

Please remind your participants that when they port into another jurisdiction, they must comply with that PHA's policies and procedures. We complete an issuance briefing for all incoming ports to educate them on our policies and procedures.

Once a family submits the RFTA, the HAB will process the unit to see if it eligible according to rent reasonableness and 40% rule requirements. If the unit passes the above eligibility we will conduct an HQS inspection. The subsidy begins the latter of the day the unit passes HQS or the date the family takes possession of the unit. If the family moves into the unit prior to it passing HQS, they are responsible for 100% of the rent to owner until such time the unit passes HQS.






Please advise your families who are porting to our jurisdiction to contact our office **prior** to leaving your jurisdiction to schedule an appointment to be briefed on our policies and procedures, and to receive qualification sheets to begin their unit search.

Families must also bring to their appointment documentation for any changes to the 50058 in order for HAB to determine RFTA eligibility.

The HAB's Section 8 Occupancy Specialists are very busy and therefore, we do not accept "walk-ins". Families **MUST** call and schedule an appointment.

Failure to make prompt contact with our office may affect the family's ability to request an extension and lease in our jurisdiction.

OTHER HELPFUL HINTS

-  The receiving PHA always completes Part II-A of 52665.
-  The PHA must attach current HUD 50058 whenever the receiving PHA completes items 3 or 4 of 52665.
-  Part II-B is completed by the receiving PHA whenever:
 - The family fails to submit RFTA prior to expiration
 - The receiving PHA absorbs the family.
 - The receiving PHA executes a HAP contract.
 - The HAP amount changes.
 - The HAP payment to the landlord has been abated.
 - The family has been terminated from the program.
 - The HAP contract terminates—please ensure # 7 is completed.
-  Please advise your porting clients that HAB will conduct screenings of all adult household members and may deny admission or terminate assistance according to its policies.
-  At any time, either the initial or receiving PHA may make a determination to deny or terminate assistance to the family in accordance with 24CFR 982.552 and 982.553.

BILLING

Please note, Part II-B of the 52665 **MUST** be completed and **MAILED** by the receiving PHA **within 10 working days** from the date a HAP Contract is executed on behalf of the family or from the date of the change in the family status or billing amount. If the HAB verifies the mailing occurred after 10 days of such action, our agency will consider the family absorbed by your agency and will notify your agency. HAB pays all billings within 30 days of receiving a statement and monthly thereafter. Please contact us immediately if you do not receive a payment within these time frames.

HAB'S SECTION 8 HOUSING CHOICE VOUCHER PORTABILITY BROCHURE

"The Housing Authority Will Assist You In Making Portability An Easy Transition For Your Agency And Your Portability Family"

Housing Authority of Billings

2415 First Avenue North

Billings, MT 59101

Phone: (406) 245-6391 Fax: (406) 245-0387

Montana Relay 711


"The Housing Authority of Billings does not discriminate on the basis of color, sex, religion, disability, race, familial status or national origin."





HAB'S PORTABILITY PROCEDURES


Welcome to the Housing Authority of Billings' Portability Program. As the largest city in the state of Montana, we are striving to make portability moves as simple as possible. Your agency can assist by remembering to comply with HUD's portability regulations—24 CFR 982.353 & 982.355.


We realize that portability can be an administrative burden for most PHAs and we hope this brochure will assist your staff, as it relates to families porting into our jurisdiction. This educational brochure is a valuable tool for both staff and portability families. Please review this brochure and share its contents with potential clients and staff "prior" to submitting portability documents to our Section 8 Occupancy Specialists.

 The clients must notify its PHA (initial) that they wish to exercise portability and port their assistance to the receiving PHA.


 The caseworker of the initial PHA must approve the port according to its Administrative Plan and HUD regulations. Please note that participants who move out of their unit in violation of a lease should not be afforded the portability options.


 HUD requires the initial PHA to determine income eligibility for the area the family is requesting to port into, when the family has not been under a Section 8 tenant based lease prior to porting out.


 The initial PHA must notify the receiving PHA promptly of clients intent by mailing or faxing the most recent 50058 and 52665. Part I of the 52665 must be completed, along with a current voucher, income information that matches the 50058, photocopies of social security cards for all family members that have been issued one, a copy of picture ID for all adult household members and birth certificates for all household members. If the family is a Family Self-Sufficiency Participant, that information should also be forwarded.


 If the family is adding another adult to their household, please process this prior to approving portability and ensure this person is

on the 50058.

 Before the family leaves your jurisdiction, they should call the HAB to ensure that their paperwork has been received. The HAB staff will schedule an appointment with your client. The client **MUST** call for an appointment and arrive on time. Since they are new to the area, please remind them to allow time to locate our office and parking. All parking for our office is metered parking. Clients who are more than **10 minutes late, will be rescheduled.**

 HAB will issue a voucher to the family according to our occupancy standards. The voucher will not expire prior to the initial PHA's expiration date. Our jurisdiction has an extremely low vacancy rate and it is hard for some families to lease up. We respectfully request that your agency not issue vouchers for more than 60 days to participants porting into our jurisdiction.

 HAB will issue extensions according to its policies. We require clients to produce log sheets to document unit search efforts and request an extension prior to expiration of voucher. The initial PHA cannot give extensions pursuant to 24CFR 962.355.

 HAB will promptly notify your PHA when the family leases a unit or if their voucher expires. **Our agency currently absorbs all incoming ports.**