

added to the list. The MCHA will mail all applicant families a letter requesting that they contact the Housing Authority within 21 days. If an applicant family does not respond, or a letter is returned as undeliverable, the household will be sent a second letter indicating that they have been removed from the waiting list and have 14 days to dispute the decision. Those applicant families that respond to the letter(s) within the allotted timeframe will have a criminal background check run on all family members 17 years of age or older. Applicant families will then be scheduled to attend an orientation, followed by an eligibility determination meeting with a housing specialist.

Those persons that contact the Housing Authority within 45 days after their name is pulled and claim they did not receive their notifications letters will be given the opportunity to provide third party documentation proving extenuating circumstances such as hospitalization, family emergencies, etc.

The following families will not be considered part of the waiting list and will be handled as defined herein:

Portability families from another jurisdiction holding a valid Voucher.

Families "targeted" by HUD to receive a special type of Voucher.

Transfers from the McHenry County Housing Authority Public Housing program. Transfers will only be permitted if the public housing unit is either too large or too small for the family size.

### *C. Establishing Preferences*

In accordance with the Quality Housing and Work Responsibility Act of 1998, the MCHA has ended federal preferences. A local preference for people living or working within McHenry County was established March 18, 1996. Preferences will be determined and verified when an applicant reaches the top of the waiting list. Local residency preferences must be met until admission to the program (HAP Contract signing). Vouchers will be rescinded if an applicant family's change in circumstance results in them no longer meeting MCHA's local residency preferences. The only exception will be for applicants who, due to HUD's Income Targeting Requirements, moved out of McHenry County after initially reaching the top of the waiting list and being determined over income for immediate assistance. For these applicants, if documentation can be provided to show that the family was living in McHenry County when they reached the top of the waiting list, they will still be treated as meeting the local residency preference.

MCHA will allocate up to 10 housing choice vouchers to operate a "Moving On" program. It will open a separate waiting list with a preference for individuals and

families transitioning from Permanent Supportive Housing units of a McHenry County Continuum of Care agency. Only applicants meeting this preference will be placed on the Moving On waiting list.

MCHA will allocate 5 housing choice vouchers to operate a “Housing First” program. It will open a separate waiting list with a preference for homeless individuals and families that are working with Thresholds, a McHenry County Continuum of Care agency that provides housing and mental health services for homeless families and individuals. Only applicants meeting this preference will be placed on the Housing First waiting list.

In order to prove residency in McHenry County, applicant families may be required to provide current leases or mortgage statements, utility bills, social security information, DHS assistance, school records and other third party documentation. If an applicant family is homeless, they must be working with a local McHenry County homeless agency or social service agency who can verify their status as McHenry County residents and will certify that the family is utilizing their services. Any member of an applicant family who is working or who has been notified that they are hired to work in McHenry County will be treated as meeting the local preference.

An applicant family must lease in McHenry County for one year unless they can prove they have been residents of McHenry County when their name is reached on the waiting list. . If an applicant family is homeless or simply working in McHenry County, they cannot utilize portability until the second year of participation.

#### *D. Households without Local Preference*

Those households not qualifying for a local preference will be retained on the waiting list according to date by submitting a written request to that effect. A notice to those households will be sent whenever a purge of the waiting list is being done to determine continued interest in remaining on the MCHA waiting list. If the applicant begins living or working within McHenry County, and establishes this with proper documentation and verification, they will be incorporated into the regular waiting list at the original date of the pre-application. If the original date of the pre-application puts the family at the top of the waiting list, and vouchers are available, the applicant family’s pre-application will be processed immediately.

MCHA will contact households that have been pulled from the waiting list and have passed the criminal background check, the EIV verification and appear to be eligible for assistance, to schedule a Housing Choice Voucher briefing. All members of the household 18 years and older must attend a briefing prior to receiving assistance. The household will be given two opportunities to attend a scheduled briefing. If the household fails to attend the scheduled briefing without a verifiable valid excuse, the