

Summary of Moving to Work Checklist

Housing Choice Voucher

- Portability:** Your voucher can not be used outside of the city of Lincoln. Exceptions to this policy will be made for a reasonable accommodation for a disability, fleeing for safety, employment or other good cause. A request for your voucher to be ported to another “authorized” Housing Authority will be consider after LHA has received verification of your good cause request. You must have lived in Lincoln for 1 year before making the request.
- 50% Maximum Rent Burden.** Effective February 1, 2008 for all vouchers issued for new admissions or transfer, LHA will prohibit voucher household’s to rent a unit , in which, the gross rent (contract rent plus utility allowance) exceeds the payment standard and the family’s rent portion exceeds 50% of their adjusted monthly income.
- Interim Reviews**
 - **Family Composition Changes:** All family composition changes must be approved by Lincoln Housing Authority prior to the individual moving in or out of the unit but no later than 30 days of the change. You must provide LHA your landlord’s written approval for the household change. All eligibility factors including income will be updated to determine the appropriate rent adjustment.
 - **Income Changes:** Income changes must be reported at the next annual examination. LHA will adjust rent prior to annual examination upon written request from the family. If the family is sanctioned, LHA will not perform interim reviews to decrease rent until the sanction period has been completed. Delays in adjusting income increase should benefit families who become employed.
 - Decreases:** A decrease rent adjustment will not be made for 90 days after *any* income is voluntary or willfully terminated.
- Minimum Earned Income.** The greater of the minimum earned income or actual earned income will be included in the calculation of a family’s Annual Income. Able bodied adults are excepted work at least 25 hours a week at minimum wage or 40 hours per week for two adult households. Adults who are excluded from this policy are elderly, disabled, self-sufficiency program participants and others good causes.
- Student Income.** LHA will include the income of full-time students 22 years of age and older. All income (earned and unearned) of head of the household, spouse or co-head will always be used. Same effective dates as other income changes.
- 27% Rule.** Effective April 1, 2008, the tenant’s portion of rent is calculated based on 27% monthly gross income with no allowable deductions. For pre-existing program participants prior to April 1, 2008 are eligible for consideration of a Hardship clause until July 1, 2014.

- Minimum “tenant” rent portion.** Effective April 1, 2008, all subsidized households will be responsible to pay the owner a minimum of \$25 for tenant rent. An exception is granted to head of households who are disabled with a Social Security application pending.
- Assets.** Households with assets less than \$5,000 will self certify their asset income and it will be excluded. Households with assets \$5,000 or greater are required to cooperate with providing financial statements to verify the face value so the current HUD passbook rate of 2% will be used to calculate asset income.
- Verifications.** Applicants and Participants are required to provide necessary verifications to complete eligibility determinations and rent calculations. The most current Social Security statement is acceptable tenant provided verification. If applicable, three (3) months of pay stubs or statements is required.
- No Utility Reimbursements**
- EDUCATION** - Please indicate highest degree of education:
Under 12 yrs.____ 12 yrs.____ 14 yrs.____ 16 yrs.____ 18 yrs.____ 20 yrs.

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS MTW CHECKLIST AND UNDERSTAND THE CONTENTS CONTAINED HEREIN:

Signature

Date

Notice to tenants about the Section 8 MTW Program

1. Term of the lease

The term of the lease must be for one (1) year. If the tenant terminates before expiration of the term without a mutual agreement from the owner, the tenant will forfeit his/her Voucher of family participation. The tenant must give the Housing Authority and the Owner a proper 30 day notice in writing before vacating.

2. Payment of rent

Tenants pay their share of the rent to the Owner. Subsidy begins only after the unit has passed inspection and all papers are signed. The Housing Authority is not responsible for any portion of the rent prior to execution of the Housing Assistance Payment Contract.

3. Maintenance problems

Notify the owner in writing with a copy to the Housing Authority.

4. Reasons for the Termination of Housing Subsidy

Your assistance will be subject to immediate termination should any of the following occur. This does not reflect a complete list of reasons for termination. See "Obligations of the family" on your Voucher.

- a. Failure to report all changes in family composition **within 30 days**.
- b. Failure to report information or documentation necessary to administer the program.
- c. Failure to notify the Housing Authority **before vacating the unit**. Absenteeism from your unit in excess of 30 days without prior approval from the Lincoln Housing will be considered abandoned.
- d. Failure to report for the annual re-examination and inspection on the unit.
- e. Any member of the household or guest who damages the unit or premises beyond ordinary wear and tear, and/or failure to pay for any utilities which are to be paid by the tenant.
- f. Individuals living in the unit other than those listed on the lease. Any person who has no permanent place of residence and is not named on the lease and lives and/or stays with you one (1) of more nights per week on a repetitive basis.
- g. A breach of agreement to pay back amounts owed to the Housing Authority.
- h. If the participant, including any member of the household, guest or other person under the participants control, engages in drug related criminal activity or violent criminal activity or has any felony convictions of habitually abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
IF TERMINATED RENTAL ASSISTANCE WILL BE DENIED FOR THREE (3) YEARS.
- i. If the participant has committed fraud in connection with any Federal Housing Assistance Program. *If debt is incurred due to fraudulent action(s) LHA must be repaid in full prior to re-admittance to the voucher waiting list and/or program.*

IF TERMINATED RENTAL ASSISTANCE WILL BE DENIED FOR THREE (3) YEARS.

5. Lincoln Housing Authority will provide any factual tenant history on file to a prospective Landlord, if requested.

I have received, read and understand the HUD form titled "Apply for Housing Assistance", "How Your Rent is Determined" and the Lead Based Paint pamphlet at admissions to the program .

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS NOTICE AND UNDERSTAND THE CONTENTS CONTAINED HEREIN:

APPLICANT/TENANT'S SIGNATURE

DATE

LHA Representative

MTW checklist/ reason for termination

01/24/2008