



## *How to Apply for Housing Assistance Frequently Asked Questions*

### **Applying for Assistance**

Delaware County Housing Authority (DCHA) has implemented an On-Line Housing Assistance Application through RENTCafé. To apply for DCHA programs please visit [www.dcha1.org](http://www.dcha1.org) and click on the link **APPLY FOR ASSISTANCE**. This is accessible from a computer, laptop or smart phone. As of May 2016 DCHA, no longer accepts paper applications.

### **Updating your Application**

In order to remain on DCHA's waiting list(s), you are required to update your application yearly. You will receive an e-mail in January of each calendar year with the Subject of the e-mail stating "Waiting List Update Notice", the e-mail will instruct you on what steps you need to complete. You will need to log into your on-line application via our website at [www.dcha1.org](http://www.dcha1.org). Once you have opened your account click on the **Save My Spot** icon and follow the instructions on the screen. Once you have completed this, it will be your update for the current calendar year.

If you do not select the **Save My Spot** option, you will be withdrawn from DCHA waiting lists the following January and will need to re-apply.

During the year, if you have any family, income or address changes you can log into your on-line application and make the necessary updates.

### **How old must you be to apply for housing assistance?**

You must be 18 years or older to apply for housing assistance.

### **Does DCHA conduct a criminal and credit check on applicants and their family members over the age of 18?**

Delaware County Housing Authority (DCHA) conducts both credit and criminal background checks of all public housing applicants before offering them a unit just like many private landlords do. We suggest that immediately upon applying for housing you begin to correct or establish good credit. This will be important whether you are applying for Public Housing or the Housing Choice Voucher Program.

### **How long will it take to be housed?**

The wait time for our housing programs is difficult to determine. In our Public Housing Program, the wait time is dependent upon the availability of our units resulting from move outs. Wait time for the Housing Choice Voucher Programs is dependent upon existing clients dropping out of the program, so we can re-issue that voucher. In this program you can expect a multi-year wait.

### **How will I be notified that my name has come up for housing assistance?**

You will be notified by e-mail of your selection for eligibility processing when your name has reached the top of the waiting list. This is why it is important to update your application annually or whenever there is a change. The e-mail will include instructions on how to submit eligibility documentation via your on-line account. Failure to respond will result in the removal of your name from the waiting list.

### **How can I check the status of my application?**

You may check your status on-line. DCHA staff is not able to give this information out over the phone or in the office. To check your status, you will need your log in information that you created at the time of application for update.

### **How will I be selected for Housing Assistance?**

Once you enter your application through DCHA's RENTCafé, preference points will be applied to your application in accordance with DCHA's HUD approved Admission and Continued Occupancy Policy, the Housing Choice Voucher Administrative Plan and the Tenant Selection and Continued Participation Policy as follows:

Twelve (12) points are assigned to applicants who are both employed as defined below and living or working in DCHA's legal area of jurisdiction which is Delaware County.

Nine jurisdiction points (9) are assigned to applicants living or working in Delaware County.

Three (3) points are assigned to applicants working at least 20 hours a week for 90 consecutive days. The working preference are also assigned to a family if the head, spouse or sole member is 62 years old or disabled.

To receive the local employment preference the applicant family must have at least one family member, age 18 years or older, employed at least 20 hours per week at the time of DCHA's offer of housing or who expect to work at least 20 hours in the jurisdiction as a result of planned employment.

*NOTE: Planned employment means bona fide offer to work in the Jurisdiction as evidenced by written documentation from the potential Employer.*

Applicants with 12 points are selected for housing first. Once DCHA has exhausted all applicants with 12 points for a particular waiting list the next grouping will be 9 points and then 3 pts.

**Can I transfer my application to another Housing Authority?**

Applicants may apply to each individual Housing Authority separately. Applications may not be transferred to or from another Housing Authority.

**What if the Landlord where I currently live accepts Housing Choice Vouchers?**

This is helpful only if you have already been issued a Housing Choice Voucher. It does not affect your wait time or status on the waiting list. You will be notified by mail that we have reached your name on the waiting list. This is why it is important to update your application annually and whenever there is a change.

**Can I receive assistance under one program while waiting for another?**

Yes. You must still update (Save my Spot) your application annually or whenever a change has occurred with the household.

**How many waiting lists can I apply for?**

An applicant can apply for all DCHA waiting lists for which they qualify, based on the waiting list description on the online application through DCHA’s RENTCafé.

**What determines unit size?**

The following standards will determine the number of bedrooms required to properly accommodate a family of a given size (such standards may be waived when necessary to achieve or maintain full occupancy of the developments):

| Number of Bedrooms | Minimum Persons | Maximum Persons |
|--------------------|-----------------|-----------------|
| 0                  | 1               | 1               |
| 1                  | 1               | 2               |
| 2                  | 2               | 4               |
| 3                  | 3               | 6               |
| 4                  | 4               | 8               |
| 5                  | 5               | 10              |
| 6                  | 6               | 12              |

**Will a security deposit be due if I am selected for a Public Housing community?**

A Security Deposit and first month’s rent is due at the time of Lease signing. In public housing your Security Deposit is equal to your Total Tenant Payment. Total Tenant Payment includes an allowance for utilities while the rent you pay each month excludes the utility allowance. For example, your TTP may be \$300, your utility allowance \$100, the rent you pay would be \$200 but your Security Deposit would be \$300.

**Do you have any Emergency Housing?**

No, DCHA does not have emergency housing. An emergency shelter directory is available on our website.