

REMINDERS:

-Any time there are **ANY** changes in your household, i.e. income, household members moving out, child care changes or medical deduction changes, you must report these within 10 days from the date of the change via the 10 day change form and submit proof of change to this office with the form. Faxed 10 day change forms are **NOT** accepted by this office.

- New household members must be approved in advance by the PHA and the Landlord **BEFORE** they move in.

-You always need an appointment to speak with your housing specialist. Call 261-5200 to make an appointment with your housing Specialist. **WALK IN APPOINTMENTS ARE NOT PERMITTED**

- Mail—In order to ensure our timely receipt of information, please send all correspondence to the following mailing address: P.O. Box 72424, Newport, KY 41072-0424

UPCOMING HOLIDAYS

We are closed on the following days:

July 4, 2016 4th of July

September 5, 2016 Labor Day

Our office closes for a staff meeting every third Thursday of the month at 3:00.

QUESTIONS ABOUT POLICIES/PROCEDURES

If you are looking for information regarding our policies and procedures you can visit our web site at www.campbellcountky.org click onto county services then section 8 housing to our Administrative Plan. If you have any further questions, you can also call our office at 859-261-5200.



Resident Newsletter – Summer Edition

July 2016



Mission Statement: To work with the community to provide decent, safe, and affordable housing for eligible families and to provide and promote self-sufficiency and economic independence for residents.

CAMPBELL COUNTY DEPARTMENT OF HOUSING

OFFICE LOCATION:

1098 MONMOUTH STREET
2ND FLOOR

NEWPORT, KY 41071

859-261-5200

FAX: 859-261-0577

TDD/TTY 18005451833 EXT. 937

STAFF:

SARAH COLLINS, DIRECTOR

BARB LEISING, HOUSING
SPECIALIST

NICOLE, GOLLER, HOUSING
SPECIALIST

DAVID SCHNEIDER, HOUSING
INSPECTOR

VALERIE SMITH, INTAKE
SPECIALIST

HEALTHY HOMES

1. Keep It Dry: Prevent water from entering your home through leaks in roofing systems, rain water from entering a home due to poor drainage, and check your interior plumbing for any leaking.
2. Keep it Clean: Control the source of dust and contaminants, creating smooth and cleanable surfaces, reducing clutter, and using effective wet cleaning methods.
3. Keep it Safe: Store poisons out of the reach of children and properly labeled. Secure loose rungs and keep children's play areas free from hard or sharp surfaces. Install smoke and carbon monoxide detectors and keep fire extinguishers on hand.
4. Keep it Well-Ventilated: Ventilate bathrooms and kitchens and use whole house ventilation for supplying fresh air to reduce the concentration of contaminants in the home.
5. Keep it Pest-free: All pests look for food, water and shelter. Seal cracks and openings throughout the home; store food in pest-resistant containers. If needed, use sticky-traps and baits in closed containers, along with least toxic pesticides such as boric acid powder.
6. Keep it Contaminant-free- Reduce lead-related hazards in pre-1978 homes by fixing deteriorated paint, and keeping floors and window areas clean using a wet-cleaning approach. Test your home for radon, a naturally occurring dangerous gas that enters homes through soil, crawlspaces, and foundation cracks. Install a radon removal system if levels above the EPA action level are detected.
7. Keep it Well-Maintained: Inspect, clean and repair your home routinely. Take care of minor repairs and problems before they become large repairs and problems.
8. Thermally-Controlled: Houses that do not maintain adequate temperatures may place the safety of residents at an increased risk from exposure to extreme cold or heat.

Source: www.hud.gov/healthyhomes

TEN DAY CHANGE REPORTING POLICY

All changes to applications for continued assistance with Campbell County Department of Housing and pre-applications for Campbell County Department of Housing's waiting list must be submitted in writing within ten days of the date of the change. Changes are to be reported via the "Ten Day Change Form." Documentation to verify the change must accompany this form at the time of submission in order to be accepted. **All Change forms submitted without acceptable documentation will be returned to the person that submitted it. All forms must be returned in person to our office or through the mail because we do NOT accept change forms sent via Fax.** Receipts are provided for change forms submitted at the office. We recommend contacting the office to ensure delivery has been made for any information that is mailed to us. It is the tenant's responsibility to follow up to ensure all changes are reported and received in the time frame allotted. Failure to do so can result in termination of assistance, repayment of HAP, delays in processing eligibility for Section 8, or all three.

ACCEPTABLE DOCUMENTATION FOR REPORTING CHANGES INCLUDE BUT IS NOT LIMITED TO:

NEW INCOME: Pay Stubs, Letter from employer on Letterhead (*must state rate of pay, date started, and first paid and applicable pay periods i.e. weekly, bi-weekly, etc.*).

LOSS OF INCOME: Letter from employer stating last day of employment and last day paid.

CHILD CARE: Statement from Child care provider with name address and phone number including amount paid by participant.

MEDICAL DEDUCTIONS: Statement from provider stating amount owed and amount paid including address, phone number and any contact name. Prescription print out and statement from physician noting ongoing expense.

ADD HOUSEHOLD MEMBERS: Letter from landlord giving permission to add specific person to household including date of move in; a copy of the individuals ID, social security card and birth certificate; custody papers. If applicable, income, assets and applicable deduction documentation for new household member.

REMOVE HOUSEHOLD MEMBERS: Proof of loss of custody; letter from adult member requesting to be removed from lease, include new address; court documents verifying the individual's need to be removed (*domestic violence, etc.*).

CHANGE FORMS AND PROPER DOCUMENTATION MUST BE SUBMITTED ON OR BEFORE THE 25TH OF THE MONTH IN ORDER TO PROCESS RENT CHANGES FOR THE FOLLOWING MONTH.

The 10 day change form this is referring to can be obtained from our office at 1098 Monmouth Street, Newport, KY or www.campbellcountky.org then click on Section 8 Housing.

SELF CERTIFICATION

When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the PHA. A self certification is a handwritten statement that attests that person is certifying that the information they are giving us is true and correct to the best of their knowledge. The PHA may require a family to certify that a member does not receive a particular type of income or benefit. The self-certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. All self-certifications must be signed and dated, preferably in the presence of a PHA representative or a notary public. One example of needing a self certification would be if you were filling out a 10 day change form for a new job and you haven't got a paycheck yet and your new employer will not provide you with a letter of employment that we need for verification. You could write out a statement (which would be a self-certification) and submit it to this office with your 10 day change form stating the place of employment, the date you started your job, your rate of pay and if you are paid weekly, biweekly, etc.

ZERO ANNUAL INCOME STATUS

The PHA will check EIV sources and/or request information from third-party sources to verify that certain forms of income such as unemployment benefits, TANF, SSI, etc. are not being received by families claiming to have zero annual income. Families will be required to complete survival statements if their Total Tenant Payment (TTP) is at or below the PHA's minimum rent of \$50.00. If you are required to fill out a Zero Income Statement you must do so monthly at the first of the month. The form is available in our office and also online at www.campbellcountky.org.