



A newsletter for Participants in the Chicago Housing Authority Housing Choice Voucher Program

Spring 2012

What Do I Do If I Want to Move?

As soon as you decide that you want to move, the first thing you should do is to start looking for a new unit. If CHA approves your request to move, you have 90 days to 1) find a unit that passes inspection, 2) have the Owner execute a HAP Contract with CHA and 3) sign a lease with the Owner. For this reason, we encourage you to start looking for a new place to live even before you ask CHA for *moving papers*, a nickname for your voucher and the Request for Tenancy Approval (RTA) form. Check out the CHA's Special Programs article on page 2 for help with finding a quality unit in a low-poverty neighborhood through the Mobility Counseling Program or simply go online to www.thecha.org/units to begin your search.

How to Get Started

First, you need to tell CHA that you want to move. To request moving papers, you will need to go to the *HCV Program Regional Office* that serves your ZIP code and fill out a form. **Note:** You won't receive your actual moving papers until a housing specialist reviews your file and you attend a Participant briefing.

Before CHA can approve your request, your housing specialist will need to make sure you're eligible to move (if this is a requested move, you may be denied if your next re-examination is scheduled or due within 120 days (four months) of your request). In addition, you and/or your household members will need to meet certain requirements such as:

- Be compliant with your lease. This means that you've paid the rent, there are no damages to the unit, your lease is expiring or has expired, etc. However, be careful. If you've signed a new lease, you may not be eligible to move.
- All household members 18 years and older (including Live-In Aides) must pass a criminal background check (CHA will also investigate police reports alleging that any of your household

Special Moving Edition, plus...

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members age 17 years-and-older took part in any criminal activity within the last five years which may lead to the denial of your request)

- If this is a required move, you may need to have a re-examination before you can move regardless of when your next regular re-examination is scheduled or due
- Other requirements, depending on your situation

If CHA approves your request, **you must give proper notice (usually 30 calendar days)** to your current Property Owner or Manager that you plan to move. In addition, we encourage you to complete a move-out inspection with the Property Owner/Manager to ensure that you are leaving your current unit in good condition.

When CHA Approves Your Request: Attend a Briefing
CHA staff will inform you by phone or postal mail if your request is approved and provide you with an appointment to attend a briefing at one of our offices. During the briefing, you will learn about the following:

- What HCV Program rules you must follow (CHA HCV Program Family Obligations)
- How to find a quality unit
- How to keep your unit in good condition
- How to be a good neighbor
- How CHA calculates your portion of the rent
- How much subsidy your voucher allows
- Changes to your household that need to be reported to CHA

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- What paperwork you'll need to turn in for your move
- How to move from your unit AND remain in good standing with CHA
- Other important information

At the end of the briefing, you will receive your moving papers (voucher and RTA) and other important forms to help you with the moving process. You will also receive a Participant Reference Guide full of useful information about being a Participant in the HCV Program. Please make sure to read the Guide thoroughly at your earliest convenience and keep it handy for quick reference.

Once you find a unit you want to live in, you or the Owner of the unit will turn in an RTA to one of the HCV Program Regional Offices (most likely the one that currently serves your ZIP code). The RTA includes information about you, the Owner and the unit that you want to move into. This begins the Owner eligibility and inspections process.

Did You Know ...

The city of Chicago has a website that can help you determine whether or not the unit you are looking to move into has any building code violations. Visit <https://webapps.cityofchicago.org/buildingviolations> and simply enter the property address of your desired unit to begin your research.

Reminder

On July 19, 2011, CHA's Board of Commissioners approved new language regarding how CHA determines family unit (voucher) size. The new policy, effective Sept. 1, 2011, now reads:

"CHA will assign one (1) bedroom for the head of household and spouse or co-head and an additional bedroom for each two (2) persons within the household. The live in aide and his/her family members will not be classified as family members to the Head of Household."

This change has been corrected in the HCV Program Administrative Plan, which is available on CHA's website at www.thecha.org/adminplan.

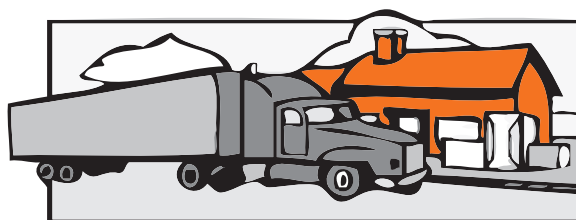
Going Places

Chicago Housing Authority
HCV Program Communications, Going Places
60 E. Van Buren, 8th Floor
Chicago IL, 60605

Contact Us

Phone: 312-935-2600 • E-mail: hcv@thecha.org

Don't Move in until the Owner Has a Signed HAP Contract!



Moving in to your new unit before the Owner has a signed contract with CHA can lead to problems for you and the Owner. Do yourself and the Owner a favor — don't take the keys, sign a lease or move in until the Owner of your new unit has a signed HAP Contract!



Your Options Outside of Chicago ("Porting")

Remember, as a Participant in the HCV Program, you can also move outside of the Chicago area and have your rental assistance move along with you — a process called "porting". Be aware that you must first meet CHA's requirements or the requirements of the other Housing Authority before porting out of Chicago.

Below you'll find some interesting facts about the porting process (you can also find this information in the *Moving* section — page 54 in the Nov. 2011 edition — of your Participant Reference Guide):

- If you live in Chicago and are on the HCV Program wait list, you can port to another Housing Authority without first using your voucher in Chicago
- Your portion of the rent, the amount of rent paid by the other Housing Authority and your Utility Allowance may be different outside Chicago
- CHA recommends that you visit the new area that you want to move to before you try to port there
- If another Housing Authority accepts you and absorbs your voucher into their Program, you will no longer have a voucher or a relationship with CHA
- Your re-examination schedule may be different outside of Chicago (CHA's schedule is every two years, however, another Housing Authority's may be every year)

For more information about porting or any other moving-related questions, contact the CHA Customer Call Center at 312-935-2600 or hcv@thecha.org.

CHA's Special Programs: Part I

Did you know that CHA offers three special programs to help qualified HCV Program Participants find and take advantage of housing, financial and education opportunities? CHA offers the Mobility Counseling Program to help Participants find housing in Chicago's top neighborhoods, the Choose to Own (CTO) Program to help Participants purchase a home and the Family Self-Sufficiency (FSS) Program to help Participants achieve educational, financial, professional and personal goals.

Following is Part I of this series, detailing the Mobility Counseling Program (check out future issues for Parts II and III).

Mobility Counseling Program—Move to a Great Chicago Neighborhood

If you'd like to move your family into one of Chicago's low-poverty neighborhoods (what CHA identifies as "Opportunity Areas") or those neighborhoods that offer quality housing, lower crime rates and access to better schools, the Mobility Counseling Program might be for you. As part of the Mobility Counseling Program, qualified Participants enjoy the following:

- Tours of Opportunity Areas throughout Chicago
- Help finding a unit in an Opportunity Area that meets your family's needs
- Funds of up to \$500 to put toward a security deposit, furniture or driver's license training
- Workshops with information about landlord and tenant responsibilities, finances and budgeting and home maintenance

The Mobility Counseling Program is open to almost any HCV Program Participant who is eligible for moving papers and not already living in an Opportunity Area. Opportunity Areas are neighborhoods identified by CHA as having lower poverty rates and quality housing. Information about this program is provided at all Participant Briefings.

For more information on this program, please visit CHA's website at www.thecha.org and click on the Resident Services tab or contact the CHA Customer Call Center at 312-935-2600.

Reminder: If We Hear from Your Neighbors...You'll Hear from Us!

Summer is just around the corner. Help make it more enjoyable and peaceful in your neighborhood by checking out the following top 5 dos and don'ts:

Do:

- ✓ Attend CAPS Meetings and Block Clubs
www.chicagopolice.org
- ✓ Enjoy Park District Events with your Family
www.chicagoparkdistrict.com
- ✓ Enroll Your Children in Summer Programs
www.onesummerchicago.org
- ✓ Take Part in a Mentor or Intern Program
- ✓ Respect Your Neighbors

Don't:

- ✓ Loiter
- ✓ Participate in Criminal, Drug or Gang Activity
- ✓ Leave Your Children Unsupervised
- ✓ Have Unauthorized People Living in the Unit
- ✓ Play Loud Music

Now is the time to make sure you're doing your part within your community by being a good neighbor. And, don't forget...it's not just you and your household members — the actions of your guests could affect your participation in the HCV Program as well.

Meet the New CHA Board Chairman

On Nov. 22, 2011, Mayor Rahm Emanuel appointed Zaldwaynaka "Z" Scott to the CHA Board of Commissioners succeeding James Reynolds, Jr.

Z. Scott is currently a Partner at Kaye Scholar LLP. Previously, she was the Executive Inspector General for the Office of the Governor of Illinois, where she established and managed an internal compliance and investigative agency for Illinois government and Illinois public universities and worked closely with the state's internal auditor and the Illinois Auditor General in matters related to integrity of state government functions.

Previously, she was a federal criminal prosecutor with the United States Attorney's Office from 1987-2003, where she held various management positions, including chief of the General Crimes Section.

Before joining the U.S. Attorney's Office, she served in the Office of the Corporation Counsel for the City of Chicago. Scott was named to Illinois Super Lawyers in 2009-2011.

Choose to live...

In a neighborhood
with more opportunities
for you and your family with our
Mobility Counseling Program.



Summer Opportunities Available for Chicago Children

School's almost out and that means summer vacation will be here before you know it. To help keep Chicago's youth active and healthy, several programs are now available, including:

Free Meals for Kids and Teens

We all know children and teens need good nutrition all year round. That's why several area organizations have come together to help provide all children, 18 years and younger, free, nutritious meals in safe, supervised programs throughout many Chicago neighborhoods once schools close for the summer.

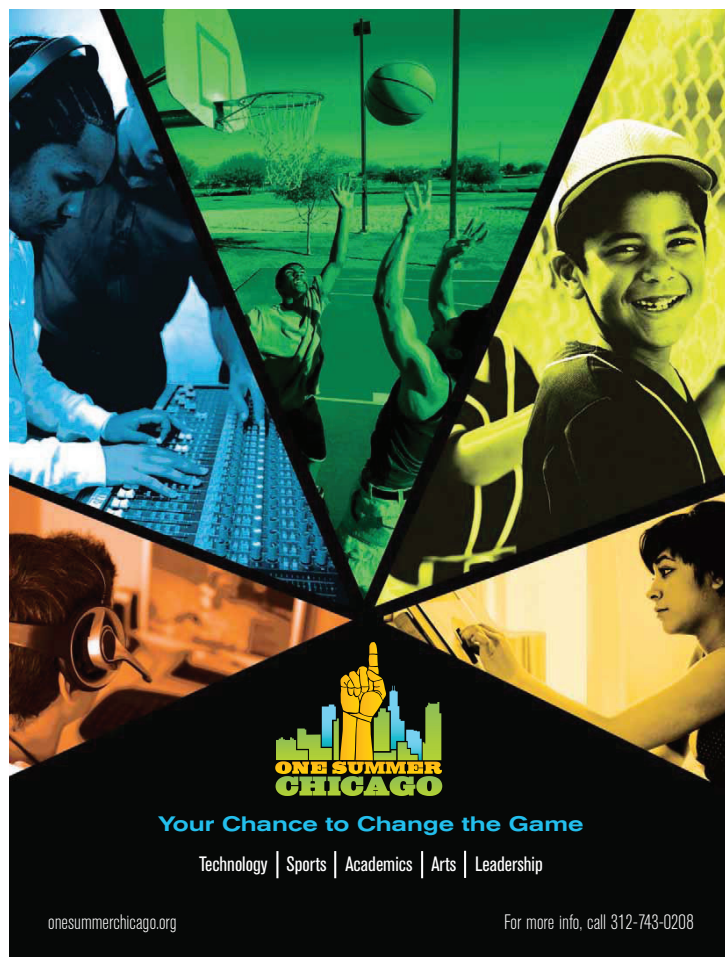
Don't let your child(ren) miss out! Free summer meals programs, funded by the U. S. Department of Agriculture, will be operating at hundreds of sites... from public schools and community centers to churches, parks and recreation programs and other locations. Many programs don't require pre-registration — your children can just walk in. In addition, some programs even offer enrichment and fitness activities to keep children healthy and learning throughout the summer.

For information about locations, dates and times of meal service in your area, call 311 or CHA at 312-913-7422.

One Summer Chicago

Attention youth between the ages of 14-24! *One Summer Chicago* is currently accepting applications for a variety of program opportunities for youth.

For more information, please call One Summer Chicago at 312-743-0208. Or, if you are interested, apply online today at www.onesummerchicago.org.



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onesummerchicago.org For more info, call 312-743-0208