



From the Desk of the Director

SHA TIMES
SUMMER 2020

For days I have sat at my computer staring at a blank screen. . . . wondering where do I even begin. Our country is at crossroads and these are extraordinarily challenging times with the global COVID-19 pandemic along with the intensely unfortunate national resurgence of the racial injustice that is currently impacting virtually every community throughout this nation. I would be remiss not to mention the fact that I have been so deeply heartbroken and extremely troubled by the injustice being witnessed. The times in which we are facing is indeed disturbing, and we must accept our responsibility to address the issues being raised throughout this country by our fellow citizens and be committed to action, creating necessary change in our circles of influence. This is a nationwide crisis.representing complex issues in need of resolution. Here is the reality. . . these are deep-rooted problems and issues that will not be resolved quickly. We recognize that we cannot do it by ourselves. but we can do our part.

Since the protests which have been taking place across the country, we at Springfield Housing Authority have been pondering how our organization can collaborate, partner, join forces and work together in an even more meaningful and intentional way towards building a better and stronger community. How can we work in partnership, creating solutions to long standing problems while equipping you -- our families with the tools and resources needed? We consider it our responsibility to be solution driven, creating change when addressing the challenges, we are currently facing in our community and our society, ultimately creating a better world for everyone.

While life during a pandemic is new to all of us and we are doing our best to adapt and adopt new ways to operate, our commitment is to continue working diligently to improve the affordable housing landscape as we continue advocating for increased funding to address affordable housing and other needs. Please know that the Springfield Housing Authority Board of Commissioners and I, as Executive Director, along with the staff here at SHA are committed to doing our part in creating change and ultimately doing our best to create a better community.

Please remember to remain safe as you venture out into the community – don't forget to wear your mask and stay safe during this space and time in which we find ourselves.

Respectfully,

Jackie L. Newman
Executive Director

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HELLO SUMMER



SHA COVID-19 UPDATES



SHA is committed to doing everything we can to ensure the health and well-being of our residents and staff. To help prevent the further spread of COVID-19, the SHA offices are **CLOSED** to the public in accordance to guidance provided by Governor Pritzker until we have the proper safety measures in place.

During this timeframe:

- Only emergency and/or move-in inspections for unoccupied units will be conducted.
- Only emergency repairs on occupied public housing units will be conducted.
- SHA will receive annual or interim recertification documents via drop box of mail for processing.
- Interim Recertifications will be accepted **DAILY** during this closure to assist in timely rent determinations for families who have lost income.
- Tenants are still **REQUIRED** to pay their portions of rent.
- A 120-day moratorium on evictions, including those by private landlords, has been issued by HUD and is set to expire on July 24, 2020.
- Public Housing residents & HCV program participants may contact staff via telephone and/or email for assistance.
- SHA may allow for late annual recertification; all 2020 annual recertifications will be completed by December 31, 2020.
- SHA will delay annual HQS inspections. Any delayed HQS inspection will be completed by **October 31, 2020**. SHA will resume Annual HQS inspections August 3, 2020. SHA may elect biennial inspections, as applicable.
- SHA will allow Landlord and HCV participants to self-certify with photos that an emergency deficiency has been repaired.
- SHA will extend the automatic termination of the HAP contract for program participants paying 100% of HAP through December 31, 2020
- SHA will extend HCV/FSS Contract of Participation, not to exceed December 31, 2020 for participants with documentation of COVID-19 related challenges.

As stated above, SHA is committed to doing everything we can to ensure the health and well-being of our families and staff. We are hard at work updating our office spaces to allow for safe social-distancing and proper protection for all of us and we will be opening back up to the public as soon as we are able. We are really looking forward to welcoming you all back soon. In the meantime, we are available during regular business hours via telephone or email and the drop box is available at our front door to drop off rent payments, applications, or recertifications that are processed daily.

These measures will be updated as further guidance is provided by federal, state, and/or local officials. Any updates will be posted on our website at www.springfieldhousingauthority.org. If you have any questions, please contact your specialist. Additional information about COVID-19 and prevention techniques can be found inside.

we're all in this together



Addressing Tenant Concerns Regarding Rent and the Temporary Suspension of Evictions for Nonpayment of Rent

The U.S. Department of Housing and Urban Development (HUD) developed this flyer to provide Housing Choice Voucher (HCV), Public Housing, and Section 8 Moderate Rehabilitation (Mod Rehab) participants with important information and resources about paying rent during the national emergency concerning the coronavirus pandemic.

What is the suspension of evictions about?

Evictions for nonpayment of rent, and charges/fees for nonpayment of rent, have been temporarily suspended. This applies to all HUD-assisted participants from March 27, 2020 to July 24, 2020¹. Although your Public Housing Authority's (PHA) Admissions and Continued Occupancy Policies (ACOP) and/or Administrative Plan may not be updated, please be aware that the suspension of evictions for nonpayment of rent is in place.

Having trouble making rent?

- **Voucher and public housing participants:** If you lost your job or had a significant loss of income, **request an interim reexamination** with the housing authority as soon as possible. Your rent can be adjusted to reflect the change in income or you may be eligible for a financial hardship exemption. Your housing authority may also know about other local resources.
- **Voucher participants only:** **Contact your landlord right away.** Reach out early to discuss potential payment plans or accommodations. Due to loss in income and the resulting interim reexamination, your rent adjustment may be retroactive. Confirm with the PHA and your landlord whether you will receive a credit for the previous month.

What else should you know?

- **Rent is still due** during this time period and will accumulate if unpaid.
- Your landlord and the PHA cannot initiate a new eviction action for nonpayment of rent and you should not receive a notice to vacate for nonpayment of rent from March 27, 2020 – July 24, 2020.
- Your landlord and the PHA cannot charge any late fees, or accrue charges/fees, and your assistance cannot be terminated for past due rent in April, May, June and July 2020.
- If you are behind on rent after the suspension of evictions expire: **Voucher participants** need to negotiate directly with your landlord to determine requirements to repay unpaid rent. Otherwise, your landlord could file an eviction. **Public housing participants** need to work with the PHA to pay unpaid rent in a lump sum or set up a repayment agreement. Otherwise, your assistance could be terminated and/or the PHA could file an eviction.
- Evictions for nonpayment of rent filed with the court before March 27, 2020 can proceed if there is no conflict with state or local laws.
- The PHA or your landlord can still terminate assistance and evict for drug abuse, criminal activity, lease violations, fraud, repeated minor violations, other good cause, etc.
- HUD does not intervene or participate in eviction proceedings. If you feel you are being wrongfully evicted, contact your local legal aid organization or social service agencies. If you are a Voucher participant, you may also contact your local PHA.



¹ Enacted in Section 4024 of the Coronavirus Aid, Relief, and Economic Security Act, 2020 "CARES Act" (Public Law 116-136).

If you need assistance finding food, paying housing bills, access free childcare, or other essential services, please contact United Way's 211 service by calling **211** from your phone or visit their website at <http://www.211.org/>.

Free Internet Assistance

Comcast is taking steps to help connect low-income families to the Internet at home. New Internet Essentials customers will receive two free months of Internet service, which is available to all qualified low-income households. For more information, visit <https://www.internetessentials.com/covid19>

Rental, Utility, & Mortgage Assistance

- Abundant Faith Ministries: **217-527-1006**
- Catholic Charities: **217-523-4551, 217-523-9201 or 217-241-0214**
- Illinois Foreclosure Prevention Network: **855.533.7411**
- Salvation Army: **217-525-2196**
- United Way: **211**
- Capital Township Office: **217-525-1736**
- Fifth Street Renaissance: **217-544-5040**
- LIHEAP: **217-535-3120**
- County Community Resources: **217-535-3120**
- Abundant Faith Ministries: **217-527-1006**

Food

Various "micro-pantries" have been set-up throughout Springfield. These locations have pantries/sheds where community members are encouraged to replenish with non-perishable food items, while individuals in need can take necessary items to ensure food for their families. Everything is free. There are many located throughout the area including:

- Downtown Springfield, **422 S 5th St** (sidewalk in front of Department of Health)
- Legacy Theater, **101 E. Lawrence Ave**
- West Side, **1591 S MacArthur Blvd** (behind Capital City Property building)
- Southeast High School, **2350 E Ash St**
- Lanphier High School, **1300 N 11th St** (NE corner of the building)
- Fifth Street Renaissance/SARA Center, **1315 N Fifth St**

You may also connect through the Central Illinois Foodbank at <https://www.centralilfoodbank.org/>

Virtual Career Support

The Goodwill Virtual Career Centers will operate Monday through Friday from 10 am to 4:30 pm and Career Coaches will be available via telephone, email, along with some video conferencing capabilities. Land of Lincoln Goodwill Career Centers provide career support including how to file unemployment claims, preparation of resumes, online job searching techniques, FREE computer classes and training, and general employment support. Their Career Coaches can be reached via phone or email at **217-303-9532** or **217-899-0717** or via email at laura.kukl@lgi.org or david.macdonna@lgi.org.

Emotional Support

The Illinois Department of Human Services' Mental Health Division has launched a free-of-charge emotional support text line, Call4Calm, for Illinois residents experiencing stress and mental health issues related to COVID-19. Individuals who would like to speak with a mental health professional can text the word **TALK** to **5-5-2-0-2-0**; or for Spanish text the word **HABLAR** to the same number, **5-5-2-0-2-0**.

The following are additional support resources available to residents as well.

- SMSHA's Disaster Distress Hotline: **1-800-985-5990** (crisis counseling)
- IDHS Domestic Violence Helpline: **1-877-863-6338** (crisis hotline)
- National Suicide Prevention Hotline: **1-800-273-8255** (confidential support)
- Memorial Behavioral Health: **217-588-5509** (emotional support hotline)
- Illinois Helpline: **1-833-234-6343** (for opioids and other substances)
- Illinois Warm Line: **1-866-359-7953**, Monday - Friday 8 am - 5 pm (recovery support)



For more local resources, visit <https://www.springfield.il.us/COVID19CommunityResources.aspx>

Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

**FACT
1**

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

**FACT
2**

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age with underlying health conditions, such as diabetes, lung disease, or heart disease, are at greater risk of severe illness from COVID-19.

**FACT
3**

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

**FACT
4**

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

**FACT
5**

You can help stop COVID-19 by knowing the signs and symptoms:

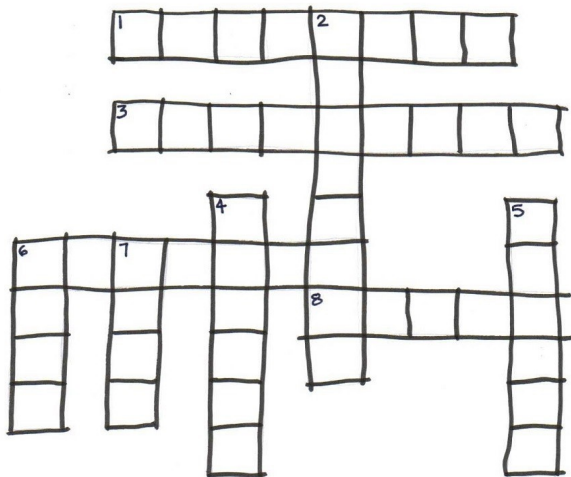
- Fever
 - Cough
 - Shortness of breath
- Seek medical advice if you
- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



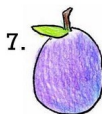
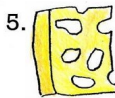
The Very Hungry Caterpillar Crossword Puzzle



ACROSS



DOWN



WORD BANK

Cross these words off after you've used them.

APPLE
BUTTERFLY
CAKE

CHEESE
CUPCAKE
ICE CREAM

LOLLIPOP
PLUM
SALAMI



EASY NO BAKE COOKIES

Ingredients

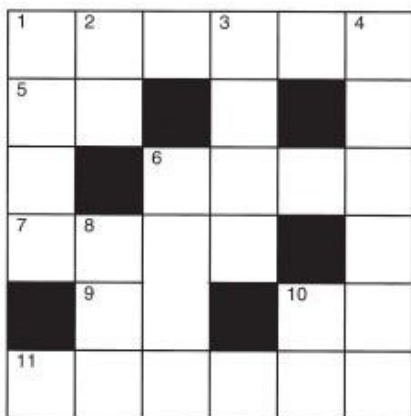
- 1/2 cup butter
- 2 cups sugar
- 1/2 cup milk
- 1/4 cup cocoa
- 1 teaspoon vanilla
- 1/2 cup peanut butter
- 3 1/2 cups rolled oats (quick or old-fashioned)

Instructions

1. Measure out rolled oats, peanut butter, and vanilla into a mixing bowl. Don't mix.
2. Mix butter, sugar, milk, and cocoa together in a heavy saucepan and bring to a boil for a 1 minute. Remove from heat.
3. Quickly stir in the rolled oats, peanut butter, and vanilla.
4. Return the saucepan to the burner and, while stirring, cook for 1 more minute.
5. Drop by spoonfulls onto wax paper or aluminum foil as quickly as possible. Cool to set.

Nutrition

Calories: 144kcal | Carbohydrates: 21g | Protein: 3g | Fat: 6g | Saturated Fat: 3g | Cholesterol: 9mg | Sodium: 49mg | Potassium: 78mg | Fiber: 1g | Sugar: 14g | Vitamin A: 100IU | Calcium: 13mg | Iron: 0.6mg



Across

1. Made of a very precious metal
5. Article
6. Not sweet
7. At any time
9. That is (abbr.)
10. Therefore
11. Opening in a wall to let in light and air

Down

1. Opening in a wall or fence for a passageway
2. Upon; above and supported by
3. Entrance to a room or building
4. Not wide
6. Observed
8. Seven (Roman numerals)
10. Thus

Throughout the COVID-19 pandemic, restaurants across Illinois have adapted to keep customers safe. Hospital cafeterias have had to make similar changes to ensure they're able to continue serving hungry front-line workers and visitors without risking the spread of the virus.

"Very early on in the pandemic, it became clear that we couldn't continue our usual operations," said Emily Bailey, director, Food and Nutrition, at Memorial Medical Center. "Our Food and Nutrition team did a great job adapting to new infection prevention protocols and make sure people could dine safely."

Across Memorial Health System, Bailey and her colleagues closed buffet lines and shifted to "grab and go" meals that allowed diners to select their food quickly and limit the number of surfaces they touched. One big difference between hospital cafeterias and traditional restaurants, though, was the ability to "dine in" throughout the pandemic. To ensure hospital colleagues and other diners followed social distancing protocols, tables were moved six feet apart.

At Decatur Memorial Hospital, the cafeteria temporarily closed for "dine-in" service, but has now reopened with social distancing measures in place.

"It's difficult to eat with a mask on, which is why social distancing is so crucial in places where people are eating," said Matt Oberheim, director of Food and Nutrition Services at DMH. "We've rearranged our dining areas to make it easier to practice social distancing and reduce the risk of transmission."

Across Illinois, restaurants are beginning to reopen with outdoor seating. Bailey and Oberheim recommend that diners follow CDC guidelines for safety while eating out, including:

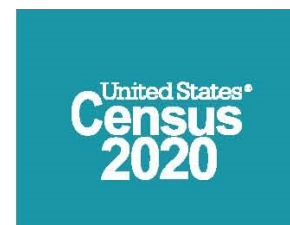
- ◆ Takeout, drive-thru and delivery remain the safest way to enjoy restaurant food. If you are at high risk for COVID-19, consider using these options instead.
- ◆ If you plan to eat at a restaurant, make sure the tables are at least six feet apart.
- ◆ Practice good hand hygiene. Be sure to wash your hands or use a hand sanitizer that is at least 60 percent alcohol before you eat.
- ◆ When you are not eating—including when you're waiting for your food to arrive—continue wearing a mask.
- ◆ The CDC recommends that all restaurant staff, including servers, wear masks. When choosing a restaurant, check to make sure staff are following these guidelines.

FY 2020 INCOME LIMITS SANGAMON COUNTY* (EFFECTIVE APRIL 1, 2020)	EXTREMELY LOW (30%)	VERY LOW (50%)	LOW (80%)
1 PERSON	\$17,300	\$28,850	\$46,150
2 PEOPLE	\$19,800	\$33,000	\$52,750
3 PEOPLE	\$22,250	\$37,100	\$59,350
4 PEOPLE	\$26,200	\$41,200	\$65,900
5 PEOPLE	\$30,680	\$44,500	\$71,200
6 PEOPLE	\$35,160	\$47,800	\$76,450
7 PEOPLE	\$39,640	\$51,100	\$81,750
8 PEOPLE	\$44,120	\$54,400	\$87,000
Area Median Income: \$85,200			
*Sangamon County is part of the Springfield, IL MSA, so all information presented here applies to all of the Springfield, IL MSA. The Springfield, IL MSA contains the following IL areas: Menard County & Sangamon County			

HAVEN'T RESPONDED TO THE CENSUS YET?

There is still time to participate! In light of the COVID-19 outbreak, the U.S. Census Bureau has adjusted operations in order to:

- Protect the health and safety of the American public and Census Bureau employees.
- Implement guidance from Federal, State, and local authorities regarding COVID-19.
- Ensure a complete and accurate count of all communities.



You can respond online, by phone, or by mail through October 31, 2020!
Census enumerators will start going door to door August 11, 2020 through October 31, 2020.

For more information, visit:

2020CENSUS.GOV

So, how does the census affect housing? The census data is used by Congress to determine how much funding HUD Programs, like the HCV and Affordable Housing Programs, receives every year. HUD also uses the data to establish Fair Market Rents and enforcing fair lending practices. By making sure you are counted, you can ensure that housing programs receive adequate funding in the communities that need it the most. Be sure you are counted!





YOUTH ART CONTEST

HUD's Office of Public and Indian Housing is hosting its first annual Art Competition, "Opening Doors and Unlocking Opportunities, through **People, Imagination, and Housing**".

Young artists are encouraged to share their creativity by submitting original artwork and select submissions will be displayed online at HUD.gov and at HUD's Headquarters in Washington, DC!

YOUTH ART CONTEST

Art pieces will be judged at the regional and national level, with all pieces being showcased in the HUD PIH Virtual Art Gallery display and select pieces showcased in the HUD HQ on-site exhibition.

To participate, you should:

- Be under the age of 25 and complete the entry form online at:
- <https://docs.google.com/forms/d/e/1FAIpQLSe7pai536DNAqFDZfNdS5wSY8s7Bpqb64PZF5AYzTvuPAiC-O/viewform>
- Digitally submit your confirmation message and artwork to PIHART@hud.gov by 5:00pm EST July 31, 2020

To be displayed as part of the competition, your artwork should:

- Be two-dimensional
- No larger than 26 inches high by 26 inches wide by 4 inches deep, including any frame
- Weigh less than 15 pounds

You can submit many types of art, including:

- Drawings
- Paintings
- Photographs
- Printwork
- Digital Art
- Mixed Media



SELF-SUFFICIENCY SPECIALISTS

Deborah McKenzie
HCV A - F
Ext 228

Allison Smith
HCV G - O
Ext 259

HCV P - Z
Ext 251

Rob Staff
Affordable Housing
Ext 212

If you have goals that you would like to achieve and could benefit from **one-on-one** support in achieving them, as well as earn \$\$ once those goals are completed, then the Self-Sufficiency Program is for **YOU!** Ask your specialist today!

HOMEOWNERSHIP & PRE-FORECLOSURE SERVICES

SHA offers the following two programs that make purchasing a home more affordable for low- to moderate-income families and individuals:

HCV Homeownership Requirements:

- Must be a Section 8 participant OR currently eligible for the HCV Program
- Minimum annual income of \$14,500 from wages unless elderly or disabled*

Affordable Housing Homeownership Requirements:

- Do not need to be a resident of affordable housing
- Minimum annual income of \$24,000 from wages



All applicants must be employed FULL-TIME for 12 consecutive months, unless elderly or disabled*, must be a first time homebuyer, and must complete pre- and post-purchase counseling offered through SHA. We are now offering Pre-Foreclosure Counseling Services including information on options, completing paperwork, working with lenders, short-sales and deed in lieu.

Through the Foreclosure Prevention Program (FPP), SHA can provide options and work as an authorized third-party to help and possibly obtain a solution to delinquency. For more information about SHA's Homeownership or Pre-Foreclosure Services, please contact SHA's Homeownership Coordinator Deborah Lorenc at **217-753-5757 Ext 209**.

**head of household, spouse or sole member must be a person with disabilities*

SECTION 3

The Springfield Housing Authority's Section 3 Program is designed to help low- and very low-income people within our housing programs, as well as in Sangamon County, to find employment opportunities on HUD funded projects. Applications for this program are accepted at the SHA Main Office, 200 N 11th St or can be completed on-line through our website at www.springfieldhousingauthority.org. This page is updated with new opportunities, training information and requirements of the Section 3 program. If you have any questions regarding this project or would like more information on how to sign up for the Section 3 program, please contact Blake Whitener at **217-753-5757 Ext 315** or visit our website.

REMINDER to ALL AFFORDABLE HOUSING & HOUSING CHOICE VOUCHER PARTICIPANTS:

As a participant in SHA's subsidized housing programs, it is your obligation to report **ANY AND ALL** changes that happen in your household. This means if your income goes up or down, someone moves out, or you are requesting to add someone to your household. Failure to report income can lead to repayments or termination of your assistance. If you have questions about how or when to report, ask your specialist.

BOS ACCOUNTS

If you receive utility assistance, you **MUST** visit any of the Bank of Springfield (BOS) locations listed below to complete the initial sign-up process. Utility assistance payments will **ONLY** be distributed through the BOS debit card. You will need to bring a **valid Photo ID & Social Security Card** to open this account. The Visa debit cards work at any location that Visa is accepted. ATM locations can be viewed by visiting the BOS website at www.bankwithbos.com or calling 217-529-5555 or toll-free at 1-877-698-3278. BOS has three full service branches in Springfield and one in Chatham to serve you:

*2600 Stevenson Dr *850 E Madison St *3400 Wabash Ave *1140 Commercial Ct (Chatham)

AFFORDABLE HOUSING (FORMERLY KNOWN AS PUBLIC HOUSING)

DIRECT DEBIT

Make your rent a priority each month, as the eviction process will be followed to keep tenant accounts paid in full each month per HUD regulations. Those who leave with a balance will be reported to HUD's Enterprise Income Verification (EIV) System. This means those with balances will not be allowed to receive assistance from another housing authority until any past balances are paid in full.

Direct debits will be withdrawn from your account on the **FIFTH (5TH)** of each month. You will not be held responsible for any late fees and save money on checks/money orders and transportation. Enjoy the benefits and savings of utilizing our direct debit program. Direct debit may be utilized on any debit card including Social Security benefit cards. Call Becky to sign up today at **217-753-5757 Ext 227** or visit our website.

INCOME CHANGES

Be sure to report **ALL** household income, including temporary employment, unemployment, child support, social security and/or TANF. In addition, be sure to report any decrease in income, including no income. Income changes for all residents are accepted from **8:30 to 11:30 am or 1:00 to 4:00 pm** on the following days:

August 1, 2, 3, 6, 7, 8, 9, 10, 13, & 24

September 1, 2, 3, 4, 8, 9, 10, 11, 14, & 15

October 1, 2, 5, 6, 7, 8, 9, 13, 14, & 15

Your Occupancy Specialist will verify the total income, including unreported income. Your rental payments will be based on the household's total income. **All income is reported to EIV and SHA will discover any unreported income.**

CHECK YOUR BALANCE ONLINE

To check your current balance, visit our website at www.springfieldhousingauthority.org. The Username is the Head of Household's Last Name. The Password is the Head of Household's last four digits of their Social Security Number. For more information, contact Becky at **217-753-5757 Ext 227**.

LATE FEES

Rent is due on the **FIRST (1ST) day** of the month. If your rent is not received in our office by the **SEVENTH (7TH)**, a \$10 late fee will be added. Residents will receive a 14-Day Notice, which comes with an additional \$15 fee. The 14-Day Notice fee is **NOT** accessed until a resident is served with the 14-Day Notice by the Process Server. If rent is late, residents may receive late fees totaling \$25.

If court proceedings are started for delinquency, chronic delinquency (late twice), or non-compliance, a summons fee will be issued, which ranges from \$40 (in-person service) to \$45 (in-person service unsuccessful). Once court proceedings are initiated, residents **MUST** pay the entire account balance, which includes any charges for the next month. Some examples of charges include (but are not limited to) rent, late fees, maintenance fees, and utilities.

Rent payments are **#1 PRIORITY!!!**

YARD WORK

You are responsible for the exterior of your home and yard. Lawns should be cut and free of any yard waste or debris **at all times**. Failure to maintain the exterior of your home will result in a non-compliance charge in addition to a minimum charge if SHA has to perform maintenance. Any fines assessed by the city will be billed to your SHA account.

WASTE REMOVAL

Please note that regularly scheduled waste pick-up may be delayed due to holidays or weather. To ensure timely pickup, please make sure that your totes are in their designated pickup location prior to 7 AM on your scheduled pickup day. The location must be free of any obstructions as this may cause a delay in service if Republic Services determines that it is not safe. To report a missed pickup, please contact Republic Services at 217-522-7797.

PEST CONTROL

If a Public Housing resident requests pest control but is not ready for treatment when Pest Control arrives at their unit, a \$50 charge will be added to their account for most infestations. However, tenants will be charged \$100 if their unit is not ready for bed bug treatment.

AFFORDABLE HOUSING APPLICATIONS

Applications for Affordable Housing, including Lincolnwood Estates and the Villas at Vinegar Hill, are accepted every **Monday & Tuesday** from **8:30 to 11:30 am or 1:00 to 4:00 pm**. All applications **MUST** be submitted in person. Telephone, mail, internet, and fax applications will **NOT** be accepted. For information on what documents to bring with your application, please visit our website. ****Now Accepted at www.springfieldhousingauthority.org**

WALK-IN HOURS FOR CURRENT RESIDENTS

Walk-In hours for current Public Housing residents are **Wednesdays from 8:30 to 11:30 am or 1:00 to 4:00 pm**.

PH OCCUPANCY SPECIALISTS

AMP 1 & 4
Ext 208

Latina Faulkner
AMP 2 & 7
Ext 257

Te'Era McClain
AMP 3
Ext 217

AMP 6, 8 & 9 (VILLAS)
Ext 256

WALK-IN HOURS FOR TENANTS & LANDLORDS:

Mondays
1:00 - 4:00 pm

Wednesdays
8:30 - 11:30 am
1:00 - 4:00 pm

All other times are by **appointment only**.

NOTE: Paperwork must always be given to your specialist. It **cannot** be dropped off at the front desk.

HCV WAITING LIST IS OPEN

The waiting lists for the HCV Program is open! For more information, visit our website.

HCV SPECIALISTS EFFECTIVE APRIL 1, 2020

Kylie Hagaman
A - C & Mo - O
Ext 282

Hailey Stelivan
D - H & P - Re
Ext 253

Heather Wasilewski
I - Mi & Rh - Ru
Ext 218

Lisa Sloan
S - Z
Ext 281

Sharon Helms
Special Projects
Ext 254



INCOME CHANGES

Income changes for all residents are accepted from **8:30 - 11:30 am** or **1:00 - 4:00 pm** on the following days:

July 1, 2, 6, 7, 8, 9, 10, 13, 14 & 15

August 3, 4, 5, 6, 7, 10 & 11

September 8, 9, 10 & 14

If your income increases or decreases by \$100, you **MUST** report it to your specialist. If you are reporting a new job, you must report it the month following your hire date.

Five (5) paychecks are **NOT** needed to report new income as staff have processes to verify new income.

FAMILY CHANGES

All family members **MUST** be approved by SHA prior to moving in. In the case of birth or adoption of children, you must notify your caseworker. Family composition changes can be requested in person during regular walk-in hours.

30-DAY NOTICES

All tenants interested in moving **MUST** submit a 30-day notice during **walk-in hours** on the **following days only:**

June 24 & 29

July 27 & 29

August 24 & 26



HAP & UTILITY PAYMENTS

All HAP and utility payments are processed during the first five business days of the month. Please wait until **AFTER the FIFTH (5TH) business day** before you call to check on a payment.

ONLINE PAYMENT INFORMATION

Please visit the "Landlord" section of our website to review and confirm electronic payments.

To retrieve your user name, password or ask questions regarding our program, please call **217-753-5757 Ext 219**.

LANDLORD ORIENTATION

Our next new landlord orientation will be on **Monday, August 3, 2020 at 9 am** in our conference room at the Administrative Offices.

LANDLORD REFERRAL PROGRAM

Refer a new landlord who leases to a tenant for at least six months and receive \$50 as part of our new referral program.

Only owners are eligible for this new program, which allows for a maximum of four referrals in a 12-month period.

For more information about this program, call **217-753-5757 Ext 219**.



Jackie L. Newman, Executive Director
200 North 11th Street
Springfield, Illinois 62703

Phone: 217-753-5757
Fax: 217-753-5799
www.springfieldhousingauthority.org

**SHA will be closed
to observe the following holidays:**

INDEPENDENCE DAY

Friday, July 3

LABOR DAY

Monday, September 7

CONGRATULATIONS

**Latina Faulkner, Program Integrity Specialist
2020 Employee of the First Quarter**

PROMOTIONS & NEW POSITIONS

**Tamiko Bilbro, HCV Manager
Latina Faulkner, Program Integrity Specialist
Becky Stehman, AMP 1 Asset Manager**

WELCOME NEW STAFF MEMBERS

Jeremiah Gates, Seasonal Maintenance

