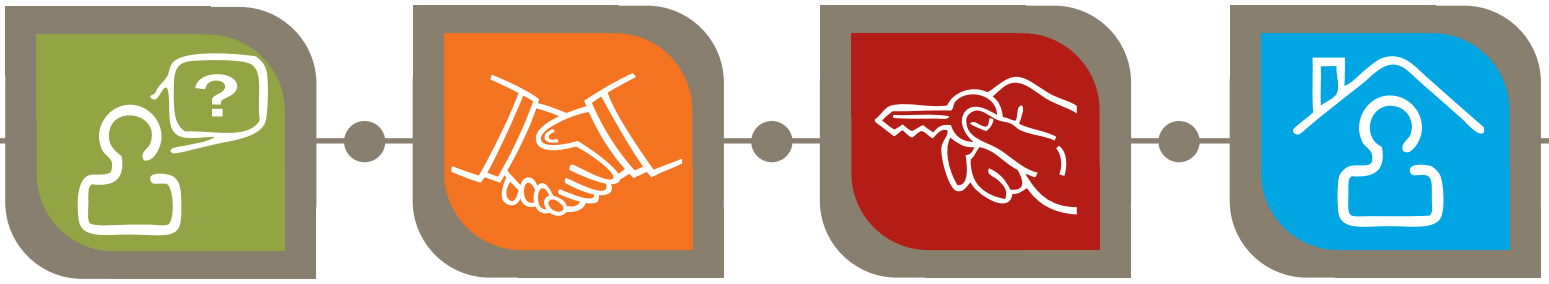


The *Ins* and *Outs* of Porting to Chicago



Effective August 1, 2011, CHA will absorb HCV Program Participants who port in from another Housing Authority. As such, CHA will cover the Participant's Housing Assistance Payment (HAP) and fees associated with administering the voucher.

Starting the Process

Once a Voucher Holder receives approval to move to Chicago under portability, CHA must be contacted and the following documentation submitted by the initial PHA:

- Form HUD-52665
- Copy of the voucher
- Copy of the most recent Form HUD-50058
- Copies of income verification forms
- Copies of family composition documents
- Voucher Holder contact information

CHA Rules and Regulations

CHA is a Moving to Work agency and therefore has the authority to make adjustments to the HCV Program as to establish best practices. Therefore, to ensure efficient processing of all Participants moving to Chicago under portability, listed below are some of CHA's unique policies and procedures that will need to be followed:

- Voucher must have at least 60 days remaining before expiration
- Voucher Holder is subject to eligibility screening criteria before moving to Chicago
- Voucher Holder must attend an HCV Program Briefing prior to receiving a CHA voucher
- Participants have re-examinations every 2 years
- Participants eligible for Utility Re-imbusement Payments (URPs) will receive the funds via a debit card

Once the Voucher Holder signs a lease and a HAP Contract is executed, CHA will notify the initial PHA.

Submit documents to: CHA Housing Choice Voucher Program
Admissions Department - Port In Team
60 E. Van Buren St., 9th Floor
Chicago, IL 60605

Fax: 312-786-6983