

October 2017



LORAIN METROPOLITAN HOUSING AUTHORITY

Housing Choice Voucher Program News

Resource Library

Did you know that the LMHA website includes lists of resources available to tenants and landlords? This can be found in a few different areas, depending on what you are looking for.

When you visit www.lmha.org, you can click on “I Need Help”. This tab will take you to a list of resources, broken down by category. Landlords can share this information with tenants who can’t afford rent or utilities. If someone is in need of purchasing furniture or

clothing or needs additional support, this is an excellent list to reference.

For additional information specific to Landlords, you can click on “For Landlords” and “Landlord Resource Library”.

You can print forms such as the direct deposit, W9, owner address forms and the annual RFTA. You don’t have to wait for us to send it through the mail because it is available on our website.

Forms

- Change In Utility Responsibilities
- Direct Deposit Form
- Housing Quality Standards Inspection Guide
- Lead Base Paint Inspector - Risk Assessor Guide
- Overview Of The HCV Program For Prospective New Landlords
- Owner Address Change Form
- Owner Identification Form
- Owner Address Change Form
- Property Has Been Sold Form
- Request For Tenancy Approval (RFTA) Form
- W9 Form
- What Every New Lease Must Contain Guide

Reporting Changes

Participants of the Housing Choice Voucher Program must report all changes in household composition, income and student status within 14 business days. This is very important to ensure we are correctly calculating income.

When families report changes at the front desk, it is helpful to ask for a receipt. A receipt is a copy of what was submitted with the LMHA date-stamp.

This information should be kept with LMHA paperwork in the event documentation is misplaced and you have to provide proof that you reported a change.

There are household change packets available in the lobby. You will be asked to provide us with additional documentation such as a pay stub or print-out. You can also email your Occupancy Specialist to report any changes.

Landlords must report when they have a change of address, bank account and when property has been sold. This should be done in advance to avoid any delay in payments. There is paperwork that must be completed before the change can take place.

Special Announcements:

- *Landlords—If a PERMANENT Direct Deposit form is on file, you only need to submit a new form IF your banking information changes.*
- *Landlords for apartment complexes must add or update their unsubsidized comparables in www.gosection8.com IF you want us to use them as comparables when we conduct the Rent Reasonableness valuation.*
- *The online Landlord Briefing PowerPoint presentation is available 24/7 for your reference on our website. This powerpoint is a wealth of information to landlords; whether you are brand new or someone that needs a “refresher course” in between your 5 year renewal. This is where you can find the most current information about the program.*
- *Infestation is the landlord’s responsibility. If the landlord determines the infestation is caused by housekeeping habits that were previously made known to the family by the owner/pest controller, it may be considered a lease violation and cause for eviction. The housing authority may also terminate the family’s assistance on that basis.*

Carol Langham

A Note from the Executive Director, Homer A. Virden

The Public Housing Authorities Director's Association (PHADA) has stated that funding for housing programs is "woefully inadequate".

PHADA indicates the budget for the Housing Choice Voucher Program is better than public housing programs but is getting worse each year. President Trump has proposed cuts up to 250,000 vouchers nationwide.

The current administrative fee is 74% of the funding needed with the President's budget proposing a reduction to 67-68%. In order to address the funding cuts the LMHA's HCVP department has reduced staff by not replacing persons who have left for other positions. This has resulted in increased caseloads and decreases in service. Additionally the Authority has contacted the software provider for systems where participants can input information into their file.

You will notice your call will be directed to voice mail and there will be a longer response time. The best way to reach staff is by email or in writing. If you bring in a document ask for a receipt when you drop it off at the front desk.

We ask you take notice of the assignment of the alphabet and be aware there may be changes in the future.

HOUSING CHOICE VOUCHER PROGRAM CONTACTS				
Clients Whose Last Names Begin With...	Occupancy Specialist	Direct Phone Line	Direct Fax Line	Email Address
C E F P	Elva Rivera	(440) 288-7448	(440) 288-7379	rivera@lmha.org
"VASH"; I M Q X Y	Janet O'Connell	(440) 288-7467	(440) 288-7376	jconne@lmha.org
A G R V	Julie Davila	(440) 288-7446	(440) 288-7378	jdavila@lmha.org
J K N S	Melissa Pacheco	(440) 288-7449	(440) 288-7368	mpachec@lmha.org
H L O T	Kimberly Haskins	(440) 288-7450	(440) 288-7370	khaskin@lmha.org
B D W U Z	Daniele Strozier	(440) 288-7444	(440) 288-7374	dstrozi@lmha.org
Homeownership & FSS	Dolly Justice	(440) 288-7433	(440) 288-7363	djustic@lmha.org
Clients Whose Last Names Begin With...	Inspection Scheduler	Direct Phone Line	Direct Fax Line	Email Address
A B C D E F G P R U V W Z	Kristy Puckett	(440) 288-7452	(440) 288-7391	kpuckett@lmha.org
H I J K L M N O Q S T X Y & VASH	Linda Boyd	(440) 288-7453	(440) 288-7391	lboyd@lmha.org
Supervisors				
HCVP Manager	Debbie Carter	(440) 288-7425	(440) 288-7366	dcarter@lmha.org
HCVP Assistant Manager	Carol Langham	(440) 288-7454	(440) 288-7367	clangha@lmha.org
HCVP Assistant Manager	Maribel Rivera	(440) 288-7455	(440) 288-7380	mrivera@lmha.org
HCVP Administrative Asst	Carol Schaffer	(440) 288-7489		cschaff@lmha.org

Decreases In Income

When a family reports a decrease in income, the housing authority will calculate the change if a decrease in income lasts in excess of 30 days or more.

The occupancy specialist will verify the change reported. If the change is going to last more than 30 days, the occupancy specialist will make the adjustment.

It is important for participants to know that during a two week layoff or any unpaid leave, the housing authority will not be adjusting rent. Participants will have to put money aside to cover expenses when the decrease is less than 30 days.

When a family reports a decrease in wages because they are off in excess of 30

days or more due to medical reasons (injury, illness, FMLA, maternity leave), the interim certification will be done adjusting the rent. Once the family reports they are back to work, the income will be added again in an interim certification.

When a family reports a change in income, we must verify the decrease before changing rent amounts. We verify changes by requesting documentation from the family or from the source of income such as pay stubs, print-outs or statements.



Make sure you report changes timely to avoid repayment agreements or delayed rent changes.

Once we have verified the decrease in income, we will change the rent by doing an interim certification and mailing notice to the family and the landlord. We can change the rent sooner when we have all of the documentation needed. This is why we may request documentation directly from the family to avoid a delay in the interim certification.