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Spring
2009

SECTION 8 NEWS

Section 8 Staff:

• **Housing Operations, Director**

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• **Section 8 Supervisor**

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• **Housing Specialists:**

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• **Housing Inspectors**

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• **Marketing Outreach Coordinator**

Suzanne Stapleton 267-8701

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Madison Municipal

Building

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Madison, WI 53703

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Or 608-266-4735

Annual Recertifica-

tion's—Once a year all Section 8 voucher holders must fill out and return to our office the gold recertification form, release of information and privacy act notice packet, and attend an appointment with their assigned Housing Specialist. Failure to return the completed recertification forms and requested documents and failure to attend the individual appointment with your Housing Specialist could result in an interruption of our subsidy payment to your landlord.

Lease Renewals— If your current landlord has agreed to renew or extend your current lease, **please make sure that you provide a copy of the lease and any addendums to your Housing Specialist.** The Section 8 office **must** approve all lease renewals and extensions. If there is a rent increase one of our inspectors must conduct a rent reasonableness/comparable study to determine if the rent increase is appropriate.

Do not sign the renewal lease until approved by Section 8.

Annual Inspections

—Once a year your rental unit **must** be inspected and **must** pass the Housing Quality Standards inspection. If your unit fails the inspection, it could cause an interruption of our subsidy payment to your landlord. When you receive notification from our office regarding your inspection, please take some time to look over your unit for any items that may need repair. Notify your landlord of those items before the inspection so that the landlord has an opportunity to make the needed repairs. This will help ensure that the unit passes the inspection.

Moving—If you are planning to move from your current unit to a different unit, you must follow certain steps to ensure that it is done correctly. The first step in the process is

to notify and obtain approval from Section 8. This must be done a **minimum of 60 days** before you plan to move. You must give your current landlord appropriate written notice. A copy of this notice must be provided to your Section 8 worker. **You must be current with your tenant paid portion of rent and you must also be current with your tenant paid utilities.**

Utilities—Please make sure that if you are living in a unit where you are responsible for some or all of the utilities that you maintain your monthly payments. Please make sure that if you are having trouble making your monthly payments that you keep in contact with your utility company. If your utilities are shut off, you will put your Section 8 voucher in jeopardy. Houses and duplexes have much higher utility costs when compared to apartments.

5/10/14 notices or eviction stipulations—Please remember that any notices you receive from your landlord must be copied and given to the CDA office.

Income information—Any and all changes in your income must be reported to your Section 8 worker. These changes must be reported in writing.

Fraud—If at anytime during your participation in the Section 8 program you provide false information to our office, you will be terminated. All changes in income and household composition must be reported in writing to the Section 8 office within 10 days of that change. If you are attempting to add a household member that person must be screened and approved by our office before they move in. If you have a change in your income, it must be reported to the Section 8 office in writing. Failure to properly report changes will result in your termination.

Outreach to Landlords—If you find a landlord who is unfamiliar with the Section 8 program you can contact the Marketing Outreach Coordinator, Suzy Stapleton at (608)267-8701, she can contact the landlord directly to provide information that explains the Section 8 program and how it functions.

WALK-IN APPOINTMENTS—

All 6 of our Housing Specialists have walk-in appointment times available through out the week. They prefer that you call ahead to the receptionist at (608) 266-4675 to schedule an appointment to meet with them, but they will see you on those days without a prior appointment. ** Annual recertification's can not be completed at walk-ins.**

Listed below are the days and times for each Specialists walk-in appointments:

Beverly Louis—Monday 8-11

Shirley Clayborne—Monday 1-4

Vince Dastolfo—Wednesday 1-4

Al Spears—Friday 8-11

Cassandra Punsel—Tuesdays, time varies, please check with receptionist.

Wendy Schneider—If she is available she will meet with you.

SHOW ME THE MONEY!!!

To initiate subsidy payments, Section 8 must have the signed HAP contract and signed lease (with both tenant and landlord signatures). We can initially accept a faxed copy of the contract, but our office must also receive the yellow original. The dates on the lease must match the dates on the HAP contract.

The simple steps to Section 8 Participation:

1. Voucher holder finds a Landlord with an available unit.
2. Landlord processes the completed rental application.
3. Landlord approves the completed rental application.
4. Landlord fills out the Request For Tenancy Approval Form (RFTA). ** Voucher holder has this form.
5. RFTA can be sent via mail, fax or is hand delivered to CDA office. RFTA must be submitted with a copy of the completed but unsigned lease for the rental unit. ** lease must be for one year.**
6. Housing Specialist checks over lease for City of Madison ordinance requirements.
7. Housing Specialist verifies that the rent and tenant paid utilities fall within the voucher holders limit of 40% of their adjusted income.
8. Section 8 inspector contacts landlord to schedule and perform the Housing Quality Standards (HQS) inspection. Once unit passes the inspection, CDA contacts the landlord to inform the landlord that it is o.k. to sign the lease with the voucher holder. The Inspector also completes the rent reasonable/comparable study for the unit.
9. CDA completes Housing Assistance Contract (HAP) and sends to landlord for signature. Landlord sends the signed HAP contract and signed lease to CDA.
10. CDA receives both signed HAP and lease and verifies that client has moved into unit and then releases payment to landlord.