

# SECTION 8 HOUSING CHOICE VOUCHER PROGRAMS



Serving the citizens  
of Jay, Randolph,  
Adams, Blackford,  
Huntington, Wabash,  
and Wells since 1965

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**COMMUNITY  
& FAMILY  
SERVICES**  
"Empowering People to Improve"

## WHAT IS THE HOUSING CHOICE VOUCHER PROGRAM?

The Housing Choice Voucher Program (better known as Section 8) is a rental assistance program. It assists low-income families in obtaining housing and maintaining monthly housing costs. Program participants are required to pay a portion of their rent, typically 40% or less. The remainder of the housing cost is supplemented by a housing assistance payment made directly to the property owner or leasing agent.

## ROLES AND RESPONSIBILITIES

### HUD, the Housing Authority, and the Landlord

The Department of Housing and Urban Development (HUD): HUD creates the program guide-lines and provides the funding to Housing Authorities and Local Subcontracting Agencies to make assistance payments.

### The Housing Authority (HA):

Indiana Housing and Community Development Authority (IHCDA) is the Housing Authority for Indiana. CFS subcontracts with IHCDA in order to provide local service to Jay, Adams, Blackford, Huntington, Wabash, and Wells Counties. As the Local Subcontracting Agency, CFS will:

- Administer the voucher program locally, providing rental assistance on behalf of tenants
- Provide all services without regard to race, age, color, religion, sex, disability, national origin, ancestry, or status as a veteran.
- Offer support and information to tenants and landlords
- Complete onsite unit inspections.

### The Landlord:

While receiving payments from CFS, your landlord must:

- Provide decent, safe, and sanitary housing at a reasonable rent.
- Ensure your home can pass Section 8's inspection standards and be maintained to those standards as long as the assistance contract is active
- Provide the services agreed upon in the lease and in the assistance contract.

## FREQUENTLY ASKED QUESTIONS

### How can I get a Section 8 voucher?

The first step is to have your name placed on our waiting list. Waiting lists are generally closed and only open during specified times. Those interested in applying are encouraged to call our offices or check our website to learn the status of our waiting lists.

Once the waiting list is open, you may apply by bringing your photo ID to our offices and completing an application. You will receive notification once your name is successfully added to the waiting list. While on the waiting list, it is very important that you update your contact information with CFS to ensure we will be able to contact you once a voucher becomes available.



## How do I qualify?

Eligibility for the program is based on income. Section 8 is limited to U.S. citizens and specified categories of noncitizens who have eligible immigration status. Contact us for our local income guidelines. During the application process, we will collect information on your family such as income and preferences.

## What can disqualify me from the program?

Disqualifying factors for Section 8 include:

- Drug-related or other criminal activity within the last 5 years
- Sex offenses
- An eviction from a federally assisted property in the last 5 years

## Where can I live?

Once you have obtained a voucher, you can live in almost any rental unit with reasonable rent in the area as long it is able to pass our Housing Quality Standards (HQS). When you have found a unit and the landlord agrees to lease it under the Housing Choice Voucher Program, we will inspect the unit to ensure that it is suitable. If the unit passes the HQS inspection and the rent is approved, you and your landlord will enter into a one-year lease.

## What types of housing units are eligible?

Rental housing options include, but are not limited to: townhouses, single family homes, apartments, duplexes, and manufactured homes.

## When will my home be inspected?

A prospective home will be inspected by one of our caseworkers prior to the lease agreement to ensure it is decent, safe, and sanitary. Once you have signed an approved lease, we will re-inspect your home typically on an annual basis as long as you continue to live there.

## What are my responsibilities as a tenant?

Your responsibilities as a Section 8 tenant include:

- Providing CFS with complete and accurate information
- Maintaining and caring for your housing unit. Damaging your home or premises beyond normal wear and tear (even if a guest causes it) may lead to assistance being terminated

- Paying your portion of the rent on time
- Complying with the terms of the lease and your obligations under the program
- Maintaining your utility service
- Allowing CFS to inspect your home at reasonable times and after reasonable notice
- Notifying your landlord and CFS in writing prior to moving or vacating your home or terminating the lease and of any changes in income or family composition.

CFS has a zero tolerance policy for fraud, bribery, drug-related or violent criminal activity, and sexual offenses.

## Can I move and remain on the program?

The Housing Choice Voucher Program is designed to allow families and individuals to move while maintaining assistance. However, if you are new to the program, you may not move for the first 12 months or the initial lease term. In addition, we will only transfer assistance to a new unit once every 12 months. If you are wanting to move, you must notify CFS in advance of an intended move, terminate any existing lease within the appropriate provisions, and find acceptable alternate housing. If you are wishing to move to another Housing Authority's jurisdiction, you must contact CFS to get more information on initiating that move.

## What could cause me to be terminated from Section 8?

Some of the most common reasons for termination from the Section 8 Program include:

- Unauthorized occupants in your home
- Not reporting income to CFS
- Violations of your lease
- Criminal activity.

## How do I apply?

For more information on applying for the Housing Choice Voucher Program, please contact Community & Family Services by phone at (260) 726-6322.