



## FAMILY PROCEDURAL OUTLINE

### THINGS TO DO AND KNOW

1. You have 60 days to find a place where you would like to live. Extensions may be requested in writing and are only given for a disabled family or for families with 3 or more children. No suspensions of the voucher are given. You may stay in the place you are living now provided that it meets program standards and its within our jurisdiction.
2. The RHA will assign one bedroom for each two persons within the household. A family may request an exception to this subsidy standard in writing with supporting documentation.
3. Read all documents received.
4. Locate a dwelling unit with the same number of bedrooms as listed on your Housing Choice Voucher. The RHA will only give the prospective owner your name and current address and family composition. If the owner/agent agree to accept you as a tenant along with the HCV program, have the owner/agent complete the following:

Request for Inspection (Yellow Packet)  
 Request for Tenancy Approval  
 Proof of ownership, ID, and tax information

These should then be returned to the Rosenberg Housing Authority office as soon as possible and before your Housing Choice Voucher expires.

5. The Rosenberg Housing Authority (RHA) office will review the documents and if complete, will inspect the unit to make sure it meets Housing Quality Standards (HQS). If it does not meet HQS the owner will be given fourteen (14) days to conform. A re-inspection will then be made to decide if the unit does meet HQS.
6. The RHA will determine if the requested rent is reasonable, the unit meets HQS, and that the required lease provisions are met, the lease will be approved. The owner/agent may collect a security deposit not in excess of private practice or amounts charged to unassisted tenants. The RHA will calculate the amount of the assistance payment and the amount that you must pay the owner. You must pay your share of the rent directly to the Landlord on the first day of each month.
7. You must contact the Rosenberg Housing Authority to coordinate the start of your HCV Assistance, with your move in date. **You and the owner may then sign the lease and provide a copy of the signed and dated lease to the Housing Authority.** All leases are for a one year period. The owner and the RHA will sign the Housing Assistance Payment Contract.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



# Housing Authority of the City of Rosenberg

## REEXAMINATION SCHEDULES:

**All families** will be reexamined every 3 years to determine if they will continue to receive assistance and to recompute Total Tenant Payment and assistance payments, if necessary.

Family's failure to comply with these requirements are grounds for termination of assistance.

The reexamination may or may not be coordinated with your annual Housing Quality Standards (HQS) inspection and processing owner's requests for rent adjustments.

Families will be notified in writing 90-120 days in advance of the scheduled effective date of the reexamination changes.

Families and owners will be notified of the results of the reexamination and new Housing Assistance Payments Contract executed with new lease and/or amendment will be executed.

## INTERIM REEXAMINATIONS: CHANGE IN FAMILY COMPOSITION AND/OR SPECIFIC CHANGES TO INCOME.

**-Changes in family composition: Required to ALWAYS report**

\*\*A dependent turning 18 is a REQUIRED report

**-Increase in household income: REPORT ALL CHANGES**

**-Decrease in household income: REPORT ALL CHANGES**

\*\* No decreases will be processed within the first 6 months on the program with the RHA

\*\*Only 1 decrease will be processed per year if the decrease results in a drop of more than 20% in total household income

Required changes **MUST** be reported on [www.AssistanceCheck.com](http://www.AssistanceCheck.com) or in person **BEFORE 60 DAYS OF THE OCCURENCE!** Please allow 30-60 days for completion.

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**FAILURE TO PROPERLY REPORT REQUIRED CHANGES MAY RESULT IN TERMINATION FROM THE PROGRAM OR YOU HAVING TO REIMBURSE THE HOUSING AUTHORITY FOR THE INCORRECT AMOUNT OF RENT WE HAVE BEEN PAYING ON YOUR BEHALF.**

**I STATE I HAVE READ AND UNDERSTOOD THESE RULES AND REGULATIONS AND AGREE TO COMPLY.**

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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



# Housing Authority of the City of Rosenberg

## REGARDING FRAUD IN THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

DEAR SECTION 8 HOUSING CHOICE VOUCHER PARTICIPANT (S):

The Department of Housing and Urban Development (HUD) is seriously concerned about fraud in the Section 8 Program and has asked us the Housing Authority to send this reminder to all families in the program. Going along with these simple rules will help you stay in the Section 8 Program and help the program run fairly and honestly. Not following these rules could result in referral of the matter for investigation and you being accused of a Federal Crime.

Whenever appropriate, we will ask you for information about your income and your family size so we can make sure that you are paying the right rent to your landlord and that your unit is the right size for your family. When we ask for this information be sure to:

1. Let us know about all income received by members of your household and income that you expect to receive in the next year. Many people forget income from second jobs, overtime, part-time jobs and income received for child support.
2. Let us know the name of everyone expected to live in your household in the next year. If your family size increases, we will help find a larger place to live.

Your rent payment to your landlord must not be more than the amount in your lease that we calculated at the time of our review. If you are now paying (or if your landlord asks for) any money in addition to this payment, please report this to us at once. We will determine if these extra payments are legal. Most of these payments are illegal and appropriate action will be taken against the landlord. We will review your case and get back to you shortly.

It is very important that you report all income and any changes in the number of people living with you. We urge you to be sure that you are meeting these responsibilities so that you will continue to receive assistance and so that this program can serve as many families as possible.

If you know of any case of fraud by other Participants, Landlords and Housing Authority employees, or if you have any questions on this subject, please call at (281) 342-1456.

Thank you for your cooperation.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date



# Housing Authority of the City of Rosenberg

## INFORMATION REGARDING PROCEDURES FOR INFORMAL REVIEWS AND INFORMAL HEARINGS

### INFORMAL HEARING

The opportunity for an informal hearing shall be given to Section 8 Housing Choice Voucher Program participants for decisions related to the following:

1. Calculation of Total Tenant Payment or Tenant Rent.
2. Denial or termination of assistance.
3. Determination that a family is over housed and is denied an exception to the occupancy standards.
4. Determination of bedroom size entered on the Housing Choice Voucher.

The participant must submit a written request for an informal hearing in person at the RHA's office by the close of the business day for an informal hearing to the attention of the Executive Director in care of the Rosenberg Housing Authority within ten (10) days from the date of the notice sent by the RHA determination in the above cases.

Informal Hearings are not required when the RHA:

1. Fails a unit for Housing Quality Standards (HQS) violation.
2. Refuse to extend a Housing Choice Voucher.
3. Imposes sanctions against an Owner who is not in compliance with the program requirements.
4. Takes other action following RHA discretionary administrative procedures or HUD policies and procedures.

The participant may either appear in person at the hearing or may be represented by a lawyer or other representative at his/her own expense. The participant shall have the right to present evidence, both oral and written. The participant has the right to ask questions in his/her efforts to appeal the decision.

The RHA will notify the participant in writing of the decision based on the material presented at the hearing, within fourteen (14) days of the hearing.

### INFORMAL REVIEW

The opportunity for an informal review shall be given to an applicant who applies for participation in the RHA Section 8 Housing Choice Voucher Program for decisions related to the following:

1. Listing on the waiting list.
2. Issuance of a Housing Choice Voucher.
3. Participation in the Housing Program.

The applicant must submit a written request for an informal review in person at the RHA's office by the close of the business day for an informal hearing to the attention of the Executive Director in care of the Rosenberg Housing Authority within ten (10) days from the date of the notice sent by the RHA determination in the above cases.

The applicant may either appear in person at the review or may be represented by a lawyer or other representative at his/her own expense. The applicant shall have the right to present evidence both oral and written. The applicant has the right to ask questions in his /her efforts to appeal the decision.

The RHA will notify the applicant in writing of the decision based on the materials presented at the review, within fourteen (14) days of the review.

**I hereby certify that I have read and understand the statements preceding this; and by my signature attest to this.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## Harassment Policy

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This policy identifies what the RHA defines as harassment and the general steps that will be taken to minimize such behavior by RHA clients during physical visits, phone calls and emails. Failure to abide by the policy that follows may result in denial or termination of housing assistance as specified in Family Obligation 24.6: *“If the family has harassed as defined in the HA’s harassment policy, engaged in or threatened abusive or violent behavior toward HA personnel.”*

Employees of the Rosenberg Housing Authority (RHA) deserve to be treated fairly and with respect.

**Harassment**- unwelcome and offensive conduct by an applicant/participant of the RHA which can include:

- demeaning remarks
- name-calling
- loud speech
- bullying
- threats
- discrimination
- constantly calling the housing authority (back to back and at each extension)
- any speech or behavior that interferes with someone’s ability to do their work
- sender emails repeatedly against your wishes
- emails contain obscene and offensive language, image and/or videos
- repeatedly emailing housing personnel the same questions back to back (3 or more times)
- any conduct that intrudes upon the personnel and disrupts their emotional tranquility and personal sense of well-being.

### **Steps RHA will take to stop harassing behavior:**

- 1. Requested to Stop the behavior**
- 2. Please leave/hang up to pursue issue at another time.**
- 3. Employee will call police or state the call will be hung up.**
- 4. Termination for harassment will be issued. You will have the right to appeal.**

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Name

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Date