

Frequently Asked Questions

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1. What happens if my income changes after I begin receiving rental assistance?

Whenever your income changes or you have a change in family composition (persons moving in or out of your household) you are required to report the change to the Regional Office handling your paperwork. At that time, DCA will determine if and when a change in your portion of the rent is required.

2. How often is my income reviewed?

Every household must undergo an 'annual recertification'. Approximately 180 days prior to your anniversary date, a process will begin that requires a re-inspection of your unit and submission of income documentation for all members of your household. When you receive the annual request for your income and family composition verification documentation, you are required to respond in a timely manner. Failure to do so leads to termination of your housing assistance.

3. How long can I remain in the Housing Choice Voucher Program?

Current rules allow you to receive housing assistance as long as you are income eligible and as long as you fulfill your program obligations. You will lose your assistance when your income rises to the point that your portion of the rent matches or exceeds the full amount of the rent, or if you violate program responsibilities.

4. What are the rules for moving?

Participants may move inside or outside of DCA's jurisdiction after living in their current unit a minimum of twelve months and be current on any outstanding indebtedness to DCA. To transfer inside DCA's jurisdiction you must make a request in writing to the Regional Office currently serving you. Upon receipt of the transfer request, the Regional Office will verify your eligibility to transfer and if eligible to move, issue a Voucher. To move outside DCA's jurisdiction you must submit a written request to the Regional Office currently serving you. The request must include the name of the city to which you wish to move to and/or the name of the Housing Authority serving the area. Following the receipt of the request, DCA will confirm your eligibility to relocate, recertify your income and eligibility, and issue you a new voucher.

5. How can I add someone to my lease?

Participants are required to report any additions to their household. The family must obtain written approval from both the landlord as well as DCA before someone is added to the lease. A copy of the landlord's approval must be provided to DCA.

6. Does DCA pay me or my landlord the monthly rent?

DCA pays rental assistance to your landlord on the first of each month. You must also pay your share of the rent each month. Failure to do so will lead to termination from the program.