

## onpagetwo

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## hcvmission

*To provide decent, safe and sanitary housing in a professional environment with the delivery of outstanding customer service.*



# familytimes

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HADC / Housing Choice Voucher Program JUNE 2014

## Important Change to the Inspection Process



More than 20% of all first-time inspections never happen. Why? The utilities are OFF or the unit is not ready for inspection.

Effective June 1, 2014, the following changes will be implemented for Initial Inspections.

- Included in the Request for Tenancy Approval (RTA) is a Rent Ready Checklist for participants and owners to use to ensure the unit is ready for inspection along with the Acknowledgement of Initial Inspection Form.
- The Acknowledgement of Initial Inspection Form must be signed by both the participant and owner prior to scheduling an inspection.
- If the utilities are off or the unit is not ready to be inspected when the inspector arrives, the inspection and RTA will be cancelled and the participant must find a new unit, as HADC will not conduct another inspection for the same unit. ●

## Annual Recertification

The HADC must conduct a review of all participants' income, assets, expenses and family composition each year. An annual recertification checklist is provided in the annual recertification package.

The checklist must be reviewed by all members in the household who are 18 years of age or older. The key to successfully completing this process is to provide documentation listed on the checklist and/or documentation requested by the Recertification Specialist by the deadline date.

If a participant fails to complete an annual recertification and/or does not complete or return documents by the deadline, HADC will begin the process to propose termination of a participants voucher.

Upon receipt of a propose termination letter, participants will have 14 days from the date of that letter to request an informal hearing or provide the missing documents. If the requested documentation is not received by the deadline date and/or the participant does not request a hearing within 14 days, the assistance will be terminated as of the date indicated on the letter.

All participants are responsible for meeting their family obligations in order to remain on our Housing Choice Voucher Program. ●

**[CLICK HERE TO REVIEW THE FAMILY OBLIGATIONS](#)**



## Family Self Sufficiency Program

**THE HADC IS BRINGING BACK THE FSS!**

The goal of the FSS program is to assist our participants in becoming self-sufficient over a five year period, through the establishment and achievement of goals. The FSS program is available to help participants increase their earned income and reduce their dependency on welfare assistance and rental subsidies.

Under the FSS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted (HCV) housing, so they can obtain skills necessary to achieve self-sufficiency.

Look for more information in the upcoming weeks. Interested? Let us know – contact your case worker. The FSS program officially begins this summer. ●

**[CLICK HERE TO REVIEW AND COMMENT ON HADC'S FSS ACTION PLAN](#)**

## New Move Process

**Effective June 1, 2014**, the HADC will no longer conduct briefings for current participants.

Instead, all participants requesting to move will be required to complete a **Notice to Vacate Form**. The owner or agent will be required to complete, sign, and date the bottom portion of the form prior to submission to the HADC.

Once completed, the participant will return the form to the Housing Choice Voucher Program (HCVP) lobby. The HADC will review the form and the participant file to determine if the participant is eligible to move.

Within 30-days, each participant will receive either a denial letter or an approval letter stating when their voucher will be available for pickup.

It is the responsibility of the owner or agent to enforce the terms of the lease. If the participant is currently in violation of the lease, the request to vacate may be denied until the participant has cured the lease violations. Such lease violations include but are not limited to: non-payment of rent, damages, and unauthorized people living in the unit who are not on the lease. If eviction is pursued, both participants and owners must provide the HADC with a copy of the writ for the HADC to begin the termination to process. ●

### Contact Us

NAME OF EMAIL	EMAIL ADDRESS	E-FAX NUMBERS
Compliance	Compliance@dekalbhousing.org	(404) 270-2477
Inspections	Inspections@dekalbhousing.org	(404) 270-2658
RTA Submissions	RTASubmissions@dekalbhousing.org	(404) 270-2463
Owner Info Changes	OwnerInfo@dekalbhousing.org	(404) 270-2460
Project Based	ProjectBased@dekalbhousing.org	(404) 270-2466
Notice to Vacate	NoticetoVacate@dekalbhousing.org	(404) 270-2469
Port In	Portin@dekalbhousing.org	(404) 270-2464
Interims	Interims@dekalbhousing.org	(404) 270-2470
Recertifications	Recertifications@dekalbhousing.org	(404) 270-2471
Reasonable Accommodations	ReasonableAccommodations@dekalbhousing.org	(404) 270-2473



**MISSION:** To provide sustainable and affordable housing as a platform to enhance lives.

**[CLICK HERE FOR PARTICIPANT FORMS AND INFORMATION](#)**