

Portability Process

Follow these steps, to ensure timely processing:

1. Contact your Initial Housing Authority (IHA) and request to port out to the City of Madison. This is the agency where you received your current voucher.
2. Your IHA will issue your voucher to you and send required documents to the CDA.
3. The CDA will contact you, when we receive your portability paperwork from your IHA.
4. The CDA will mail to you a CDA Portability application to complete.
5. You must fill out and return the CDA Portability Application, along with any additional documentation.
6. Once the CDA receives a completed Portability Application and required documents, the CDA will determine if you are eligible to port to the City of Madison.
7. If you are found eligible to port to the City of Madison, the CDA will contact you to schedule an orientation appointment.
8. You will attend a CDA orientation appointment where you will be issued a CDA voucher to rent within the City of Madison.
9. **WARNING:** Do **NOT** sign a lease before you have attended your CDA orientation, received your voucher, and the unit has passed a CDA HQS inspection.

CDA Housing Operations

www.cityofmadison.com/housing

215 Martin Luther King, Jr., Blvd.

Suite 161

Madison, WI 53703

Contact: Beverly Louis
Portability Specialist
Phone (608) 266-6571
Fax (608) 264-9291
blouis@cityofmadison.com

Office Hours

Mon-Thu 8:00 am to 4:30 pm
(Closed on Fridays)



1/02/2020

Section 8 Housing Choice Voucher Portability

*A Guide for transferring your
Housing Choice Voucher
to the City of Madison, WI*



**Community
Development
Authority,
City of Madison**



Community Development Authority City of Madison

Porting FAQs

How long is the process?

Answer: Your current public housing authority should send your paperwork 6-8 weeks before you plan to move to the City of Madison. Orientation appointments are subject to CDA caseworker and client availability.

Does the CDA provide voucher extensions?

Answer: The CDA will provide one 30-day extension.

How is voucher size determined?

Answer: Voucher unit size is determined at your voucher issuance appointment based on the following policies:

- 1 bedroom is assigned for each 2-persons within the household.
- Persons of different generations will be allotted separate bedrooms.
- Persons of the opposite sex (except spouses/partners), 6 years of age or older, will be allotted separate bedrooms. Two siblings under the age of 6, of any gender, will be allotted 1 bedroom.
- Foster children will be included in determining unit size only if they will be in the unit for more than 6 months.
- Live-in-aides will be allocated a separate bedroom. No additional bedrooms are provided for the attendant's family.
- A family consisting of 1 single person will be allotted 1 bedroom.
- A family that consists of a pregnant woman, with no other persons, will be treated as a two-person family.

What if I find a unit under the Dane County Housing Authority?

Answer: If you locate a unit in the Dane County HA's jurisdiction (outside the City of Madison city limits), you must request from your IHA to have your paperwork forwarded to the Dane County Housing Authority.

NOTE: The Dane County Housing Authority manages Section 8 assistance in Dane County, outside the city limits of Madison, including: Sun Prairie, Fitchburg, Middleton, Monona, McFarland, Stoughton, Verona, and others. If you wish to move to one of these areas, please request your paperwork be sent to the Dane County Housing Authority. Contact The Dane County HA at: (608) 224-3636.

Can my voucher be mailed or emailed?

Answer: Yes. If you have not yet arrived in the City of Madison at the time you are considered eligible to port to the city of Madison, or if you are elderly or disabled, you may receive your voucher by mail or email. You will need to visit our office and meet with the Portability Housing Specialist once you have arrived in Madison (accommodations may apply for people who are elderly or disabled).

How is eligibility determined?

Answer: The CDA will screen your portability application for any Sex Offender Registry requirements. The CDA may make a determination to deny or terminate Section 8 assistance in accordance with 24 CFR Part 5, and 24 CFR 982.552 and 982.553. The CDA may also deny a portability application due to insufficient funding.

What happens if I am denied?

Answer: We will notify you and your IHA that you have been denied to port to the City of Madison and your paperwork will be returned to your IHA.

Where can I stay during this process?

Answer: If you do not have a place to stay in Madison while searching for a unit, you can contact **Housing Navigation Services** for shelter information at: **(608) 826-8093**.

What will my max limit be for the cost of rent and utilities of a new unit?

Answer: If you will have zero \$0 income when you arrive in the City of Madison, your max gross rent limit (rent plus tenant paid utilities) will be the payment standard for your voucher unit size (see chart below). If you will have income when you arrive, your max gross rent limit will be the payment standard plus 10% of your Adjusted Monthly Income. This will be determined at your voucher issuance appointment.

Payment Standards (1/01/2020)

Efficiency	\$ 818	3 bdrm	\$1553
1 bdrm	\$964	4 bdrm	\$1873
2 bdrm	\$1127	5 bdrm	\$2154

Your IHA may send your portability paperwork to us by email, fax, or mail to the following address:

Email: blouis@cityofmadison.com
FAX: 608-266-4735 or 608-264-9291
Mail: CDA Housing
 Attn: Section 8 Portability
 PO Box 1785
 Madison WI 53701-1785

