



## Section 8 Rent Assistance Waiting List Opening

### What You Need to Apply and Frequently Asked Questions

#### **What you need to apply for the Home Forward Section 8 waiting list:**

Applications will be accepted online, so you will need to use a computer that has access to the internet. Please allow 15 minutes of uninterrupted time to complete the online application.

Have the following information ready to submit:

1. Full names of all household members
2. Date of birth for all household members
3. Social Security numbers for all household members. (if you do not have a SS# you can still apply, just follow the online instructions.)
4. Mailing address
5. Mailing address for an agency or person that assists you (optional)
6. Phone number for yourself or a person who can contact you.
7. Income information, including the source and amount of income for each household member.
8. A current e-mail address, if you have one.

#### **1. When will Home Forward's Section 8 waiting list open and close?**

The waiting list will open for online applications at 8 a.m. on Thursday, November 1, 2012. All online applications must be completed and submitted before 11:59 p.m. on Saturday, November 10, 2012.

#### **2. How do I apply?**

Visit our website, [www.homeforward.org](http://www.homeforward.org), or click on this link to our application page: <http://homeforward.org/find-a-home/join-our-section-8-voucher-waiting-list>. You can complete and submit the entire application online, usually in less than 15 minutes.

Paper applications will be offered for special circumstances. For details, please read the FAQ below regarding paper applications.

**3. What if I don't have a computer or internet access?**

To ensure that all applicants can use an internet-connected computer, we have partnered with several agencies located across Multnomah County, including public libraries. The full list of computer locations follows this FAQ.

**4. Is the online application available in other languages?**

The online application is available in either English or Spanish. For other languages, please read the FAQ below regarding paper applications.

**5. Is this a first come, first served process?**

No, all applications received during the waitlist opening dates will have an equal chance of being selected. We will place all applications into a lottery, and the first 3,000 randomly selected applications will be placed on our Section 8 waiting list.

**6. Will my chances be better if I apply more than once?**

No, every household has the opportunity to apply only once. Duplicate applications and multiple applications received for a single household will be removed from the lottery.

**7. How will my position on the Section 8 waiting list be determined?**

If you are one of the 3,000 randomly selected applicants who are placed on the Section 8 waiting list, your position on the list will be determined by the number you were assigned in the lottery process. However, as we draw from the list, priority selection will be offered to seniors, people with disabilities, and people who are working or engaged in education or training programs. If you have one of these priorities, you may be served sooner than someone who doesn't.

**8. What is the process once my application has been submitted?**

All eligible applications will be placed into a lottery and assigned a number through a random selection process. Numbers 1 through 3,000 will be placed on the waiting list to receive a Section 8 voucher over the next two to three years. Applications randomly assigned numbers 3,001 and higher will not be placed on the waiting list.

**9. When will I be notified about whether I'm on the waiting list or not?**

All applicants, whether they are placed on the waiting list or not, will be notified within 120 days of the close of the application period.

**10. How do I inform Home Forward if my address changes after I submit my application?**

We need to be able to contact you! Always inform Home Forward of changes in your address or contact information in writing within 10 calendar days of the change. Send by U.S. mail or hand deliver written notification to Home Forward, 135 SW Ash St., Portland, OR 97204, Attention: Rent Assistance.

**11. Who is eligible for assistance?**

The Section 8 Housing Choice Voucher program serves low-income individuals and families who need help paying their rent. To be eligible:

- Your household income must be 50% or less of the area median income for your household size. See the page following the FAQ for the income limits.
- You must be 18 years of age or older at the time of application or have minor status removed (emancipated minors) by marriage or previous court order.
- One member of your household must be a legal citizen or eligible immigrant.

**12. Will households with undocumented family members be eligible?**

Yes, as long as at least one family member has eligible residency or legal citizenship status.

**13. Do I have to live in Multnomah County to apply?**

No, anyone can apply. However, if you receive a Section 8 voucher from Home Forward, you must use it in Multnomah or Clackamas County for the first 12 months.

**14. What information will I need to provide for the application?**

The application requires basic information for all members of the household that is applying for assistance:

- Full names of each member
- Date of birth of each member
- Social security numbers for each member (if you don't have social security numbers you still can apply by following the instructions on the application.)
- Income information, including the source and the amount for all household members with income
- Mailing address
- Phone number for yourself or a person who can contact you
- Email address, if you have one
- Optional: mailing address for an agency or person who may be assisting you

**15. What if I don't have a Social Security number because of my immigration status?**

The online application requires the head of household to enter a number. If the head of household doesn't have a Social Security number, you should fill in the space with nine numeral nines: 999999999. Please do not use any other numbers or an invalid social security number. The space for social security numbers for other members of the household may be left blank.

**16. What if I don't have a phone number?**

You can enter a temporary phone number or a friend or relative's phone number. This is a required field, so if you don't have any phone number to enter, enter the numeral nine ten times in the space: 9999999999.

**17. Can I use a family member or friend's phone number?**

Yes.

**18. Will the online application time out?**

Yes, your online application will be cancelled if there is no activity for 15 continuous minutes and you will have to start over. The application is not complete until you receive a confirmation page.

**19. How will I know that my application was submitted and accepted?**

Once a completed application is submitted in the online system, a receipt page with an Application ID number will be generated. Please be sure to print the receipt page and keep it in your records. If you don't have access to a printer, be sure to write down your Application ID number.

**20. Do you expect system overload with the number of people who will be applying at once?**

We expect to receive a high number of applications, and we have equipped our system for a heavy volume of traffic during the period of time the waiting list is open for applications. We encourage applicants to complete their online form before November 10 to avoid the possibility of a last-minute rush.

**21. If I have a question about the application process, who can I contact?**

Between November 1-10, we will have people ready to assist you by phone. Just call our help line: 503-415-8040, Monday through Friday between 8:00 a.m. and 4:30 p.m.

**22. How can I get help with the application process if I have a physical or vision impairment and I am unable to access or use a computer?**

If possible, we encourage you to have a service provider, friend or family member assist you with submitting your online application. If you need our assistance, please come to our offices at 135 SW Ash Street in Portland between 8:00 a.m. - 4:00 p.m. from Thursday, November 1 to Friday, November 9, and we will have staff available to help you with your online application.

**23. If I have a disability or a language barrier and want to submit a paper application, what should I do?**

Paper applications will be provided upon request for people who have a disability, need a translation, or who have another type of barrier to applying online. Here's what to do:

- Call 503-415-8040 to request that a paper application be mailed to you, or come into our offices at 135 SW Ash Street in Portland for assistance.
- Paper applications will be available in English, Russian, Spanish and Vietnamese.
- Paper applications must be submitted via mail, and must be postmarked on or before November 10, 2012 to be eligible.
- Mail your application to Home Forward, 135 SW Ash Street, Portland, OR, 97204, Attention: Rent Assistance.

# Access to Computers with Internet Connections

Organization	Location	Hours
Home Forward main office	135 SW Ash Street Portland, OR 97204	M – F: 8 am to 4:30 pm
Home Forward Humboldt Gardens office	5033 N. Vancouver Portland, OR 97217	M – F: 8 am to 4:30 pm
Human Solutions Powell office	12350 SE Powell Blvd. Portland, OR 97236	M – F: 8 am to 4:45 pm
Human Solutions Rockwood Building Multicultural Center	124 NE 181st Ave. Gresham, OR 97230	M – F: 8:15 am to 4:30 pm
Mt. Hood Community College main library (upper level of the Academic Center)	26000 SE Stark Street Gresham, OR 97030	M – Th: 7:30 am to 9 pm Fri: 7:30 am to 5 pm Sat: 11 am to 5 pm Sun: 1 pm to 7 pm
Portland Metro Workforce Training Center	5600 NE 42nd Ave. Portland, OR 97218	M – F: 8 am to 5 pm
WorkSource Portland Metro Central	30 N. Webster Street, Suite E Portland, OR 97217	M – F: 8 am to 5 pm
WorkSource Portland Metro East	19421 SE Stark Street Portland, OR 97233	M – F: 8 am to 5 pm
WorkSource Portland Metro New Columbia Express Center	4610 N. Trenton Portland, OR 97203	M – F: 9 am to 5 pm
WorkSource Portland Metro Southeast	7916 SE Foster Rd, Suite 104 Portland, OR 97206	M – F: 8 am to 5 pm
All Multnomah County public libraries	<a href="http://www.multcolib.org/hours">www.multcolib.org/hours</a>	Hours vary by location.

## Household Income Limits

Area	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Median Income								
50%	\$25,550	\$29,200	\$32,850	\$36,500	\$39,450	\$42,350	\$45,300	\$48,200