

HACB VOUCHER BRIEFING PACKET

The Following important is included in this packet. Please read carefully.

- The Term of the voucher, and the PHA policy for requesting on Voucher extensions or suspensions of the voucher (referred to as tolling)
- A description of the method used to calculate the housing assistance payment for how the PHA determines the payment standard for a family: how the PHA determines total tenant payment for a family and information on the payment standard allowance schedule: and how the PHA determines the maximum allowable rent for an assisted unit (including the rent reasonableness standard)
- Where the family may lease a unit. For a family that qualifies to lease a unit outside the PHA jurisdiction under portability procedures, the information must include an explanation of how portability works
- The HUD required tenancy addendum, which must be included in the lease
- The Request for Tenancy Approval form, and a description of the procedure for requesting approval for a unit
- A statement of the PHA policy on providing information about families to prospective owners
- The PHA Subsidy Standards including when and how exceptions are made and how the voucher size relates to the unit sized selected
- The HUD brochure on how to select a unit that complies with HQS
- The HUD brochure on lead-based paint entitled "Protect Your Family from Lead in Your Home" and information about where blood level testing is available
- Information on federal, State and local equal opportunity laws and copy of the housing discrimination complaint form. The PHA will also include the pamphlet "Fair Housing: It's Your Right" and other information about fair housing laws, guidelines, and the phone numbers of the local fair housing agency and the HUD enforcement office
- A list of landlords or other parties willing to lease to assisted families or help in the search and/or known units available for the voucher issued.

- If the family includes a person with disabilities, notice that the PHA will provide a list of available accessible units known to the PHA, (see 8-C-Procedure for Assisted Persons with Disabilities to find Accessible Section 8 Units)
- The Family Obligations under the program
- The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act
- PHA informal hearing procedures including when the PHA is required to offer a participant family the opportunity for an informal hearing, and how to request the informal hearing
- Information regarding the PHA's outreach program that assists families who are interested in, or experiencing difficulty in obtaining available housing units in areas outside of minority concentrated locations

The following informational tools are also included in the briefing packet:

- PHA's sample lease for owners who do not use a lease for their unassisted tenants
- An Owner's Handbook, an HQS checklist and sample contract
- Procedures for notifying the PHA and/or HUD of program abuses such as side payments, extra charges, violations of tenant rights, and owner failure to repair
- The family's rights as a tenant and program participant
- Requirements for reporting changes between annual Reexaminations
- Information on security deposits
- Exercising choice in residency
- Choosing a unit carefully and only after due consideration
- The Family Self Sufficiency program and its advantages