteran, DV, FSS, OHD Preference point!

3. HOMELESS GENERAL PREFERENCE – 2 POINTS

If you have received any type of service from a social service agency/organization that provides a homelessness program, please reach out to them for assistance with documentation to prove homelessness preference.

- A.** Are you an individual or family who lacks a fixed, regular, and adequate nighttime residence? Select the General Homeless Preference if **any of the following three** (3) apply:
 - 1.** You have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; **or**
 - 2.** You are living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); **or**
 - 3.** You are exiting an institution where you resided for 90 days or less and you resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

- B.** Will you imminently lose your primary nighttime residence? Select the Homeless Preference if **all three** (3) of the following apply:
 - 1.** Your primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; **and**
 - 2.** No subsequent residence has been identified; **and**

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- 3.** You lack the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing.
- C.** Are you an unaccompanied youth under 25 years of age, or a family with children and youth, who do not otherwise qualify as homeless under this definition? Select the Homeless Preference if **all four** (4) of the following apply:
- 1.** You are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); **and**
 - 2.** You have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **and**
 - 3.** You have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **and**
 - 4.** It can be expected for you to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.
- D.** Do all of the following apply to any individual in the family, or as a family? Select the Homeless Preference if **all three** (3) of the following apply:
- 1.** You are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
 - 2.** You have no other residence; **and**
 - 3.** You lack the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

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How Do I Prove a HA Preference?

Preferences selected must be verified. You will be required to submit verifiable documentation to prove that you qualify for any preference chosen when you arrive at your initial eligibility intake appointment.

There are many agencies and organizations that can provide the documents you need to prove the preference you select, so the number of acceptable documents is too long to list them all.

A *partial list* of documents that *may* prove a KHA Preference you selected *includes*:

- Affidavit-Certificate of Residency (available only at a Drivers Service facility)
- Bank Statement
- Canceled Check
- Certified Grade/High School/College/University Transcript
- Credit Report (issued by Experian, Equifax or TransUnion)
- Deed/Title
- Mortgage
- Rental/Lease agreement
- Insurance Policy (homeowner's or renter's)
- Letter on Official School Letterhead
- Medical Claim or Statement of Benefits (from private insurance company or public (government) agency)
- Official mail received from a Private, Not-for-Profit, Social Service, State, County, City, Village, Township or Federal Government agency
- Homestead Exemption Receipt
- Jury Duty Notice
- Selective Service Card
- Social Security Annual Statement
- Social Security Disability Insurance Statement
- Supplemental Security Income Benefits Statement
- Voter Registration Card
- Pay Stub or Electronic Deposit Receipt
- Pension or Retirement Statement
- Phone Book, produced by a phone book publisher
- Report Card from Grade/High School or College/University
- Tuition invoice/official mail from college or university
- Utility Bill (electric, water, refuse, telephone land/cell, cable or gas)
- Adoption Records
- Birth Certificate
- Court Order
- Illinois Driver's License
- Illinois ID Card
- Military Service Record (DD214)
- Naturalization Certificate
- Passport (valid with complete date of birth)
- Social Security Award Letter
- U.S. Citizenship and Immigration Services (USCIS) Forms — I-551 (Alien Registration Card); I-571 (Refugee Travel Document); I-766 (Employment Authorization Card); I-797A (Notice of Action Status Change); I-94 (Arrival/Departure Record) with Valid Passport
- U.S. Military Driver's License/ID Card
- U.S. Passport Card (valid with complete date of birth)
- U.S. Visa
- Federal/State Tax Return