

Section 8 Housing Choice Voucher Program

Section 8 is a rental assistance program funded by the U.S. Department of Housing and Urban Development (HUD). It is designed to assist low-income families rent apartments, condominiums or homes in the private-market.

The Community Development Authority of the City of Madison (CDA) issues a Housing Choice Voucher (HCV) to families that meet income guidelines established by HUD. By using a voucher, the family pays approximately 30% to 40% of their income toward rent and utilities and the CDA pays the difference. Rent is established based comparable, unassisted, private-market units in the neighborhood where the unit is located. Rents may not exceed the Fair Market Rent (FMR) established by HUD.

The program is designed to provide affordable, safe, decent and sanitary rental housing for very low-income families. As vouchers become available, eligible families are called from the waiting list, which opens periodically.

Generally, vouchers are used within the Madison City limits. The program also allows families to move, in accordance with HUD regulations, and take the assistance to other jurisdictions within the United States.

Section 8 participants must comply with the terms of the lease, including prompt payment of rent and proper care of the unit.

For information on other CDA housing programs, please visit: www.cityofmadison.com/housing.

Federal Income Limits for Eligibility In Madison, WI

(Effective 12/18/13)

1 Person	\$ 28,300
2 Persons	\$ 32,350
3 Persons	\$ 36,400
4 Persons	\$ 40,400
5 Persons	\$ 43,650
6 Persons	\$ 46,900
7 Persons	\$ 50,100
8 Persons	\$ 53,350



Community Development Authority
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Admission and Eligibility

www.cityofmadison.com/housing

The Admission Process

Application

An application is used to collect basic information on family composition, annual income, and preferences.

Initial Eligibility

- Total annual gross income may not exceed 50% of median income for Madison, WI (see chart on the back side of this brochure).
- Applicant families must consist of at least one U. S. Citizen or eligible immigrant (Non-Citizen). Eligible Immigration status will be verified. Rental assistance will be prorated for family members who are not Citizens or eligible immigrants.
- Social Security numbers must be submitted for all household members.
- All adult family members must sign and submit release forms and a Declaration of Citizenship form.

Section 8 Wait List

- Applicants are entered on to the Section 8 Wait List.
- The Wait List is ranked based on date & time of application and awarded preferences.
- Due to the large number of applicants on the CDA's wait list, the CDA will not provide any wait times or your exact position on the wait list.

Responsibilities

- The CDA will communicate with you in writing. You must keep us informed of address changes to avoid being cancelled from the Section 8 Wait List.
- **Changes in address, family composition, and income must be reported, in writing, within 10-business days.**
- You must supply any information that the CDA or HUD determines is necessary in the administration of the program. (24 CFR 960.259 and 982.551)

Available Vouchers

When vouchers become available, the CDA will contact applicants at the top of the Wait List. If your name is pulled, you will be notified in writing and asked to:

- Complete a "Full-Application."
- Sign HUD and CDA Release Forms.
- Provide required documentation of Social Security numbers for all household members.
- Complete a Declaration of Citizenship Form.
- Provide U.S. Department of Immigration and Naturalization Services (INS) documents for eligible immigration status, if applicable.
- Provide a copy of a valid, unexpired State issued photo I.D. for each adult (18 years or older).
- Provide a copy of certified birth certificates for all minor children (under the age of 18).
- Provide a copy of the current year's Social Security Award Letter, if receiving benefits.
- Provide name and address of all income sources.
- Provide verification of all preferences claimed.

Preferences

The CDA gives priority to applicants who qualify for the following preferences:

- **Residency Preference**
 - Live, work, or attend school in the City of Madison.
- **Elderly/Disabled/Family Preference**
 - 62 years of age or older; or
 - meet the definition of disabled; or
 - have minor children in the household.
- **Homeless / Victim of Domestic Abuse Preference**
 - homeless; or
 - you have been forced to move from your home because of a domestic-related crime.

Preference verification required.

Screening

- All application information is verified.
- Required documents must be submitted.
- Applicants must not owe any money to the CDA or to any federally assisted housing provider.
- All Adults, 18 years or older, must pass a criminal background check.
- The CDA may deny admission for certain criminal behaviors with or without a conviction.
- The CDA will notify you in writing, if you are found to be ineligible for housing assistance.
- **The CDA must deny admission to the program if any family household member:**
 - has been evicted from federally assisted housing in the last 3 years for drug-related criminal activity.
 - is currently engaged in the illegal use of a drug.
 - is currently using, or has a pattern of use of, illegal drugs that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
 - is currently abusing, or has a pattern of abuse of, alcohol that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
 - has been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.
 - is subject to a lifetime registration requirement under a state sex offender registration program.