



## Ford County Housing Authority (FCHA) - RENTAL ASSISTANCE PROGRAM POLICIES

These policies will be followed by all families receiving housing assistance.  
**Failure to do so will result in immediate termination from the program.**

**Tri-Annual Reporting:** You are required to complete 3 Tri-Annual Reports, during each calendar year. These forms are color coded and are due in our office on January 1 (yellow), May 1 (pink), and September 1 (blue). You must also complete and return an Annual Recertification (green), which will be sent prior to your Annual date of program participation. These reports and all required associated documentation are mandatory and must be in the Ford County Housing Authority (FCHA, Housing Authority, or Housing Department) office by the specified dates.

**Change in Family Composition:** The Housing Authority must receive *written approval* from your landlord *before* any additional person/people to move into your home whether he/she is a minor or an adult. Copies of Birth Certificates, Social Security cards and proof of income must be provided to the Housing Authority for all members of the home immediately. Once you have provided written approval from your landlord, copies of birth certificates, social security cards and proof of income, we will complete a background check, before the person(s) is allowed to move into the residence. The only exception to this would be the birth of your child.

If a member of the household leaves the household, the Housing Authority must be notified by phone *and* in writing within 10 days of the departure. Failure to notify this office can cause overpayment to the household, which you will have to pay back, and/or termination of assistance.

**Increased Income Change:** All changes in the household income or family composition must be reported, within 10 days. If your income increases \$50/month or \$600/year gross or more, then your rent will be recalculated and you will be given a 30 day notice if your portion increases (as long as you have promptly reported all income changes and provided necessary documentation). However, if you fail to report your change of income, the 30 day notice may be waived and you may owe the FCHA for an over payment that was paid on your behalf.

**Decreased Income Change:** All decreases must be reported and a written verification (signed and dated letters from former employers, letters from other cash assisting agencies, etc.) must be received in our office by the 20<sup>th</sup> of the month in order for your rent to be adjusted for the following month. Adjustments in your rent amount will be made if your yearly income has gone down by 5% or more.

**Annual Recertification and Inspection:** We will notify both you and your landlord of your annual recertification and inspection. This process begins 3 months before your anniversary date. All documentation must be submitted and your home must pass inspection before your anniversary date. If your income changed during the year (over \$50/month), your rent will be adjusted to reflect your increase. If your family composition consists of anyone elderly (62 or older) or disabled, you may submit proof of any medical bills that you have paid out of pocket during the last year, and these expenses will be applied to the rent calculation. There may also be a change in the utility allowance and payment standard. All these factors will cause a change in your rent.

**Over Payment:** In the event that the Housing Authority has made an over payment on your behalf, you will have to pay the full amount back. If it is determined that the family owes an amount of less than \$2,500, the family will be given 30 days to pay the entire amount or their assistance will be terminated and their voucher forfeited. If the family owes more than \$2,500, the Housing Authority will arrange a payment schedule with you. If you are unable to make your payments you must notify our office immediately. A missed payment without notification or (3) continued missed payments will result in the Housing Authority requesting the

payment be paid in full within 30 days. Failure to comply will result in your rental assistance being terminated. If a family defaults on a repayment agreement, the remaining balance owed to the FCHA will be turned over to the State of Kansas Debt Recovery Program.

**DCF** (Department of Children and Families, formerly SRS): If you are receiving food stamps or cash assistance from the DCF, you must report to them that you are now on the rental assistance program. Take your contribution letter from our agency to the DCF office and allow them to copy it. When your rent amount changes, you will receive a Notice of Amendment from our office and should show this to your DCF case worker. You must report all household changes to both the DCF Office and to the FCHA. DCF is not responsible for reporting your changes to the Housing Authority.

**Moving with Assistance:** The lease the FCHA provides you and your landlord is a one-year lease. After the first year it will be on-going month to month as long as both parties wish (some landlords require that you sign a new lease at the end of your lease term). If you choose to move at the end of the lease, a proper 30-day written notice (from the first of a month to the last day of the month) must be given to the landlord and a copy sent to the Housing Authority. If you wish to move before the end of your one year lease then an Agreement for Mutual Rescission of Lease (blue form) must be signed by you and your landlord and received at our office before you move or you will be considered as skipped, and in violation of your lease.

**Portability:** Families receiving rental assistance may only move out of FCHA's jurisdiction at the end of their one-year lease, not before, and must be in good standing with the Housing Authority. *Limited Portability Due to Budget Restraints:* The Housing Authority is on a very limited budget. Once a family requests to port out of our area, we will contact the receiving/new housing authority and make a determination on the portability request within 30 days.

**Family Obligations:** To remain in good standing with the Housing Authority, the family must meet all of the obligations listed on the voucher. When a family wishes to relocate to other housing, their current landlord may request a special inspection be performed by the Housing Authority. If it is determined that the family has damaged the property beyond normal wear and tear over the security deposit collected by the landlord, then the family will no longer be eligible for rental assistance. When documentation is provided to the Housing Authority stating the landlord has been paid in full for the damages, then the family will once again be eligible for the rental assistance program.

**Lost Rental Assistance:** If a participant withdraws from the program and later wishes to have rental assistance, they must reapply and will be added to the bottom of the waiting list (as long as they are in good standing). A family that has been dropped from the program for fraud, eviction or moves out without notice (skips out) while receiving rental assistance will not be eligible to reapply for at least 3 years. If they left owing money to any state, federally funded housing complex or Housing Authority, they will not be placed on the waiting list until the amount is paid in full. If a family has been charged with a drug related or violent criminal act, they will not be eligible for rental assistance again for 5 years. Anyone listed as a Registered Sex Offender is not eligible for rental assistance.

**Fraud:** Families who knowingly report inaccurate income information on required U.S. Department of Housing and Urban Development Forms (example: Application, Application Update, Tri-Annual Report and Annual Recertification) will be given a 30 day notice of termination, and reported to HUD for investigation.

**These Policies are not subject to discussion. All persons receiving rental assistance must abide by these rules.** It is your responsibility to report changes and make sure the FCHA has all the necessary documentation for determining your rent. *It is mandatory that you complete all Tri-Annual Reports and Annual Recertification forms.* These forms must be signed and dated by all members of the household who are 18 years or older, and then returned to: Housing Department, P.O. Box 1636, Dodge City KS 67801, before the specified date. Should you have any questions, please contact our office at: 620-225-8230 or 1-800-742-9531 and ask to speak with the Housing Department.