

Monthly update

A service of the Cuyahoga
Metropolitan Housing
Authority for landlords
and program participants
in Cuyahoga County.
December 2008

CMHA HCVP Update

THE CUYAHOGA METROPOLITAN HOUSING AUTHORITY (CMHA) HOUSING CHOICE VOUCHER PROGRAM (HCVP) MUST OPERATE ACCORDING TO FEDERAL REGULATIONS AND THE RULES THE CMHA BOARD OF COMMISSIONERS ADOPTS EACH YEAR AS THE ADMINISTRATIVE PLAN. KEY DIFFERENCES FOR 2009 ARE CONVENIENTLY SUMMARIZED BELOW:

- **The HCVP will discontinue walk-in re-examination days.** Instead, the HCVP will send a written notification of each participant's re-examination appointment or mail-in due date. If the participant is unable to keep this appointment or mail-in date, a final appointment will be scheduled and written notification will be mailed. If the family fails to comply with either appointment or mail-in date, the family will be **proposed for termination** and informed of their right to an informal hearing. The letters will specify that families will be able to reschedule their appointment for a **documented emergency** if they call **before** the missed appointment.
- **Minors who will turn 18 within four months of the re-examination appointment must attend the interview, as well as live-in aides.** Current identification must be provided by both.
- To verify their legal identity, **families must provide one document from each of the following categories:**
 - Category A: Current Drivers License, U.S. Passport, Government Issued Identification, Veterans Universal Access ID
 - Category B: Certificate of Birth or Naturalization Papers, Church Baptismal Certificate, U.S. Military Discharge Papers (DD214), Hospital Records (birth letter)
- **The subsidy standard has been changed to specify that 2 children under age 4 will share a bedroom.**
- **The minimum rent of \$50 is being reinstated for all households on the HCVP.**
- **Families must take possession of the subsidized unit within five days of the effective date of the HAP contract,** or CMHA may terminate the contract. The family must notify CMHA, in writing, within 14 days of the effective date of the HAP contract, if they do not take possession. Failure to do so may result in the family being proposed for termination.
- **A portion of the Lease Review segment has been restated to comply with Ohio Landlord /Tenant Law:** For multi-unit structures (duplex and larger) where a driveway and/or lawn are shared by more than one dwelling unit, the landlord is required to maintain those common areas, which includes snow removal and/or lawn care. For single family dwellings, and for multi-unit structures where the HCVP participant has exclusive use of the driveway and/or lawn, the lease must specify the responsible party for the snow removal and/or lawn care.
- **Owners and Agents will now be required to provide valid photo identification at the time of contract signing.**



The
Housing
Choice
Voucher
Program

