



NEW YORK CITY HOUSING AUTHORITY

GUIDE TO SECTION 8 HOUSING ASSISTANCE PROGRAM

REVISED MAY 2008

The Section 8 Housing Assistance program was created by the Housing and Community Development Act of 1974 to assist lower income families in obtaining a decent place to live at a rent that they can afford. Under this program, the New York City Housing Authority pays part of the rent each month for an eligible family, who has been given a Voucher, in accordance with regulations of the United States Department of Housing and Urban Development.

IMPORTANT: No payment or fee should be given to anyone in connection with the preparation, filing or processing of an application for Section 8 Housing Assistance.

UNTIL FURTHER NOTICE: THE NEW YORK CITY HOUSING AUTHORITY IS NO LONGER ACCEPTING SECTION 8 HOUSING ASSISTANCE APPLICATIONS EXCEPT THOSE IN THE THREE EMERGENCY CATEGORIES LISTED BELOW.

1. APPLICANTS REFERRED BY THE DISTRICT ATTORNEY'S OFFICE FOR THE INTIMIDATED WITNESS PROGRAM
2. APPLICANTS REFERRED BY THE ADMINISTRATION FOR CHILDREN'S SERVICES (ACS) FAMILY UNIFICATION AND INDEPENDENT LIVING PROGRAMS
3. VICTIM OF DOMESTIC VIOLENCE

To qualify for the Intimidated Witness category, the application must be referred directly to the Housing Authority from the District Attorney's Office.

To qualify for the ACS's Family Unification Program or Independent Living Program, the application must be referred directly to NYCHA from the Administration for Children's Services.

To qualify for the Victim of Domestic Violence Priority, you must submit the following documentation with your application before it can be placed on the waiting list.

VICTIM OF DOMESTIC VIOLENCE PRIORITY – DOCUMENTATION REQUIREMENTS		
1 document each from category A, B and C is required unless it is a "serious felony"* in which case 1 document each from category A and C. A criminal offense must be classified as either a misdemeanor or felony.		
Primary Documentation - <u>Category A</u>	Secondary Documentation - <u>Category B</u>	Advocacy Letter** - <u>Category C</u>
1 <u>Order of Protection (OOP): Criminal Court</u> documenting a criminal offense of physical violence or threat of violence against victim. [Must be valid at time of application filing, priority upgrade request and day of eligibility interview]. If for a Serious Felony*, no document required from Category B.	<u>Order of Protection (OOP): Criminal Court</u> documenting a criminal offense of physical violence or threat of violence against victim. [OOP may be current or expired but the incident must be no older than 24 months prior to the filing of the application or priority upgrade]. Must name same perpetrator documented in Category A, but must be for a different incident.	Advocacy letter from Social Services Provider/Family Justice Center.
2 <u>OOP Family Court</u> - and a copy of the Family Court Petition indicating alleged physical violence or threat of violence against victim. [Must be valid at time of application filing, priority upgrade request and day of eligibility interview].	<u>OOP Family Court</u> - and a copy of the Family Court Petition indicating alleged physical violence or threat of violence against victim. [OOP may be current or expired but the incident must be no older than 24 months prior to the filing of the application or priority upgrade]. Must name same perpetrator documented in Category A, but must be for a different incident.	Advocacy letter from Hospital Domestic Violence Coordinator or Hospital Social Worker.
3 <u>Police Report (61 Complaint Report)</u> documenting a criminal offense of physical violence or threat of violence against victim [Incident must be no older than 12 months prior to the filing of the application or priority upgrade]. If for a Serious Felony*, no document required from Category B.	<u>Police Report (61 Complaint Report)</u> documenting a criminal offense of physical violence or threat of violence against victim [Incident must be no older than 24 months prior to the filing of the application or priority upgrade]. Must name same perpetrator documented in Category A, but must be for a different incident.	Advocacy letter from Mental Health Provider or Counselor.

VICTIM OF DOMESTIC VIOLENCE PRIORITY – DOCUMENTATION REQUIREMENTS 1 document each from category A, B and C is required unless it is a “serious felony”* in which case 1 document each from category A and C. A criminal offense must be classified as either a misdemeanor or felony.		
Primary Documentation - <u>Category A</u>	Secondary Documentation - <u>Category B</u>	Advocacy Letter** – <u>Category C</u>
4 <u>Police Domestic Incident Report (DIR)</u> documenting a criminal offense against victim [Incident must be no older than 12 months prior to the filing of the application or priority upgrade]. If for a Serious Felony*, no document required from Category B.	<u>Police Domestic Incident Report (DIR)</u> documenting a criminal offense against victim [Incident must be no older than 24 months prior to the filing of the application or priority upgrade]. Must name same perpetrator documented in Category A, but must be for a different incident.	Advocacy letter from one of the five Governmental Agencies listed below: District Attorney’s Office, Administration for Children’s Services (ACS), Human Resources Administration (HRA), Department of Education (DOE), Department of Homeland Security (DHS)
5 <u>In-Patient Hospital Admission Letter</u> (Must use NYCHA form 070.246) documenting domestic violence related injuries against victim. [Incident must be no older than 12 months prior to the filing of the application or priority upgrade].	<u>In-Patient Hospital Admission Letter</u> (Must use NYCHA form 070.246) documenting domestic violence related injuries against victim. [Incident must be no older than 24 months prior to the filing of the application or priority upgrade]. Must name same perpetrator documented in Category A, but must be for a different incident.	
6 <u>Court Dispute Referral Center (CDRC) Letter</u> documenting a domestic violence offense against victim, describes domestic violence incident(s), identify name of abuser and give reason why no OOP was issued and advocate for the relocation of the family. [Incident must be no older than 12 months prior to the filing of the application or priority upgrade].		
7 <u>Letter from either a NY District Attorney, NYPD Detective or District Attorney Complaint</u> Letter must list the criminal offense(s) committed against the victim, indicate that the offense is the result of domestic violence, name the perpetrator and advocate for the relocation of the family. [Incident must be no older than 12 months prior to the filing of the application or priority upgrade].		

**The advocacy letter must be dated within 60 days from the date of the application or priority upgrade request. The advocacy letter must identify the perpetrator, relationship between the victim and abuser, when and where the domestic violence occurred, details of the incident and advocate for the relocation of the family.

SERIOUS FELONY LIST*
NYCHA only considers the 19 Penal offenses listed below as serious felonies which would warrant a document waiver from Category B. Families must still submit 1 document each from Category A and C. The document submitted must specify the penal code

1	120.05	Assault in the 2 nd degree	11	135.25	Kidnapping in the 1 st degree
2	120.07	Gang Assault in the 1 st degree	12	140.25(1b)	Burglary in the 2 nd degree
3	120.10	Assault in the 1 st degree	13	140.30(2)	Burglary in the 1 st degree
4	120.12	Aggravated Assault Upon A Person Less than Eleven Years Old	14	150.20(1ai)	Arson in the 1 st degree
5	120.60	Stalking in the 1 st degree	15	160.10(2a)	Robbery in the 2 nd degree
6	125.25	Murder in the 2 nd degree and Attempted Murder in the 2 nd degree (110-125.25)	16	160.15(1)	Robbery in the 1 st degree
7	130.35	Rape in the 1 st degree	17	215.52	Aggravated Criminal Contempt
8	130.50	Sodomy in the 1 st degree	18	260.32	Endangering the Welfare of a Vulnerable Elderly Person in the 2 nd degree
9	130.67	Aggravated Sexual Abuse in the 2 nd degree	19	260.34	Endangering the Welfare of a Vulnerable Elderly Person in the 1 st degree
10	130.70	Aggravated Sexual Abuse in the 1 st degree			

ALL OTHER SECTION 8 HOUSING ASSISTANCE APPLICATIONS RECEIVED WILL BE DISCARDED.

YOU ARE PROBABLY ELIGIBLE IF:

- You meet NYCHA’s definition of Family. The term “family” as used by the Housing Authority includes the following:
 - a. Two or more persons related by blood, marriage, registered domestic partnership, adoption, guardianship or court awarded custody.
 - b. Two or more unrelated persons living together as a cohesive household group in a sharing relationship.
 - c. A single person. (However, preference will be given to elderly or disabled OR emergency need applicants over single persons who are none of the above).

- Your family meets the Standards for Admission for the Section 8 Housing Assistance Program.
- You and your co-applicant are at least 18 years of age (the co-applicant must be your spouse or partner).
- Your family income does not exceed the limits shown below.

PERSONS IN FAMILY	INCOME LIMITS	PERSONS IN FAMILY	INCOME LIMITS	PERSONS IN FAMILY	INCOME LIMITS
1 Person	\$26,900	5 Persons	\$41,450	9 Persons	\$53,750
2 Persons	30,700	6 Persons	44,550	10 Persons	56,850
3 Persons	34,550	7 Persons	47,600	11 Persons	59,900
4 Persons	38,400	8 Persons	50,700	12 Persons	63,300

APPLYING FOR SECTION 8 HOUSING ASSISTANCE

In order to be considered for Section 8 Housing Assistance, a completed application must be submitted along with documentation that you qualify for one of the emergency categories. Applications for Section 8 Housing Assistance may be picked up from any of the three Borough Applications Offices or you may call the Applications Offices to have an application mailed to you. Completed applications must be mailed to: NEW YORK CITY HOUSING AUTHORITY, Post Office Box 445, Church Street Station, New York, NY 10008-0445. Qualified applications are placed on the Housing Authority’s preliminary waiting list to await an eligibility interview. Within several weeks of our receipt of your application, you will receive an acknowledgment letter.

Applicants are scheduled for eligibility interviews based upon priority and application filing date and the availability of vouchers.

PRIORITIES

Code 0 Applicants referred to the Housing Authority by the New York City Department of Homeless Services (DHS). Municipal employees who are homeless and referred by their representative Union Pursuant to an agreement with the Housing Authority.

Code 1 Applicants referred to the Housing Authority from the Administration for Children’s Services (ACS) under the Family Unification Program.

Applicants referred directly to the Housing Authority from the Administration for Children’s Services (ACS) under the Independent Living Program.

Applicants with a family member cooperating in a criminal investigation/prosecution, where a member of the household has been threatened by a defendant or by a person associated with the defendant. Applicants must be referred directly to the Housing Authority from the District Attorney’s Office. Intimidated Witness applicants will not be permitted to rent an apartment near the residence in which they resided at the time of the incident, and such applicants in Staten Island may not rent in Staten Island.

To qualify for this priority, the applicant must be referred directly to the Housing Authority from the District Attorney’s Office.

Applicants who have suffered serious or repeated abuse from a family member or a person with whom they had, or continue to have, an intimate relationship, and as result of the abuse the victim suffered actual physical injury or the threat of injury and the victim: (a) will continue to suffer abuse if he or she continues to live in the current residence, or (b) has left the residence due to the abuse and is not living in standard permanent replacement housing. Victims of domestic violence will not be permitted to rent an apartment near their residence in which they resided at the time of the abuse, and such applicants in Staten Island may not rent in Staten Island.

Code 2 Applicants who live in hotels or shelters used by the City or whose primary nighttime residence is a place not designed for, or ordinarily used as, a regular sleeping accommodation.

Applicants in the following categories who must leave their current housing within six months and are unable to return to their previous residence:

- Residing in a nursing or adult home
- Hospitalized long-term
- Residing in transitional housing for unwed mothers

Families residing in substandard, doubled up or overcrowded conditions (defined as more than 2 persons per bedroom), including families whose housing creates a rent hardship (more than 50% of family income for rent); families involuntarily displaced.

Code 5 Special Purpose Assistance Program.

Code 9 Applicants who do not qualify for any priority listed above.

ELIGIBILITY PROCESSING

All applicants scheduled for an eligibility interview are asked to appear at the Housing Applications Office. Applicants with a mobility impairment or who have some other type of disability that would make it a hardship for them to appear in person for their eligibility interview, can request that a telephone interview be scheduled. In addition, the Authority makes every effort to provide bi-lingual staff to meet the various language needs of applicants.

At the eligibility interview, the applicant's family size and composition, housing priority, total family income and citizenship/immigration status are determined. If the family is income eligible and all the requested documentation is received, their application is sent to the Applications and Tenancy Administration Department's Screening Unit for a criminal background check of all household members 16 years of age or older. A landlord contact will also be conducted.

If the screening process determines that the family meets the Authority's Standards for Admission, the family is found eligible. The certified application is forwarded to the Leased Housing Department to schedule a Briefing. At the Briefing, the voucher will be issued and the Housing Assistance program explained.

FREQUENTLY ASKED QUESTIONS

WHO SHOULD I CONTACT FOR INFORMATION REGARDING THE STATUS OF MY APPLICATION?

You should call or visit the Applications Office for the borough of your residence for any information regarding our eligibility requirements, the status of your application on our waiting list or the status of your application prior to the forwarding of your application to the Leased Housing Department.

APPLICATIONS OFFICES

BRONX

1 Fordham Plaza, 5th Fl.
Bronx, NY 10458
(718) 329-7859
TDD/TTY (718) 329-7735

BROOKLYN/STATEN ISLAND

350 Livingston Street, 2nd Fl.
Brooklyn, NY 11217
(718) 250-5900
TDD/TTY (718) 222-4113

MANHATTAN/QUEENS

55 West 125th Street, 7th Fl.
New York, NY 10027
(212) 828-7100
TDD/TTY (212) 828-7118

FREQUENTLY ASKED QUESTIONS

WHO SHOULD I CONTACT FOR INFORMATION REGARDING THE STATUS OF MY APPLICATION?

The following are the addresses of the Leased Housing Department's Borough Offices. After your application is certified, you will be contacted by the appropriate office and invited to attend a briefing session to obtain your voucher.

LEASED HOUSING OFFICES

BRONX

1 Fordham Plaza, 3rd Fl.
Bronx, NY 10458
(718) 329-7701

BROOKLYN

350 Livingston Street, 3rd Fl.
Brooklyn, NY 11217
(718) 250-9700

MANHATTAN

55 West 125th Street, 8th Fl.
New York, NY 10027
(917) 492-8900

QUEENS

59-17 Junction Blvd., 2nd Fl.
Corona, NY 11368
(718) 393-7400

STATEN ISLAND

120 Stuyvesant Place, 2nd Fl.
Staten Island, NY 10301
(718) 556-2682

WILL I BE A HOUSING AUTHORITY TENANT IF I AM ACCEPTED FOR THIS PROGRAM?

No. Although you will be receiving a rent subsidy from the Authority, you will enter into a private lease with the owner. Each of you will assume the regular responsibility of tenant and landlord. The Housing Authority must inspect the apartment to determine that it meets required standards. Additional documentation will have to be provided by you and the owner for approval.

MUST I MOVE IN ORDER TO RECEIVE SECTION 8 HOUSING ASSISTANCE?

No. If you have been accepted for the program based on rent hardship and your present housing and lease are approved by the Housing Authority, you may receive Section 8 Housing Assistance in your present apartment. Of course, your landlord must be willing to enter the Section 8 Housing Assistance Program in order for this to take place.

IF I AM TO RECEIVE SECTION 8 HOUSING ASSISTANCE, IS THERE ANY LIMIT ON THE RENT OF AN APARTMENT THAT I MAY LEASE?

Under the Housing Choice Voucher Program, there is no limit on the rent for an apartment that you may lease, provided it is reasonable. However, the amount of the subsidy that the Authority can pay is fixed, and remains the same, regardless of the actual rent for the apartment. The remainder of the rent must, in all cases, be paid by you. However, the tenant share of rent cannot exceed 40% of the family's adjusted gross income.

VOUCHER PAYMENT STANDARDS EFFECTIVE 10/1/2007

0 BEDROOMS	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$1,095	\$1,185	\$1,318	\$1,621	\$1,823	\$2,096	\$2,370

WHAT PROPORTION OF MY INCOME WILL I BE REQUIRED TO PAY AS RENT IF I QUALIFY FOR THE SECTION 8 HOUSING ASSISTANCE PROGRAM?

If the rent for the apartment (including gas and electric) is exactly the Payment Standard for the size voucher you receive, you will pay exactly 30% of your income, after deductions, for rent. The Housing Authority subsidy remains fixed in all cases. Therefore, if the rent for the apartment with gas and electric is more than the Payment Standard, you will have to pay more out of your own pocket and your share of rent will be greater than 30% of your income after deductions. In no case can the tenant's share of rent be less than 30% or greater than 40% of adjusted gross income.

The allowable deductions are:

- A. \$480 for each dependent other than the co-applicant, who is under 18 years of age, or is a disabled person or handicapped person as defined by law, or a full-time student.
- B. \$400 for an elderly family, which is a family whose head or co-applicant is either 62 years of age or older, or disabled or handicapped as defined by law, regardless of age.
- C. Medical/Dental Expenses that are not reimbursed for any elderly family, including disabled or handicapped regardless of age, that are in excess of 3% of Annual Income.
- D. Disability Assistance expenses in excess of 3% of Annual Income that are not reimbursed to cover care attendants and auxiliary apparatus for any disabled or handicapped family member, to the extent these expenses are necessary to enable a family member (including the disable person) to be employed.
- E. Child Care Expenses for care of children under 13 years of age that allows a parent or guardian to attend school, work or seek employment.

Families receiving Public Assistance will be required to pay Public Assistance Scheduled Rent or 30% of total income after deductions, whichever is higher.

All families must pay at least 10% of gross income for rent if it is greater than the amount they would have to pay based on 30% of total income **after deductions**.

**WHAT ABOUT FUTURE INCREASES IN CONTRACT RENT FROM THE LANDLORD?
WHO WILL PAY FOR THESE?**

Under the Housing Choice Voucher Program, the Housing Authority is permitted to give yearly increases in subsidy to help the family pay for increases in contract rent by the landlord. However, this increase in subsidy may be more than or less than the actual increase in the contract rent for your apartment. Of course, your subsidy will also change each year as your income changes.



HOUSING DISCRIMINATION IS AGAINST THE LAW

It is the policy of the New York City Housing Authority to provide equal housing opportunities for all qualified applicants and residents. In the selection of families and in the provision of services, there shall be no discrimination against any person on the grounds of race, color, religion, national origin, sex, sexual orientation, age, familial status, marital status, partnership status, military status, disability, lawful occupation, alienage or citizenship status, or on the grounds that a person is a victim of domestic violence, or stalking. This policy also prohibits retaliation.

In New York City, it is against the law to discriminate against people with disabilities. The law treats AIDS as it does any other disability. This means you are protected by the law:

- if you have AIDS
- if you are HIV-infected
- if you have an HIV-related disease
- if other people think any of the above is true about you

