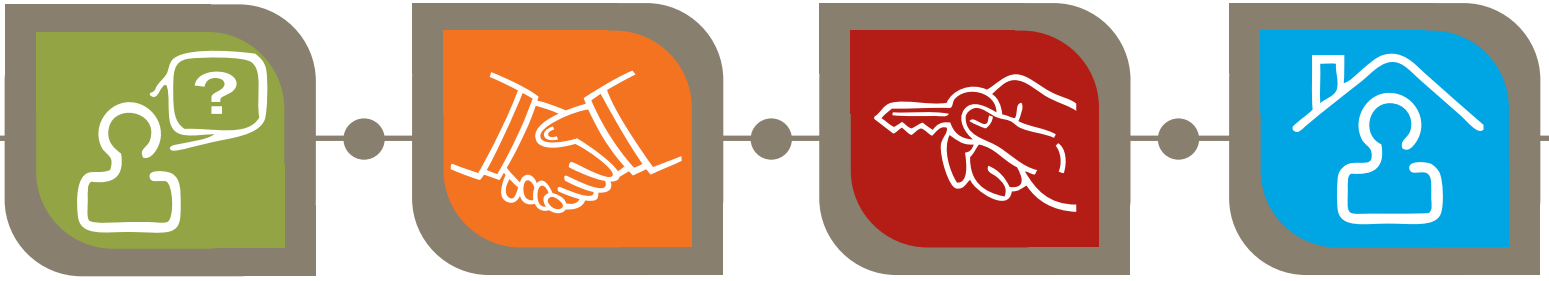


# The *Ins* and *Outs* of Porting into Chicago



*Effective January 1, 2017, CHA will bill the initial PHA for families that port into our jurisdiction. Effective July 1, 2019, our new Administrative Fee will be \$56.39.*

## Starting the Process

To begin, the current Housing Authority must send the Voucher Holder's file to CHA with the following information:

- Form HUD-52665
- Copy of the voucher
- Copy of the most recent Form HUD-50058
- Copies of income verification forms
- Copies of family composition documents
- Voucher Holder contact information

CHA will contact the Voucher Holder within 10-14 days after receiving the complete file. Please ensure that the current Housing Authority sends the most up-to-date information. CHA will not make any changes to the Voucher Holder's income or family composition until after lease up.

When porting into Chicago, the Voucher Holder is required to first attend an eligibility interview and sign an Authorization of Release Form that allows CHA to conduct a background check. The Voucher Holder will then be scheduled for a briefing to receive the voucher.

**Note:** Vouchers are not issued at the eligibility interview.

## CHA Rules and Regulations

CHA is a Moving to Work agency and therefore has the authority to make adjustments to the HCV Program to establish best practices. Therefore, to ensure efficient processing of all families moving to Chicago under portability, please keep in mind some of CHA's unique policies and procedures:

- Voucher must have at least 60 days remaining before expiration to be ported
- Voucher family is subject to eligibility screening criteria before moving to Chicago
- Voucher Holder must attend a HCV Program Briefing prior to receiving a CHA voucher
- Most HCV participants have Re-Examinations every two (2) years

**Once the Voucher Holder signs a lease in Chicago and a HAP Contract is executed, CHA will notify the initial Housing Authority.**

## Submit documents to:

CHA Housing Choice Voucher Program  
Admissions Department — Portability Team  
60 E. Van Buren, 9th Floor  
Chicago, IL 60605

Fax: 312-786-6983

Email:

HCVPortability@thecha.org (Billing)

PortabilityFax@thecha.org (New Moves)



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