



HCV NEWSLETTER

Fall 2019



Interim Changes

In order to process income changes, it is very important that you fill out an Interim Change form either in the office or on our website.

You also will need to include verification of the change such as paystubs, verification of job loss, Social Security Award letter, etc...

If the Housing Authority must try to get the verification for you, it holds up the process and often employers will not return our forms at all.

Report all income changes within 14 days of occurrence to avoid being charged a retro rent!! A retro rent occurs when income is not reported at all or reported late and the Housing Authority pays too much rental assistance to your landlord. Regulations require us to collect the money back from you.

Live ins and Unauthorized Guests

Allowing someone to live in your unit that has not been approved by the Housing Authority and added to your voucher is a program violation. Program Violations can result in termination from the program. Please do not jeopardize your assistance by allowing people to live in your home who are not on your voucher.

Landlords, if you suspect a live in, please address this with your tenant immediately. If the situation continues, then send an eviction notice and notify the Housing Authority so that we can follow up with a termination from the program. Your cooperation is appreciated

Owners/Landlords HAP Contract Reminders

- The owner is responsible for screening of the family's suitability for tenancy.
- The owner must provide all housing services as agreed to in the lease. I.E If you state in the lease and Tenancy Addendum that the landlord will provide/pay for a utility, then you cannot charge the tenant for that utility.
- Notify the Housing Authority if you are evicting a Section 8 tenant for lease violations. A copy of the 30 day vacate notice should be provided.
- If you are evicting for rent, please notify the Housing Authority as soon as the tenant is set out/vacated.
- After the initial 12 months, you may request in writing to raise the rent. You must give a 60 day notice to the tenant and a copy to Housing.

HCV DEPARTMENT

Liz-New Lease ups/port ins ldonovan@hagerstownha.com Ext. 184

Sharon-Last Names A-L sdeneen@hagerstownha.com Ext. 152

Angie- Last Names M-Z aalbaugh@hagerstownha.com Ext. 151

Holly- HCV Supervisor hhooper@hagerstownha.com Ext. 123

Don-Inspector dharkcom@hagerstownha.com Ext. 161

PORTABILITY



Who is Eligible?

After fulfilling a 12 month lease and HAP Contract, anyone with a voucher in good standing is eligible to port.

What is the Process?

- Research the area where you would like to move.
- Give your landlord and the Housing Authority a 30-day moving notice.
- Fill out a Portability Request form to let your caseworker know where you would like to move.
- Come to your Mover's appointment prepared with income and asset verifications and proof of payment of rent and utilities.
- Your portability packet will be sent to the Housing Authority that services the area you would like to move.
- Contact the receiving Housing Authority and ask them what your next step is. Allow time for the receiving Housing Authority's process which includes an appointment and the inspection process.

NEW LANDLORD PORTAL

Hagerstown Housing Authority has implemented our new online Housing Choice Voucher Landlord Portal. This new online portal will allow landlords to access information relating to units and payments. We encourage to utilize these new services:

- Review and update contact information
- View rent amounts and payments
- View unit information
- View inspection results

Please log into

www.hagerstownha.com to create an account using the specific registration code that was mailed to you in May.

If you do not have the code, please email

hhooper@hagerstownha.com and your code will be sent to you.

OFFICE CLOSINGS:

Veteran's Day- November 11, 2019
Thanksgiving – November 28 and 29, 2019
Christmas-December 25 and 26, 2019



FREE CLASSES! FINANCIAL EDUCATION SERIES

Hagerstown Housing Authority & Financial Education Partnership-Washington County want to help you reach your financial goals!

[Classes – Monday & Wednesdays](#)

Topics include:

- ◆ Sept. 9: Daily Money Management - [Monday](#)
- ◆ Sept. 11: Earn It, Plan It, Keep It - [Wednesday](#)
- ◆ Sept. 16: Your Credit Matters - [Monday](#)
- ◆ Sept. 18: Taxes and Beyond - [Wednesday](#)
- ◆ Sept. 23: Pump Up Your Piggy Bank-[Monday](#)

For more information & [transportation assistance](#), contact [Tacy](#) at tmyers@hagerstownha.com or 301.733.6911 ext. 157

Financial Education Partnership-Washington County is a collaboration of...



Location:
C. W. Brooks
45 W. Baltimore St.
Hagerstown, MD

11am - 12pm

*Plan your
finances*

*Improve your
credit score*

*Save more
Spend less*

After taking the 5-
lesson series we can
help you open a bank
account with a \$50.00
deposit from us!

CONGRATULATIONS TO LISA BYRD, FAMILY SELF SUFFICIENCY GRADUATE!!

Hagerstown Housing Authority congratulates Lisa Byrd for her successful completion of the Family Self-Sufficiency (FSS) Program! Lisa joined the program to receive support while working on her goals to become independent of public assistance. While with the program, Lisa attended driver's education classes, obtained her MD driver's license and purchased a car. She found p/t employment and was quickly promoted to a f/t supervisor position. Lisa also attended financial literacy workshops and focused on improving her credit. Her dream is to own a home someday. Lisa stated, "My self-esteem is the highest it has ever been in my life. The FSS Program took a chance with me to help me better my life for myself and my children." If you see Lisa, please be sure to congratulate her!

BIENNIAL INSPECTIONS AND TRIENNIAL RECERTIFICATIONS EXPLAINED

Biennial Inspection- An inspection conducted every other year instead of annually. The Housing Authority is still in the phase in period for biennial inspections. This new procedure was implemented in July 2018 but it is still possible you may have an inspection two years in a row while the Inspection Department gets each unit on the biennial schedule. If you do not receive an inspection appointment letter, you are probably on biennial inspections. As always, if you are not sure, feel free to email the inspector at dharkcom@hagerstownha.com.

Triennial Recertification- HCV participants who have fixed income (income that doesn't change such as Social Security) will only be required to come into the office for their recertification every 3rd year. That DOES NOT mean that you don't have to recertify, just the appointment in the office is omitted. If you qualify for triennial recertification, a recertification packet will be mailed to you. You will be required to return the paperwork requested in your packet, as well as verification of all income, bank accounts, etc...Your letter will list all the documents you need to return, please read it carefully.

Your inspection and recertification are **required by HUD** to maintain your assistance. If you do not return the required documentation or pass your inspection, we can not continue to pay assistance on your behalf.



Hagerstown Housing Authority Goes Purple in September



We are proud to announce that we will be participating in the Washington Goes Purple campaign in an effort to bring awareness to substance abuse in the area.

Washington Goes Purple is modeled after "Talbot Goes Purple"- a highly successful campaign in Talbot County led by their Sheriff- Sheriff Gamble that was established to engage our community and youth to take a stand against substance abuse. In this midst of such a deadly heroin epidemic, it is imperative that we educate our youth that prescription painkillers are synthetic heroin. In addition, Washington Goes Purple will educate about the Good Samaritan Law and the importance of properly disposing of prescription opioids.



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