

## **Housing Voucher Program (HVP) Procedures**

### **Eligibility & Criteria**

1. Only active CCDDR clients are eligible to apply/receive the Housing Voucher. Legal guardians of active adult clients or parents of active CCDDR minor clients whose primary residence (primary or sole custody) is with the parents can apply.
2. NO housing voucher applications will be handed out UNTIL the applicant has COMPLETED an application for DMH/DD services
3. Established DMH/DD clients who are transferring into Camden County must have an Administrative Transfer filed, acknowledged, and in progress prior to being given a HVP application.

### **Applications for Immediate Participation**

1. Clients must complete the following documents:
  - HVP Guidelines
  - HVP Application
  - Unemployment Affidavit for all persons 18 or older in the home who are not employed
2. Clients must provide the following documentation (if applicable):
  - Proof of income for the last 3 months – for example, employment, government benefits, annuity payments, interest from savings accounts, lottery winnings in excess of \$600, retirement account interest and employer contributions (if the funds are immediately accessible) etc.
  - Banks statements for the last 3 months
  - Income from any trust in the previous year
  - Releases of Information for CCDDR to speak/communicate to/with MOCA, landlord(s), former landlord(s), employer(s), former employer(s) and all relevant parties or agencies regarding verifications of income, rental history and/or any aspect of potential participation eligibility
3. Name and contact information of the landlord and all aforementioned relevant parties
4. Address of the unit they wish to rent
5. The Community Living Coordinator will contact the landlord to secure the following documents:
  - Contract with CCDDR
  - Copy of the lease signed by both parties
  - Landlord questionnaire about the age and size of the unit
  - W-9 for the current year
  - Business Associates agreement
6. Upon receipt of all documents listed above:
  - MOCA will schedule the unit for inspection
  - Administrative staff will review all the documents and determine what portion of rent will be paid by CCDDR and what portion will be paid by the client/household
7. Once the unit has passed inspection, CCDDR will send letters to the landlord and the client explaining how much rent will be paid and the first check will be issued

### **Ongoing information for HVP clients**

1. Clients must complete a Change in Family Income Packet immediately if household income changes (received a raise, changed jobs, lost a job, SSI/SSDI benefits increased or decreased, etc.).
2. Clients must complete a Change in Family Composition Packet immediately if someone in the household moves out or if there is a new household member (birth of a child or new person moves in).
3. New household members must also provide proof of income, bank statements, or an unemployment affidavit if applicable
4. If a client wishes to move, they must complete a Request to Relocate Form.

### **Annual Re-Certification**

1. Clients must complete the following documents:
  - HVP Guidelines
  - HVP Application
  - Unemployment Affidavit for all persons 18 or older in the home who are not employed
2. Clients must provide the following documentation (if applicable):
  - Proof of income for the last 3 months (employment, government benefits, annuity payments, interest from savings accounts, lottery winnings in excess of \$600, retirement account interest and employer contributions (if the funds are immediately accessible) etc.)
  - Banks statements for the last 3 months
  - Income from any trust in the previous year
  - Releases of Information for CCDDR to speak to MOCA and the Landlord
3. The Community Living Coordinator will contact the landlord to secure the following documents:
  - Contract with CCDDR
  - Copy of the lease signed by both parties
  - Landlord questionnaire about the age and size of the unit
  - W-9 for the current year
  - Business Associates agreement
4. Upon receipt of all documents listed above:
  - MOCA will schedule the unit for inspection
  - Administrative staff will review all the documents and determine what portion of rent will be paid by CCDDR and what portion will be paid by the client/household

### **Wait List Applications**

1. Clients must complete the following documents:
  - HVP Guidelines
  - HVP Application
2. Clients will be added to the Wait List on a first come, first serve basis (chronological receipt of application). Clients identified as needing accessible housing units will be added to the Accessible Housing Unit Wait List (participants on the Accessible Housing Unit Wait List may be eligible to participate immediately if CCDDR becomes aware of or is notified by a participating landlord of an available accessible housing unit).

Updated March 1<sup>st</sup>, 2018

## **MISCELLANEOUS**

The Community Living Coordinator will keep the primary Support Coordinator apprised of the status of pending cases and in some cases will request their support in securing documents and other information.