

Fort Worth Housing Solutions RAD Choice-Mobility Vouchers

Residents of RAD units are eligible to receive a Choice-Mobility Voucher in accordance with HUD Notice PIH 2012-32 (HA), REV-1, Issued July 2, 2013, Section 1.7 (C) (5).

FWHS Policy

Residents of Rental Assistance Demonstration (RAD) projects must be provided Choice Mobility options in the form of a Tenant Based Voucher the later of (a) 24 months from the date of execution of the Housing Assistance Payment contract or (b) 24 months after the move-in date. FWHS will limit the number of vouchers available to one-third its turnover vouchers annually. If the number of eligible RAD residents exceeds the number of available turnover vouchers, residents will be placed on a Choice Mobility Waiting List in the order in which their request is received by the Assisted Housing Department.



FWHS Procedures

The process and procedures governing the RAD Choice-Mobility Vouchers are as follows:

1. Residents have a right to move from their RAD unit using a Tenant -Based Housing Choice Voucher the later of: (a) 24 months from date of execution of the HAP or (b) 24 months after the move-in date.
 - a. If a family moves from one covered RAD project to another covered RAD project, their 24 month clock resets. These families will have to wait for 24 months from the date of move in to the new property, before they can exercise Choice Mobility.
 - b. If a family transfers within the same covered RAD project, their 24 month clock does not reset. They will be eligible to request a Choice Mobility voucher at the later of: (24) months from the date of execution of the HAP or (b) 24 months after the move in date. A family may request the choice mobility voucher at any time after completing the 24 month requirement. They remain eligible as long as they continue living at the same covered RAD project.
2. At the time of the initial lease signing, and annually during the family's recertification, the property manager will provide a copy of the Choice Mobility policy to the family and explain the Choice Mobility option. The property manager will provide clear direction and guidance regarding how to request a Choice Mobility voucher.
3. If a resident in a RAD unit desires to exercise the Choice-Mobility option, the resident must submit a request via the designated form (Appendix 1) to the property manager 90 days prior to the eligibility date.
4. The property manager determines whether the resident meets the 24 month residency requirement and sends a referral form (Appendix 2) to the FWHS Assisted Housing Admissions Office.
5. FWHS will establish a Choice Mobility waiting list for all eligible families that request a voucher. The waiting list will be managed by the FWHS Assisted Housing Admissions Office.
6. Once the request is received and processed onto the Choice Mobility waiting list, the Admissions Office will send the family a notice acknowledging receipt of the voucher request (See Appendix 3). This is the family's confirmation that they are on the Choice Mobility waiting list.



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7. Since FWHS is not implementing a project turnover cap, there will be no project specific waiting lists. Eligible families that request the voucher will be placed directly onto the Choice Mobility waiting list in the order in which their application is received by the Admissions Office.
8. FWHS will remove families from the Choice Mobility waiting list who move out of the covered RAD project before receiving a voucher.
 - a. If a family moves out of the covered RAD project into the private rental market after being placed on the Choice Mobility waiting list, they are no longer eligible for the voucher and their name will be removed from the Choice Mobility waiting list.
 - b. If a family moves from one covered RAD project to another covered RAD project after being placed on the Choice Mobility waiting list, their 2 year clock resets. They will be removed from the Choice Mobility waiting list. They can re-apply once they have lived at the new covered RAD project for 2 years.
9. Families that are already on the regular HCV waiting list will be allowed to request a Choice Mobility voucher if they are eligible. Families will be allowed to keep their place on both lists until one of the following happens:
 - a. The family moves out of the covered RAD project and is no longer eligible to be on the Choice Mobility list. The family will be removed from the Choice Mobility waiting list, but maintain their position on the regular HCV waiting list.
 - b. The family voluntarily withdraws their name from one or both lists.
 - c. The family receives a voucher and exercises the voucher by leasing up in the voucher program. The family will then be removed from the other list.
 - If a family receives a voucher through the regular HCV waiting list, but does not exercise the voucher (i.e. lease up in the voucher program), they will remain on the Choice Mobility waiting list.
10. Once there are families on the Choice Mobility waiting list, FWHS will select 1/3 of its monthly turnover vouchers from the Choice Mobility waiting list.
11. When a family is drawn from the Choice Mobility waiting list, they will be invited to attend the Housing Choice Voucher (HCV) program eligibility interview.
12. In order to receive a Housing Choice Voucher, families will be required to meet all of the eligibility requirements for the HCV program in effect at the time of their eligibility processing. These requirements can be found in the HCV Administrative Plan.
13. FWHS will screen all Choice Mobility families using the same criteria as for all other families.
14. If eligible to receive a voucher, families will follow the HCV program rules and guidelines for using the voucher. Families are reminded of the following:
 - a. **The voucher has an expiration date.** If extensions are available, families must follow the HCV program guidelines in effect at that time to request an extension. Failure to use the voucher before it expires will result in loss of the voucher.
 - b. **Receipt of a voucher is not a guarantee that the family will be able to find a place to use the voucher.** Landlords have their own screening criteria which families will have to meet to be able to live at that property.
 - c. The family must provide notice of their intent to vacate to their current property management staff, in accordance with their lease.

15. A family that receives a Choice Mobility voucher, but allows it to expire without using it, can request another Choice Mobility voucher. However, they must wait 1 year from the date of the issuance of the expired voucher before requesting another Choice Mobility voucher. When they do request again, they will start the process from the beginning and are subject to any waiting lists in place at that time.
16. When transitioning from RAD to the HCV program with a Choice Mobility voucher, program participants are required to fulfill their obligations to the terms of the RAD lease as well as all HCV requirements. Families are not allowed to receive assistance from both programs at the same time.
17. Residents at a FWHS RAD property will be required to complete the following when transitioning to FWHS HCV program with a Choice Mobility voucher:
 - a. Remain current on all rent, fees or other balances owed to the RAD property.
 - Families with outstanding debts who are in a repayment agreement and who are current on their payments with the agreement are considered eligible.
 - Families with active repayment agreements must continue to make all payments until the balance is paid in full or risk losing their voucher assistance.
 - b. Provide required notice of their intent to vacate the unit to the property management.
 - c. Participate in the move out inspection.
 - d. Turn in their keys to the property management.
 - e. Pay all move out expenses that may be charged after moving to their new home with voucher assistance.
 - If necessary, repayment agreements can be established to pay any outstanding move out balances.
 - Failure to pay the move out balance or to remain current in any repayment agreements that are established is grounds for termination of the family's voucher assistance.
 - f. Pay all moving expenses related to the move from the RAD property to their voucher assisted unit.



Appendix 1: Choice Mobility Voucher Request

Form

Fort Worth Housing Solutions
RAD Choice Mobility Voucher

RAD Choice Mobility Voucher Request

Date: _____ Client No: _____

RAD Property: _____

Head of Household: _____

Present Address: _____

Family Composition:

Co-Head of Household: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____
Household Member: _____ Age: _____ Sex: _____

Has Resident lived in RAD unit at this property for at least two (2) years? () Yes () No
Does the Resident owe any balance to FWHS? () Yes () No
Is there an Eviction and/or Lease Termination pending? () Yes () No

Resident Signature: _____ Date of Request: _____

Manager Signature: _____ Date: _____

DO NOT WRITE IN THIS BOX - FOR FWHS ASSISTED HOUSING ADMISSIONS OFFICE ONLY
Date Received: _____
Date Acknowledgment Letter Sent: _____
Admissions Office Representative: _____ Date: _____

Appendix 2: Referral Form

Fort Worth Housing Solutions
RAD Choice Mobility Voucher

**Fort Worth Housing Solutions
Rental Assistance Demonstration (RAD)
Choice Mobility Voucher Referral Form**



RAD Property Name: _____

Client Name: _____

Total Number of Household Members (Including Head of Household): _____

Current Address: _____

Current Phone #: _____ Alternate Phone #: _____

Date of Referral: _____

TO BE COMPLETED BY RAD PROPERTY

I certify that the above named person meets the requirements for RAD Choice Mobility Voucher as established by Fort Worth Housing Solutions. I further certify that I have verified that the client meets all requirements and regulations. I understand and have communicated to the above named person that final eligibility will be determined by FWHS staff.

SIGNATURE

DATE

PRINTED NAME

TITLE

PHONE NUMBER

EMAIL ADDRESS



Appendix 3: Acknowledgment of Voucher Request

Fort Worth Housing Solutions
RAD Choice Mobility Voucher

ACKNOWLEDGMENT OF VOUCHER REQUEST

NAME	DATE
ADDRESS	CLIENT NO
CITY, ST, ZIP	

Dear "CLIENT NAME":

This letter is to inform you that we have received your request to receive a Choice Mobility voucher. Your name has been placed on the Choice Mobility waiting list.

There are several things to remember about the Choice Mobility vouchers:

- Fort Worth Housing Solutions (FWHS) has capped the number of available Choice Mobility vouchers at 1/3 of the voucher program turnover rate. That means that each time FWHS issues vouchers, only 1/3 will come from the Choice Mobility waiting list.
- FWHS will draw in the order in which the applications were received, each time it draws names off the Choice Mobility Waiting List. As a result, it is difficult to tell you when you will be invited in for eligibility screening.
- When your name is drawn from the list, you will be contacted by mail and invited to the eligibility interview. At that time we will review all information related to the voucher program eligibility criteria including (but not limited to) criminal background, rental history, and household income.

While you are on the waiting list, you can do the following:

- Prepare a plan for how you will pay for the costs of moving (Security Deposits, Pet Deposits, Application Fees, Moving Expenses, etc).
- Review your credit history and rental history and if necessary seek assistance to repair that history. Many landlords review this information before approving rentals.
- Consider what areas of town would provide the best opportunities for you and your family.

If you have additional questions about the Choice Mobility Voucher, please contact the Admissions Office at (817) 333-3660.

Sincerely,

Admissions Office