

DuPage Housing Authority

General Waiting Lists Opening

The federally-funded **Housing Choice Voucher** program offers two housing options: the **tenant**-based program (Housing Choice Voucher or HCV) and the **project**-based program (Project-based Voucher or PBV).

The *tenant-based program* issues assisted households a voucher that they can use anywhere in the U.S. to rent an available market unit. The *project-based program* offers rental housing options at specific housing locations. DHA opens its wait list as often as needed (only when funding is available) to provide assistance for low to moderate income individuals and families.

DHA is OPENING the General Wait List for tenant-based Housing Choice Voucher Program assistance on TUESDAY MARCH 5, 2019 at 10:00 a.m. Central. The online application is available on our website at www.DuPageHousing.org.

The wait list will CLOSE when 1,500 pre-applications have been RECEIVED – even though you may have successfully submitted a pre-application.

There is no cost to submit a pre-application for the HCV Wait List. DHA will never ask for your debit or credit card or any other form of payment to submit a pre-application for its services. Additionally, **DO NOT** provide personal information to anyone claiming he or she can guarantee a spot on the wait list, improve your chances of selection for the HCV wait list, or ensure that you will receive any DHA benefits!

WHEN THE WAIT LIST OPENS, you must successfully submit a pre-application online during the open period. The pre-application includes information on the head of household as well as each household member. Please have available the Head of Household mailing address, Email address, Total household income, as well as each household member's First and Last name, Date of Birth, SSN, Gender, Race and Ethnicity, and Relationship to Head of Household. This must be submitted online using a computer, smartphone, tablet or other electronic device with Internet access. Applicants should have a valid e-mail address to apply. If you do not have Internet access, you may submit the pre-application online at locations throughout the County that offer free use of their computers, such as public libraries. Internet access is not available for submitting a pre-application at the DHA office.

Reasonable Accommodations

Pre-applications will NOT be provided or accepted at the DHA Wheaton, IL location unless you have been **pre-approved** for a *Reasonable Accommodation* because of a disability or related condition that prevents you from equal access to the online pre-application process. Your accommodation request must be written and must describe the reason why the online pre-application process prevents you from accessing the pre-

application. The written request must be RECEIVED BY MONDAY, FEBRUARY 18, 2019 at 4:30 p.m. CST by:

- Mailing to: Malinda Smith, Program Manager, DuPage Housing Authority, 711 E. Roosevelt Rd., Wheaton, IL 60187;
- Faxing to: Attention: Malinda Smith, Program Manager (630) 690-0702; or
- Emailing to: msmith@dupagehousing.org

NOTE: THIS IS NOT A REQUEST FOR ANY MEDICAL DIAGNOSIS, A REQUEST FOR MEDICAL RECORDS OR A REQUEST TO PROVE ANY CLAIMED DISABILITY OR A DESCRIPTION OF SAME.

Individuals with hearing or speech disabilities using TDD or TTY technology may call Illinois Relay Services for assistance.

IMPORTANT: When the DHA HCV wait list opens, the *Wait List Pre-application* will contain sensitive information about the applicant that is considered confidential. That information will be maintained in a **User Account** on our secure database. Access to the information in a user account will only be available to the applicant and DHA so **you must create a user account before you can submit an online Pre-application to apply for the DHA HCV wait list. Unless permission for a Reasonable Accommodation has been granted, Pre-applications can only be completed and submitted online within your User Account.**

If you answer Yes to **any** of the following questions, you already have a User Account and don't need to create another one:

1. Are you a Participant *currently* on the Housing Choice Voucher Program in DuPage County under the DuPage Housing Authority?
2. Are you a Participant *currently* on the Housing Choice Voucher Program in Kendall County under the Kendall Housing Authority?
3. Were you a Participant on the Housing Choice Voucher Program in DuPage County under the DuPage Housing Authority but are no longer on the HCV program or no longer live in DuPage County?
4. Were you a Participant on the Housing Choice Voucher Program in Kendall County under the Kendall Housing Authority but are no longer on the HCV program or no longer live in Kendall County?
5. Were you on any Wait List for the DuPage Housing Authority that opened in 2010 or 2016, or any Wait List for the Kendall Authority that opened in 2008 or 2018?
6. Are you a participant or former participant of the Illinois Rental Housing Support Program (RHSP) administered through DuPage Housing Authority or Kendall Housing Authority?

If you answered No to **all** the questions above, you Do Not have a RENT Cafe User Account and you **must** create one.

If you have an account and forgot your username or password, please contact the Compliance Department at 630-593-8209 (Jim) or 630-593-8225 (Lisa) for assistance.

It is not required but it is highly recommended that before the DHA HCV wait list opens for pre-applications at **10:00 a.m. Central, on Tuesday March 5, 2019**, that you:

- (1) visit the DuPage Housing Authority website at www.dupagehousing.org;
- (2) **select** the '**APPLICANTS**' tab from the top menu bar followed by '**Applicant Housing RENT Café**' to create your User Account. Once it directs you to the '**Login**' webpage,
- (3) select the '**Click here to register**' link, then
- (4) follow the steps to create your account by entering your email address as a *username*, and create a *password* that you choose. Please note that passwords must be a minimum of 10 characters, and must include at least one upper case letter, one lower case letter, one number and one symbol, such as a dollar (\$) or pound (#) sign.

Note: Once you create the user account, you will receive an email confirming your Rent Café user account was created. You are now ready to complete the pre-application once the DHA HCV wait List opens for pre-applications.

DuPage Housing Authority Housing Choice Voucher (HCV) 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 their selection from the wait list. If any applicant is unable to verify a preference they select, or found ineligible for a preference they 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 date/time of application, then on any remaining preferences.

The DHA uses equally weighted, *General Preferences* for applicants, some with priorities for those **who live in the DHA service area or are employed or in a training program of at least 30hrs/week**. You qualify for General Preferences based on category.

Category One – Resident / Working Preference (Priority Point)

- 1.** If you are a full-time Resident of any municipality or township within the DHA service area of DuPage County; **or**
- 2.** If the head of household **and** spouse, **or** the sole household member is age 62 or older, **or** is a person with disabilities; **or**
- 3.** If one or more adults in the household is employed at least 30 hours per week, **or** is a participant in an accredited employment training program at least 30 hours per week, you qualify for the ***Resident / Working Preference – 1 point***

If **ANY** of the 6 following conditions apply, you **ALSO** qualify for ***Resident / Working Preference Plus – Maximum 6 additional points for a total of 7:***

Category Two – General Non-resident, Non-working Preference

If you are **NOT** a full-time Resident of any municipality or township within the DHA service area of DuPage County; and the head of household and spouse, or the sole household member are **NOT** age 62 or older, or is **NOT** a person with disabilities; and **NO** adult in the household is employed at least 30 hours per week, or **NO** adult in the household is a participant in an accredited employment training program at least 30 hours per week, **you do not qualify for the priority point those in Category One received.**

But if ANY of the 6 following conditions apply, you qualify for the ***General Non-resident/Non-working Preference - Maximum 6 points.***

DuPage Housing Authority Housing Choice Voucher (HCV) Program Wait List Preferences

<u>Preference</u>	<u>Description</u>
DHA Involuntary Displacement	Government action or state/federally declared natural disaster involuntarily displaced the applicant from a domicile in the DHA service area of DuPage County - 1 Point.
DHA Homeless	Transitioning from a homeless services program administered within the DHA service area of DuPage County (i.e., TH, PSH or homeless shelter, etc.) - 1 Point.
DHA Family	Family with Children is at least one member is a minor child under 18 years old; Elderly Family is Head of Household or spouse is at least 62+; or Disabled Family is at least one member is disabled - 1 Point.
DHA Veteran	Head of Household is a military veteran who separated from the service with any classification except dishonorable - 1 Point.
DHA VAWA	Household is eligible under the Violence Against Women's Act - 1 Point.
DHA FSS Demonstration	Household enrolled in HUD Family Self Sufficiency Program or another HUD Demonstration Program. (<i>This does not apply if living in another HUD Housing program.</i>) - 1 Point.

Eligibility For Homeless Preference

If the Homeless preference is selected, applicants must qualify under any one of three **REQUIREMENTS, plus** meet the requirement's **STATUS** and **CONDITIONS**, to be eligible for the preference.

Status to qualify under Requirement #1:

You qualify for the Homeless Preference under Requirement #1 IF:

1. You are an individual or family who lacks a fixed, regular, and adequate nighttime residence, **PLUS any one (1) of the three (3) Conditions listed below apply:**

a. Condition #1: You have a primary nighttime residence within the DHA service area of DuPage County, 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**

b. Condition #2: You are living in a supervised publicly or privately-operated shelter within the DHA service area of DuPage County, designated to provide temporary living arrangements

**DuPage Housing Authority
Housing Choice Voucher (HCV) Program
Wait List Preferences**

(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**

c. Condition #3: You are exiting an institution within the DHA service area of DuPage County, where you resided for ninety (90) calendar days or less and you resided in an emergency shelter or place not meant for human habitation within the DHA service area of DuPage County, immediately before entering that institution.

Status to qualify under Requirement #2:

You qualify for the Homeless Preference under Requirement #2 IF:

1. You will imminently lose your primary nighttime residence within the DHA service area of DuPage County, **PLUS all three (3) Conditions listed below apply.**

a. Condition #1: Your primary nighttime residence within the DHA service area of DuPage County will be lost within fourteen (14) calendar days of the date of application for homeless assistance; **AND**

b. Condition #2: No subsequent residence has been identified; **AND**

c. Condition #3: You lack the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing.

Status to qualify under Requirement #3:

You qualify for the Homeless Preference under Requirement #3 IF:

1. You are 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, **PLUS all four (4) Conditions listed below apply.**

a. Condition #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**

b. Condition #2: You have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the sixty (60) calendar days immediately preceding the date of application for homeless assistance; **AND**

c. Condition #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**

d. Condition #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,

DuPage Housing Authority

Housing Choice Voucher (HCV) Program

Wait List Preferences

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.

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 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 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