

PHELPS COUNTY



**Public
Housing
Agency**

Equal Opportunity Housing Agency
Serving Crawford, Dent, Gasconade,
Maries, Phelps and Washington Counties

Administered By:

Meramec Regional Planning Commission
#4 Industrial Drive
St. James, Missouri 65559
573-265-4200
Fax 573-265-3550
Hearing Impaired TDD Users
Call Relay MO First 1-800-735-2966

HOUSING CHOICE VOUCHER PROGRAM

WHAT IS THE HOUSING CHOICE VOUCHER PROGRAM?

The Phelps County Public Housing Agency (PHA) through the Department of Housing and Urban Development (HUD) Housing Choice Voucher program, can help pay rent for very-low income renters so that they can live in decent, safe and sanitary housing.

The rental assistance is based on your income. Generally, you will pay 30 percent of your income towards the rent and utilities. You will not pay more than 40 percent of your income at the initial lease signing.

WHERE DOES THE PHA PROVIDE THESE SERVICES?

The Phelps County PHA serves the counties of Crawford, Dent, Gasconade, Maries, Phelps and Washington and their cities, except the city of Rolla.

HOW DOES THE PROGRAM WORK?

You will need to fill out an application for the waiting list. When you meet all the eligibility requirements, you will be placed on a waiting list for the county you live in, by the date and time of your application. If you live outside of our jurisdiction, you must specify what county you want to live in.

When funds become available, you will receive a letter, and you must reply within the time specified. An appointment will be scheduled for you to receive your Voucher. Once you have your Voucher, you will have 120 days to locate a unit.

When you find an eligible unit, we will inspect it to make sure it meets HUD Housing Quality Standards (HQS). If the unit passes inspection, an appointment will be scheduled to complete the lease paperwork. If the unit does not pass inspection, we will give the landlord time to bring the unit up to HQS.

HOW TO APPLY:

You can apply in person for the Voucher program at the MRPC office at #4 Industrial Drive, St. James, Missouri 65559, on the first and third Wednesday from 8 a.m. to 4 p.m. All adult household members must sign the application and all paperwork.

Applications are accepted at the Washington County Public Library Basement, 235 E. High, Potosi, Missouri, on the second Tuesday from 9 a.m. to 11 a.m.

Chairman Leo Sanders, Crawford County
Marvin Wright, Washington County

Bonnie Prigge, Executive Director

Advisory Board Members
Vice-Chairman Darrell Skiles, Dent County
Ray Schwartze, Maries County

Linda Hollandsworth, Housing Program Manager

Secretary Larry Miskel, Gasconade County
Randy Verkamp, Phelps County

Regular office hours are Monday through Friday, 8 a.m. to 12 noon and 1 p.m. to 4 p.m. The office is closed on Saturday, Sunday and Holidays.

You may print the application from the PHA website, www.meramecregion.org/phelpscopha
Once you print and fill out the application, you must personally bring it into the office to be submitted.

WHO IS ELIGIBLE FOR THE ASSISTANCE?

- You must be able to locate housing within the six counties served by the PHA
- Your income must be under the HUD income limit, listed below.

Income Limits Effective 04-14-2017								
	Number of Family Members							
	1	2	3	4	5	6	7	8
Crawford, Dent and Washington	\$17,800	\$20,350	\$22,900	\$25,400	\$27,450	\$29,500	\$31,500	\$33,550
Gasconade	\$19,850	\$22,650	\$25,500	\$28,300	\$30,600	\$32,850	\$35,100	\$37,400
Maries	\$19,150	\$21,900	\$24,650	\$27,350	\$29,550	\$31,750	\$33,950	\$36,150
Phelps	\$19,350	\$22,100	\$24,850	\$27,600	\$29,850	\$32,050	\$34,250	\$36,450
Sullivan, Crawford County	\$26,100	\$29,800	\$33,550	\$37,250	\$40,250	\$43,250	\$46,200	\$49,200

- Each household member must be a citizen of the United States of America or a legal alien.
- Head of Household must be at least 18 years old. Some exceptions may apply.
- Other requirements may apply to your household.

WHO IS NOT ELIGIBLE FOR THE PROGRAM?

- A household member who has been involved in drug related and/or violent criminal activity within the past three years
- A household member who is subject to a lifetime registration requirement under a state sex offender registration program
- A household member who has been convicted of manufacturing methamphetamine in the past 5 years
- Someone who has interest in the rental property
- A household member who has left the Voucher program in bad standing within the past year
- A household member who owes any housing agency, Rural Development, MHDC apartment complex money or former Section 8 landlord
- Other restrictions may apply

WHAT ARE THE REQUIREMENTS A RENTAL UNIT MUST HAVE TO QUALIFY FOR RENTAL ASSISTANCE?

You can rent a single family house, apartment, duplex or mobile home, but it must qualify for the rental assistance program and comply with Housing Quality Standards. A complete list of common failing items is available upon request or may be viewed on the website www.meramecregion.org/phelpscopha. Voucher holders will receive a copy of the common problem list at the briefing session.

WHEN WILL THE RENT START?

The effective date of the Housing Assistance Payments Contract will be determined as follows: If the unit passes inspection and all of the paperwork is completed by the 15th of the month, the assistance will be prorated for that month; if the unit passes and/or the paperwork is completed after the 15th of the month, the assistance will start at the first of the next month. The rental assistance checks are sent the second working day of the month. For new units that pass inspection within the last ten days of the month, the first check will be sent one month in arrears.

HOUSING AGENCY DISAPPROVAL OF OWNER

24 CODE OF FEDERAL REGULATIONS §982.306 (d) states: The HA must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.

VIOLENCE AGAINST WOMEN ACT (VAWA)

VAWA provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. If you otherwise qualify for assistance under Housing Choice Voucher Program, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

EQUAL OPPORTUNITY HOUSING AGENCY

The Phelps County Public Housing Agency is an Equal Opportunity Housing Agency serving Crawford, Dent, Gasconade, Maries, Phelps and Washington Counties, with the exception of the City of Rolla, which has its own Housing Authority.

REASONABLE ACCOMMODATION

If you or anyone in your family is a person with disabilities who requires a specific accommodation to fully utilize our programs and services, please contact Linda Hollandsworth at 573-265-4200.

DIRECTIONS:

From I-44 - take exit #195 at St. James and go south on Hwy 68. Turn left on Rt. KK. Go 7/10th of a mile. Turn left on Springfield Road. Turn right on Industrial Drive.

From the south - take Hwy 68 to St. James, after crossing the railroad tracks, turn right at the stoplight onto Rt. KK. Go 7/10th of a mile. Turn left on Springfield Road. Turn right on Industrial Drive.

The PHA is located in the Meramec Regional Planning Commission building, the fourth building on the right. Please use the south entrance.

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Administered By:

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Hearing Impaired TDD Users
Call Relay MO First 1-800-735-2966

Your application date is _____.

Assistance is granted on a first come, first serve basis. There are no preferences.

A letter will be sent to the address on your application as soon as we are able to assist you. There is a 10 business day deadline to respond to the assistance letter. You must conduct a phone interview by the deadline specified in the letter. Be sure to check your mail often and call us as soon as you receive the letter. If your mail is going to a message address notify the recipient that the letter is extremely important.

You are required to attend a group briefing session. We MUST have birth certificates, social security cards, verification of all income and assets for ALL family members in order to issue you a voucher. Copies of State issued birth certificates or hospital records that have been signed by a doctor or nurse, will be accepted. Missouri birth certificates can be obtained for \$15 at your local health department. We have applications available for birth certificates in other states or you may go to www.cdc.gov. If you need to send off for a birth certificate do so immediately, as these can take 2-3 months to receive. Receipts will not be accepted.

Social Security cards must be the original card issued by the Social Security Administration. No metal or plastic cards will be accepted. Cards must be in the current name of each family member. Any cards for household members 18 and older must be signed. Receipts will not be accepted.

Please call our office to update any change of address, household status, or income information. Do not call our office to inquire about your position on the waiting list. We are not able to give out this information.

You may not enter into a lease without verifiable income. Failure to report all income is considered fraud. Your income will be computer matched with the HUD Enterprise Income Verification (EIV) system. You must disclose all sources of income, including earnings for cash.

Only those listed on the original application are eligible for assistance unless the member to be added is a spouse, child, or foster child of the head of household. Marriage license or proof of custody must be provided.

I understand any false information stated, will result in immediate cancellation of rental assistance, and being banned from the waiting list for one year. The PHA will complete a check for a lifetime history of drugs, violence, previous housing and the National Sex Offender Registry.

I certify that I have read and understand all of the above information. I also certify that failure to comply with any of the above requirements will cause my application to be pulled, at which time I will need to reapply and be placed on the bottom of the waiting list.

Signature: _____

Date: _____

Signature: _____

Date: _____

Chairman Leo Sanders, Crawford County
Marvin Wright, Washington County
Advisory Board Members
Vice-Chairman Darrell Skiles, Dent County
Ray Schwartz, Maries County
Bonnie Prigge, Executive Director
Linda Hollandsworth, Housing Program Manager
Secretary Larry Miskel, Gasconade County
Randy Verkamp, Phelps County

PHELPS COUNTY PHA PRE-APPLICATION

*You must answer every question or write N/A if something does not apply to you.
Penalty under law if fraudulent information is given.*

For Office Use Only

D _____ T _____ VR Size _____ C _____ County you live in _____

Head of Household Name _____ SS# _____

Maiden and other married names _____

Co-Head/Spouse Name _____ SS# _____

Maiden and other married names _____

Physical Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (_____) _____ Home – Cell – Message _____ Name _____

Phone (_____) _____ Home – Cell – Message _____ Name _____

Head of Household email _____

Present Monthly Rent \$ _____ How long have you lived at this address? _____ Years _____ Months

Current Landlord's Name: _____

List all persons including yourself, who will live in the rental unit while you are on the program. List yourself first as head of household. If pregnant, list as unborn child and expected date of delivery.

First, Middle and Last Name	Date of Birth	Relationship	Soc Sec Number	Sex	Age	Race	Disabled? Y or N	Citizen? Y or N
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_____	_____	Self	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Do you have legal physical custody of all dependents in your household? Yes No N/A

Race Codes: White-W, Black-B, Asian-As, American Indian-AI, Alaskan-AL, Hawaiian or Pacific, HP, Hispanic or Latino-His

For Office Use Only	SS _____	EIV _____	TPI _____	MLS _____
	SO _____	CN _____	OHA _____	

Failure to report all income is considered fraud. Your income will be computer matched with the HUD Enterprise Income Verification (EIV) system. You must disclose all sources of income, including earnings for cash.

Employment (Income from other sources, see below) List all full and/or part time employment for all household members (except children under 18). Include self-employed earnings and work completed for cash.

<u>Household Member</u>	<u>Date of Hire</u>	<u>Gross Earnings</u>	Do you receive checkstubs? _____
_____	_____	\$ _____ per hour	Hours per week _____

Employer Name and Address _____

<u>Household Member</u>	<u>Date of Hire</u>	<u>Gross Earnings</u>	Do you receive checkstubs? _____
_____	_____	\$ _____ per hour	Hours per week _____

Employer Name and Address _____

Other Sources of Income: (Examples: TANF, Social Security, SSI, pensions, disability compensation, unemployment compensation, interest, alimony, child support, annuities, dividends, income from rental property and money given to you by relatives and/or friends.)

<u>Household Member</u>	<u>Source</u>	<u>Amount</u>	
_____	_____	\$ _____	Per _____
_____	_____	\$ _____	Per _____
_____	_____	\$ _____	Per _____
_____	_____	\$ _____	Per _____

If someone in your household is receiving child support, is it paid through the MO Family Support Center?
 If no, how is child support paid to you? _____ N/A Yes No

Are any adults attending high school or college/university? Yes No

Does any household member pay for child care expenses while employed or in school? Yes No
 If yes, cost per week \$ _____ or per month \$ _____

Bank Account Bank Name _____	Type of account Checking or Savings	Amount _____
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Bank Account Bank Name _____	Checking or Savings	Amount _____
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Certificate of Deposit Bank Name _____	Amount _____
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Does any household member own any stocks and/or bonds? Yes No
 If yes, what is the value \$ _____

Does any household member own real estate (house, trailer, acreage)? Yes No
 If yes, what is the value? _____ If financed, amount owed against property \$ _____

Has any household member sold, disposed, given away or turned over in a divorce, any property (house, mobile home, real estate, etc) in the past two years? Yes No
If yes, when. _____

Has any household member had any property foreclosed in the past two years? Yes No
If yes, when. _____

Does any household member have a Whole Life Insurance Policy? Yes No
If yes, cash-in value of policy \$ _____ Name of Insurance Company _____

Has any household member committed, been involved with, charged with, or convicted of any violent criminal activity in the past three years? This includes SIS and SES. Yes No
If yes, state household member's name, charges and dates _____
Location of crime – City _____ County _____ State _____
If yes, state household member's name, charges and dates _____
Location of crime – City _____ County _____ State _____

Has any household member committed, been involved with, charged with, or convicted of any drug-related criminal activity in the past three years? This includes SIS and SES. Yes No
If yes, state household member's name, charges and dates _____
Location of crime – City _____ County _____ State _____
If yes, state household member's name, charges and dates _____
Location of crime – City _____ County _____ State _____

Has any household member been involved with, charged with, or convicted of manufacturing meth in the past five years? This includes SIS and SES. Yes No
If yes, state household member's name, charges and dates _____
Location of crime – City _____ County _____ State _____
If yes, state household member's name, charges and dates _____
Location of crime – City _____ County _____ State _____

Has any household member, ever in their life, manufactured meth in federally assisted housing? Yes No
If yes, list household member's names _____

Does any household member have a warrant for arrest? Yes No
If yes, list household member's name and location(s) _____

Is any household member subject to a lifetime registration requirement under a state sex offender registration program? Yes No

Does any child age 6 or under have an Elevated Blood Lead Level? Yes No
Name of child(ren) with Elevated Blood Lead Level _____

Do you or anyone in your family have a disability that requires a specific accommodation in order to fully utilize our services? Yes No
If yes, list family member names that requires an accommodation _____

Has any household member ever participated in a rental assistance program through HUD Voucher, Section 8, Public Housing, MHDC or Rural Development? Yes No
Name of Agency/Apartment _____ Phone _____
Agency Address _____
County unit located in _____ Move-out Date _____
What name(s) did you receive rental assistance under? _____

Name of Agency/Apartment _____ Phone _____
Agency Address _____
County unit located in _____ Move-out Date _____
What name(s) did you receive rental assistance under? _____

Has any household member ever lived in an income-based apartment complex? Yes No
Name of Apartment _____ Phone _____
Address _____
County unit located in _____ Move-out Date _____
What was your name when you lived in unit? _____

Name of Apartment _____ Phone _____
Address _____
County unit located in _____ Move-out Date _____
What was your name when you lived in unit? _____

Did someone help you complete this application? Yes No
If yes, name of person _____
Agency _____

Elderly and Disabled Households Only

Does anyone in the household receive Medicare Benefits? Yes No
If yes, amount of monthly premium \$ _____
Does any household member pay for MO Healthnet (Medicaid)? Yes No
If yes, how much? \$ _____

I/we, do hereby authorize the Phelps County PHA, and its staff, to contact any agencies, offices, groups, or organizations, to obtain any information or materials which is deemed necessary to complete my application. All application information is true and complete to the best of my knowledge. I understand any false information stated, will result in immediate cancellation of rental assistance, and being banned from the waiting list for one year.

Signature: X _____

Date X _____

Signature: _____

Date _____

PHA Representative _____

Authorization for the Release of Information/ Privacy Act Notice

to the U.S. Department of Housing and Urban Development (HUD)
and the Housing Agency/Authority (HA)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB CONTROL NUMBER 2501-0014

exp. 07/31/2017

PHA requesting release of information; (Cross out space if none)
(Full address, name of contact person, and date)

Phelps County PHA
#4 Industrial Drive
St. James, MO 65559

573-265-4200

IHA requesting release of information: (Cross out space if none)
(Full address, name of contact person, and date)

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

_____	_____	_____	_____
Head of Household	Date		
_____	_____	_____	_____
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
_____	_____	_____	_____
Spouse	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent:

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

Authorization for the Release of Information

Purpose: The U.S. Department of Housing and Urban Development and the named organization may use this authorization and the information obtained with it, to administer and enforce program rules and policies.

Organization Requested To Provide Information

Date of Request: _____

Organization Requesting Information:

Phelps County PHA
#4 Industrial Drive
St. James, MO 65559
573-265-4200
573-265-3550 Fax

Who May Release Information:

Any individual or organization, including any governmental organization may be asked to release information. Some examples include, but are not limited to:

Banks and Other Financial Institutions

Sex Offender Registration

Prosecuting Attorney Offices

Employers, Past and Present

Providers of:

Alimony, Childcare, Child Support, Credit, Handicapped Assistance, Medical Care, Pensions/Annuities, Schools & Colleges, U. S. Dept. of Veterans Affairs, Utility Companies, Welfare Agencies, Health Dept.

Other: _____

Courts

Law Enforcement Agencies

Credit Bureaus

Landlords

Inquiries May Be Made About:

Child Care Expense, Credit History, Criminal Activity, Family Composition, Employment, Income, Pensions, & Assets, Federal, State, Tribal, or Local Benefits, Handicapped Assistance Expenses, Identity and Marital Status, Medical Expenses, Social Security Numbers, Residence & Rental History

Other: _____

Authorization: I authorize the release of any information (including documentation and other materials) pertinent to eligibility for or participation under any of the following programs: Section 8 Housing Choice Voucher Program

I authorize the named organization and/or HUD to obtain information about me or my family that is pertinent to eligibility for participation in assisted housing programs.

I authorize only HUD or a Public Housing Agency to obtain information on wages or unemployment compensation from State Employment Securities Agencies.

Conditions: I agree that photocopies of this authorization may be used for the purposes stated above.

If I do not sign this authorization I understand that my housing assistance may be denied or terminated.

X
Signature of Head of Household _____ Date _____

X
Printed Name _____

X
Social Security # _____

Signature of Spouse or Other Adult _____ Date _____

Printed Name _____

Social Security # _____

Signature of Other Adult _____ Date _____

Printed Name _____

Social Security # _____

Signature of Other Adult _____ Date _____

Printed Name _____

Social Security # _____

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants



SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

	
Signature of Applicant	Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

PHELPS COUNTY



**Public
Housing
Agency**

Equal Opportunity Housing Agency
Serving Crawford, Dent, Gasconade,
Maries, Phelps and Washington Counties

Administered By:

Meramec Regional Planning Commission
#4 Industrial Drive
St. James, Missouri 65559
573-265-4200
Fax 573-265-3550
Hearing Impaired TDD Users
Call Relay MO First 1-800-735-2966

Your application date is _____.

Assistance is granted on a first come, first serve basis. There are no preferences.

A letter will be sent to the address on your application as soon as we are able to assist you. There is a 10 business day deadline to respond to the assistance letter. You must conduct a phone interview by the deadline specified in the letter. Be sure to check your mail often and call us as soon as you receive the letter. If your mail is going to a message address notify the recipient that the letter is extremely important.

You are required to attend a group briefing session. We **MUST** have birth certificates, social security cards, verification of all income and assets for **ALL** family members in order to issue you a voucher. Copies of State issued birth certificates or hospital records that have been signed by a doctor or nurse, will be accepted. Missouri birth certificates can be obtained for \$15 at your local health department. We have applications available for birth certificates in other states or you may go to www.cdc.gov. If you need to send off for a birth certificate do so immediately, as these can take 2-3 months to receive. Receipts will not be accepted.

Social Security cards must be the original card issued by the Social Security Administration. No metal or plastic cards will be accepted. Cards must be in the current name of each family member. Any cards for household members 18 and older must be signed. Receipts will not be accepted.

Please call our office to update any change of address, household status, or income information. Do not call our office to inquire about your position on the waiting list. We are not able to give out this information.

You may not enter into a lease without verifiable income. Failure to report all income is considered fraud. Your income will be computer matched with the HUD Enterprise Income Verification (EIV) system. You must disclose all sources of income, including earnings for cash.

Only those listed on the original application are eligible for assistance unless the member to be added is a spouse, child, or foster child of the head of household. Marriage license or proof of custody must be provided.

I understand any false information stated, will result in immediate cancellation of rental assistance, and being banned from the waiting list for one year. The PHA will complete a check for a lifetime history of drugs, violence, previous housing and the National Sex Offender Registry.

I certify that I have read and understand all of the above information. I also certify that failure to comply with any of the above requirements will cause my application to be pulled, at which time I will need to reapply and be placed on the bottom of the waiting list.

Signature: _____

Date: _____

Signature: _____

Date: _____

Advisory Board Members

Chairman Leo Sanders, Crawford County
Marvin Wright, Washington County

Vice-Chairman Darrell Skiles, Dent County
Ray Schwartze, Maries County

Secretary Larry Miskel, Gasconade County
Randy Verkamp, Phelps County

Bonnie Prigge, Executive Director

Linda Hollandsworth, Housing Program Manager

The following Debts Owed form must be copied so that each adult household member can sign an individual form.



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 10/31/2019.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

How long is the debt owed and termination information maintained in EIV?

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

What are my rights?

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

What do I do if I dispute the debt or termination information reported about me?

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

This Notice was provided by the below-listed PHA:

Phelps County PHA

I hereby acknowledge that the PHA provided me with the *Debts Owed to PHAs & Termination Notice*:

Signature

Date

Printed Name