

Incoming Portability Participant Information

★ WELCOME!

We are pleased to assist you with your move to the Rosenberg Housing Authority (RHA) jurisdiction. This guide explains important differences you should know when your Housing Choice Voucher (HCV) assistance is transferred to RHA. **This guide will answer most of your questions. Any further questions will be addressed at the portability briefing.**

Do not assume that the policies of your current (Initial) PHA will continue after you port to RHA. Once RHA is administering your assistance, RHA's applicable policies, procedures, and HUD-approved MTW flexibilities will apply.

RHA participates in HUD's Moving to Work (MTW) Demonstration Program. MTW gives participating housing authorities certain HUD-approved flexibilities to administer the HCV program in different ways.

1. What Does Porting to RHA Mean?

Portability allows an eligible Housing Choice Voucher family to move to another housing authority's jurisdiction while continuing to receive HCV assistance. Your current housing authority is the Initial PHA. RHA will be the Receiving PHA.

2. Frequently Asked Questions

Q: I have found a house already. I'm ready to move in. What is the process?

A: The process will be discussed at the scheduled in-person briefing. You may review our website and this flyer for more information about the process until the briefing. (www.rosenbergha.org/portability)

Q: Who must attend the briefing?

A: Everyone over the age of 18 must attend the in-person interview and briefing.

Q: This is an emergency. My lease is about to expire. I must move this week.

A: The RHA must follow our process. It cannot and will not be sped up for your emergency. Provide the RHA with the documents requested, be truthful in your statements, follow the rules and your application will be processed expeditiously.

Q: How long will the process take?

A: Once the RHA receives your port in packet from your initial PHA, it could take up to 14 days for the RHA to reach out to you. You will be required to attend a briefing and an interview. How quickly you will be seen depends upon on how quickly you return your paperwork. Once the RHA receives your inspection packet, it could take up to 30 days before the unit is approved, inspected, passed and you are then allowed to move in. This process cannot be shorted for your emergency.

Q: Can I upsize my voucher?

A: The RHA will give you the voucher size your initial PHA gives you. At the next re-examination, your voucher size will revert to the subsidy standards of the RHA. If your family composition changes when you port in, the RHA will use our own subsidy standards to determine your voucher size. You are allowed to upsize by 1 additional bedroom if your gross rent is not greater than the payment standard for your voucher. However, the RHA will not over house your family to be fair larger families that need the additional room.

3. Changes You May Notice at RHA

AREA	WHAT TO EXPECT AT RHA
Utility reimbursement	No Utility Reimbursement Checks
Voucher Size	The RHA will provide you with the voucher size you are porting in with; adjusts the voucher size at the next reexamination; adjusts if your family changes once you port in.
Income verification	RHA will base your tenant rent on 30% of gross income. The RHA does not deduct for dependents or for childcare expenses.
Reexaminations	The previous 12 months of verified income is used when determining your portion of rent. Income Tax statements must be provided for all who reported, or a Non-Filers must be submitted
Interim changes	RHA's requires all changes in income and household members to be reported within 30 days of the change. The reported change must include the required verification documents to be valid and processed. Only 1 decrease is granted a year. No decrease within the first 6 months of occupancy.
Assets	Assets are not counted toward your income. But you must provide statements for all accounts in your name.
Initial Lease up	A family may pay up to 50% of their monthly income toward rent. A family is unable to move until 1 year after initial lease-up
Inspections	The initial inspection may take up to 30 days after the inspection packet is submitted. The RHA will not notify you of the inspection date, but only when the unit passes.
Reasonable Accommodations	Request your Accommodations be sent from your original housing authority. If you need an accommodation, ensure you get the verification from your original housing authority and the RHA will honor it.

Participant Acknowledgment

Please sign below to confirm that you received and reviewed the Incoming Portability Participant Information Sheet. Your signature acknowledges receipt of the information; it does not waive any rights or appeal/grievance rights available under HUD regulations or RHA's Administrative Plan.

✓ I UNDERSTAND

I understand that RHA is a Moving to Work (MTW) agency and that some Housing Choice Voucher policies, calculations, requirements, and procedures may differ from those used by my Initial PHA. I understand that RHA's applicable policies and HUD-approved MTW flexibilities will apply once RHA assumes administration of my assistance.

Participant Signature	_____
Date	_____