

DuPage Housing Authority Housing Choice Voucher (HCV) Program Wait List Preferences

Housing Authority Preferences are used to give a priority to serving applicants on the wait list that qualify for the preference. Once an applicant is on the wait list, additional points from any preferences chosen are applied. These additional points move the application to a higher position on the wait list, allowing the applicant to be served sooner. If a preference no longer applies to the applicant, it is their responsibility to remove it from their Café Account as all preferences will be verified upon their selection from the wait list. If any applicant is unable to verify a preference they select, or found ineligible for a preference they select, the preference points for any non-qualified preference will be deducted and the pre-application will be returned to the wait list. The list will then be re-ordered to move the applicant to their qualified position based on date/time of application, then on any remaining preferences.

The DHA uses equally weighted, *General Preferences* for applicants, some with priorities for those **who live in the DHA service area or are employed or in a training program of at least 30hrs/week**. You qualify for General Preferences based on category.

Category One – Resident / Working Preference (Priority Point)

- 1.** If you are a full-time Resident of any municipality or township within the DHA service area of DuPage County; **or**
- 2.** If the head of household **and** spouse, **or** the sole household member is age 62 or older, **or** is a person with disabilities; **or**
- 3.** If one or more adults in the household is employed at least 30 hours per week, **or** is a participant in an accredited employment training program at least 30 hours per week, you qualify for the ***Resident / Working Preference – 1 point***

If **ANY** of the 6 following conditions apply, you **ALSO** qualify for ***Resident / Working Preference Plus – Maximum 6 additional points for a total of 7:***

Category Two – General Non-resident, Non-working Preference

If you are **NOT** a full-time Resident of any municipality or township within the DHA service area of DuPage County; and the head of household and spouse, or the sole household member are **NOT** age 62 or older, or is **NOT** a person with disabilities; and **NO** adult in the household is employed at least 30 hours per week, or **NO** adult in the household is a participant in an accredited employment training program at least 30 hours per week, **you do not qualify for the priority point those in Category One received.**

But if ANY of the 6 following conditions apply, you qualify for the ***General Non-resident/Non-working Preference - Maximum 6 points.***

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<u>Preference</u>	<u>Description</u>
DHA Involuntary Displacement	Government action or state/federally declared natural disaster involuntarily displaced the applicant from a domicile in the DHA service area of DuPage County - 1 Point.
DHA Homeless	Transitioning from a homeless services program administered within the DHA service area of DuPage County (i.e., TH, PSH or homeless shelter, etc.) - 1 Point.
DHA Family	Family with Children is at least one member is a minor child under 18 years old; Elderly Family is Head of Household or spouse is at least 62+; or Disabled Family is at least one member is disabled - 1 Point.
DHA Veteran	Head of Household is a military veteran who separated from the service with any classification except dishonorable - 1 Point.
DHA VAWA	Household is eligible under the Violence Against Women's Act - 1 Point.
DHA FSS Demonstration	Household enrolled in HUD Family Self Sufficiency Program or another HUD Demonstration Program. (<i>This does not apply if living in another HUD Housing program.</i>) - 1 Point.

Eligibility For Homeless Preference

If the Homeless preference is selected, applicants must qualify under any one of three **REQUIREMENTS, plus** meet the requirement's **STATUS** and **CONDITIONS**, to be eligible for the preference.

Status to qualify under Requirement #1:

You qualify for the Homeless Preference under Requirement #1 IF:

1. You are an individual or family who lacks a fixed, regular, and adequate nighttime residence, **PLUS any one (1) of the three (3) Conditions listed below apply:**

a. Condition #1: You have a primary nighttime residence within the DHA service area of DuPage County, that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; **OR**

b. Condition #2: You are living in a supervised publicly or privately-operated shelter within the DHA service area of DuPage County, designated to provide temporary living arrangements

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(including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); **OR**

c. Condition #3: You are exiting an institution within the DHA service area of DuPage County, where you resided for ninety (90) calendar days or less and you resided in an emergency shelter or place not meant for human habitation within the DHA service area of DuPage County, immediately before entering that institution.

Status to qualify under Requirement #2:

You qualify for the Homeless Preference under Requirement #2 IF:

1. You will imminently lose your primary nighttime residence within the DHA service area of DuPage County, **PLUS all three (3) Conditions listed below apply.**

a. Condition #1: Your primary nighttime residence within the DHA service area of DuPage County will be lost within fourteen (14) calendar days of the date of application for homeless assistance; **AND**

b. Condition #2: No subsequent residence has been identified; **AND**

c. Condition #3: You lack the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing.

Status to qualify under Requirement #3:

You qualify for the Homeless Preference under Requirement #3 IF:

1. You are an unaccompanied youth under 25 years of age, or a family with children and youth, who do not otherwise qualify as homeless under this definition, **PLUS all four (4) Conditions listed below apply.**

a. Condition #1: You are defined as homeless under Section 387 of the *Runaway and Homeless Youth Act* (42 U.S.C. 5732a), Section 637 of the *Head Start Act* (42 U.S.C. 9832), Section 41403 of the *Violence Against Women Act* of 1994 (42 U.S.C. 14043e-2), Section 330(h) of the *Public Health Service Act* (42 U.S.C. 254b(h)), Section 3 of the *Food and Nutrition Act* of 2008 (7 U.S.C. 2012), Section 17(b) of the *Child Nutrition Act* of 1966 (42 U.S.C. 1786(b)), or Section 725 of the *McKinney-Vento Homeless Assistance Act* (42 U.S.C. 11434a); **AND**

b. Condition #2: You have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the sixty (60) calendar days immediately preceding the date of application for homeless assistance; **AND**

c. Condition #3: You have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **AND**

d. Condition #4: It can be expected for you to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions,

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substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

How Do I Prove a HA Preference?

Preferences selected must be verified. You will be required to submit verifiable documentation to prove that you qualify for any preference chosen when you arrive at your initial eligibility intake appointment. There are many agencies and organizations that can provide the documents you need to prove the preference you select, so the number of acceptable documents is too long to list them all.

A *partial list* of documents that *may* prove a Preference you selected *includes*:

- Affidavit-Certificate of Residency (available only at a Drivers Service facility)
- Bank Statement
- Canceled Check
- Certified Grade/High School/College/University Transcript
- Credit Report (issued by Experian, Equifax or TransUnion)
- Deed/Title
- Mortgage
- Rental/Lease agreement
- Insurance Policy (homeowner's or renter's)
- Letter on Official School Letterhead
- Medical Claim or Statement of Benefits (from private insurance company or public (government) agency)
- Official mail received from a Private, Not-for-Profit, Social Service, State, County, City, Village, Township or Federal Government agency
- Homestead Exemption Receipt
- Jury Duty Notice
- Selective Service Card
- Social Security Annual Statement
- Social Security Disability Insurance Statement
- Supplemental Security Income Benefits Statement
- Voter Registration Card
- Pay Stub or Electronic Deposit Receipt
- Pension or Retirement Statement
- Phone Book, produced by a publisher
- Report Card from Grade/High School or College/University
- Tuition invoice/official mail from college or university
- Utility Bill (electric, water, refuse, telephone land/cell, cable or gas)
- Adoption Records
- Birth Certificate
- Court Order
- Illinois Driver's License
- Illinois ID Card
- Military Service Record (DD214)
- Naturalization Certificate
- Passport (valid with complete date of birth)
- Social Security Award Letter
- U.S. Citizenship and Immigration Services (USCIS) Forms — I-551 (Alien Registration Card); I-571 (Refugee Travel Document); I-766 (Employment Authorization Card); I-797A (Notice of Action Status Change); I-94 (Arrival/Departure Record) with Valid Passport
- U.S. Military Driver's License/ID Card
- U.S. Passport Card (valid with complete date of birth)
- U.S. Visa
- Federal/State Tax Return