

## SHA SECTION 8 HOUSING CHOICE VOUCHER PROGRAM WAITING LIST OPEN

The Springfield Housing Authority (SHA) is currently accepting applications for the Section 8 Housing Choice Voucher (HCV) Program waiting list. The waiting list will remain open until further notice. The Section 8 HCV Program is a rent subsidy program for low- and moderate-income household families afford safe, decent, sanitary housing in the private market.

**Applications:** Applications will be accepted **IN PERSON ONLY** on **TUESDAYS from 8:30 to 11:30 am & 1 to 4 pm** at SHA's Administrative Office located at 200 N 11<sup>th</sup> St in Springfield, Illinois. All applicants **MUST** be interviewed by an HCV Specialist who will review the application for completeness, accuracy and ensure that appropriate signatures have been obtained. Applications submitted by mail, fax, or internet **WILL NOT** be accepted.

SHA provides equal housing opportunities to all persons interested in participating in the HCV Program without discrimination based on race, color, religion, sex, national origin, age, familial status, disability, sexual orientation, gender identity, marital status, and/or any other consideration made unlawful by federal, state, or local laws.

**Required Documents:** SHA will only accept applications with **ORIGINAL DOCUMENTS**. Photocopies are NOT acceptable and applications with photocopies will **NOT** be accepted. The following listed below as it pertains to your household is **REQUIRED** to apply:

- **Certified birth records** for **ALL** members of the household. Hospital copies are **NOT** acceptable
- **Social Security cards** for **ALL** members of the household
- **Picture identification** of **ALL** adult household members (18 years of age and older)

### Additional Documents

- Proof of income for **ALL** members of the household including but not limited to:
  - **Employment**
    - ✓ Employer name, mailing address, phone and fax number for verification
    - ✓ Five most recent and consecutive paycheck stubs
  - **Social Security, SSI, Pension, etc.** with current award letter and/or documentation
  - **Child support payment history**
  - **TANF/Public Aid award letter**
  - **Unemployment award letter**
  - **Proof of assets, stocks, bonds, and other bank accounts**
  - **Other documents as applicable** (Marriage license, divorce/separation papers, custody papers, etc)
  - **ALL INCOME MUST BE REPORTED AND WILL BE VERIFIED**

### Preferences

SHA gives preference to applicants will live and/or work in Sangamon County:

- **Local Resident:** Residency Preference must be demonstrated by having a permanent physical residence within the jurisdictional area. Physical residence shall be defined as a domicile with a mailing address, other than a post office box, for which the applicant can produce one or more of the following; **a lease or a purchase agreement, utility bills showing the claimed residence address, or two pieces of first class mail addressed to a member of the applicant household at the claimed address (24 CFR 982.207) (25 points).**
- **Local Employment:** Applicant households in which a member of the household (head, spouse or sole member) is currently employed in Sangamon County for **twelve (12) consecutive months or longer**. Eligibility for Local Employment Preference must be **demonstrated by third party employment verification**. Applicants in Sangamon County where the head and spouse, or sole members is age 62 or older, or is a person with disabilities will also be awarded this preference **(24 CFR 982.207) (30 points).**



## Eligibility

SHA will verify applicants are eligible based on household income for ALL members of the household and a criminal background check for any adult member of the household.

SHA will contact you **ONLY** by mail sent through the US Postal Service.

## Income Limits

Applications must have an annual gross income that is below the income limit for their household size.

## Background Check

SHA's HCV Program **shall not** be available to applicants and/or members of their households who have been arrested for any criminal activity within the past three (3) years and any felonious activity within the past ten (10) years.

## Updates

Any changes to your HCV Program application, including but not limited to mailing address, phone, family composition and household income, **MUST** be submitted to SHA in writing. Telephone notifications will **NOT** be accepted.

Failure to update your mailing address may cause your application to be withdrawn. Any mail sent by SHA to an applicant which is returned by the US Postal Service for **ANY** reason is grounds for **AUTOMATIC WITHDRAWAL** from the waiting list.

For additional program information, visit [www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) or call (217) 753-5757.

Household Size	FY 2019 Income Limit
1	\$33,400
2	\$38,200
3	\$42,950
4	\$47,700
5	\$51,550
6	\$55,350
7	\$59,150
8	\$63,000

