

Housing Voucher Program FAQ's

1. If I have a child who is a CCDDR client and my spouse or partner and I separate households, do we still retain a voucher?

Answer: *The voucher is retained by whomever has legal custody of the child. If legal custody of the child has yet to be determined, the voucher will remain with whomever the child resides. If there are multiple children and one or more of the children who are CCDDR clients resides with both parents (split into two households), a voucher will remain with both households. Shared custody arrangements will not constitute issuance of two vouchers. The primary residence of the children will only be acknowledged for voucher purposes. All applicable CCDDR HVP forms must be completed, including but not limited to:*

- A. *Change in Family Composition*
- B. *Change in Family Income/Expenses*
- C. *Request to Relocate*

2. If me and my spouse, roommate, or partner are clients of CCDDR and we decide to live in separate households, who will retain the voucher.

Answer: *If both individuals are CCDDR clients, there will be a voucher retained by both individuals, regardless of who relocates or if both decide to relocate. All applicable CCDDR HVP forms must be completed, including but not limited to:*

- A. *Change in Family Composition*
- B. *Change in Family Income/Expenses*
- C. *Request to Relocate*

3. If I have been offered a voucher, what if I cannot find a home and/or participating landlord within 90 days?

Answer: *As long as CCDDR can verify that you are continuing your search and ongoing attempts to locate a home and/or participating landlord can be determined without any doubt, you will be able to continue to be eligible to receive the voucher. It is critical you communicate regularly with CCDDR (once per week at the very least) if this occurs. You may be asked to provide supporting documentation when applicable. If CCDDR feels you are not making reasonable and continuous attempts to acquire housing, you will be placed back on the waiting list.*

4. I have completed a "Request to Relocate" form, and it has been approved; however, my new home is not yet ready for me to relocate. Do I need to obtain a lease from my current landlord if I am relocating?

Answer: *No. If your current landlord is allowing you to reside at your current residence until you are able to relocate, a new lease is not needed. However, all information you provide must be truthful and verifiable by CCDDR. It is critical you communicate regularly with CCDDR (once per week at the very least) if this occurs. You may be asked to provide supporting documentation when applicable.*

5. I have just received a voucher from CCDDR. Can I move into a residence without a completed and passed inspection of the residence?

Answer: *Yes. However, CCDDR will not pay the HVP portion of the rent until the dwelling passes inspection. The client will be responsible for all rent due until it does pass inspection. Once the*

dwelling has passed inspection, the HVP portion of the rent will be paid to the landlord retroactive to the date of occupancy or voucher award (if already living in the residence when voucher is awarded).

6. My residence has failed the annual inspection. Do I have to move?

Answer: *No. You will not be forced to move; however, you will no longer receive a voucher unless you relocate to a unit that will pass inspection. The HVP portion of the rent will continue unless the unit fails inspection for the second time. If the unit fails the initial annual inspection, a second inspection must be scheduled within 60 days. If the unit fails the second inspection, the HVP portion of the rent will not be paid for the month following the next calendar month. For example, if the unit fails the second inspection on January 2nd, a February HVP payment will be submitted, but HVP payments will not be submitted beginning March 1st.*

7. My landlord will not fix the maintenance issues in my residence. What do I do?

Answer: *Call us and report it. If the issues are health and safety related, CCDDR will schedule a special inspection. If the unit fails the special inspection, a second special inspection will be scheduled within 30 days. If the unit fails a second time, CCDDR will consider the unit out of HVP compliance and will terminate its agreement with the landlord. You can then submit a "Request to Relocate" form and search for a different unit. You will continue to receive your voucher in the new unit as long as the landlord agrees to participate in the HVP and the unit passes inspection.*

8. What happens if I violate my lease agreement with the landlord?

Answer: *Any violation of the lease agreement with the landlord is considered a breach of your HVP Agreement with CCDDR. Depending on the severity of the lease violation, including non-payment or delinquent payment of rent, could be immediate grounds for termination of your voucher. CCDDR will work with voucher recipients and landlords to ensure you retain your housing; however, repeated violations of the lease agreement will not be tolerated by CCDDR.*

9. What happens if I violate the HVP guidelines?

Answer: *Any violation of the HVP guidelines is considered a breach of your HVP agreement with CCDDR. Depending on the severity of the violation, it could be immediate grounds for termination of your voucher. CCDDR will work with voucher recipients to ensure you retain your voucher; however, repeated violations of the HVP guidelines will not be tolerated by CCDDR.*

10. What happens if my landlord will not comply with the HVP guidelines?

Answer: *You will be notified by CCDDR that your landlord has violated its HVP Agreement with CCDDR. In order to continue to receive your voucher, you will need to relocate to a new unit. The landlord must also agree to participate in the HVP and sign a HVP Agreement with CCDDR.*