

Portability Requests

Our portability request form is located in our office lobby or can be sent mail or email, by request. As a reminder, portability is the process of 'taking' your voucher from one housing authority location to another. It is important to determine whether the new housing authority is 'absorbing', or taking your voucher, or 'billing', where we still hold your voucher and the housing authority bills us for payment. It is important to note, some housing authorities have higher payment standards and we may not be able to afford the difference in payment. Please contact Benjamin if you have interest in porting.

Recertifications

The HCV department is required to recertify your rent on an annual basis. We have had some difficulties obtaining documentation from participants during the recertification process. We send the recertification packets out more than 90 days prior to the effective date and provide plenty of time for the information to be returned to the office. Below are a couple of pointers to expedite the process:

- Keep bank statements when distributed by the bank
- Keep receipts of all out-of-pocket medical expenses; contact your pharmacy for printouts of payments
- Contact Social Security early to obtain your benefits letter
- Provide court documentation for any child support arrangements
- Print out the unemployment benefit rate from their online website

For any assistance in the recertification process, please contact Shelly.

COVID-19 Update

We are committed to operating in compliance with COVID recommendations and regulations. I am available to meet in person with participants. However, I can also easily be contacted through email at bcook@hawcmd.org or by phone at 301-791-3168, ext. 225. The office is currently open and we are not mandating the use of masks for individuals who have been vaccinated, per guidelines. Should you have any questions about COVID policies, please visit Maryland at <https://coronavirus.maryland.gov/> or HUD at <https://www.hud.gov/coronavirus>.

Administrative Plan Changes

HAWC HCV policies are contained within our Administrative Plan, or 'Admin Plan'. A copy of the Admin Plan can be found on the HCV page on our website www.hawcmd.org. We are required to review and update our plan annually. We performed our review in March 2021 and all changes went into effect July 1, 2021.

HCV Contact Information:

Shelly Crate

Administrative Assistance

301-791-3168, ext. 206

scrate@hawcmd.org

Benjamin Cook

HCV Program Supervisor

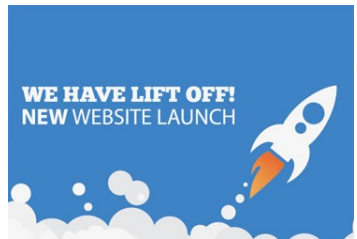
301-791-3168, ext. 225

Allison Palmer

FSS Coordinator

301-791-3168, ext. 205

apalmer@hawcmd.org



HAWC Website

We have a new website!
Please visit **hawcmd.org**
for information.



As a reminder...

Guest Policy

A "Guest" shall be defined as a person that spends more than two consecutive nights in the unit, no more than one time per month, and no more than 14 cumulative days in any 12-month period, without prior written approval from the landlord and from the Housing Authority.

Absence from Unit

Notify the Housing Authority in writing of any absence from the rental unit by *any* family member for 30 consecutive calendar days or more.

Intent to Move

If you wish to move with your voucher, please complete the notice of intent to move from, have your landlord sign it, and provide proper notice per your lease agreement