

VOUCHER PORTABILITY

Housing Choice Voucher Program participants can take their vouchers with them if they move (port) within the U.S. to another area with a Housing Choice Voucher Program. The Voucher Program participant **MUST** notify the Housing Authority where they currently live that they want to utilize the Portability option of the voucher to transfer to Fayette County or from Fayette County to another county of their choice.

Once the portability request is approved, your PHA issues the family a voucher and must contact the Fayette County Housing Authority on the family's behalf. Your PHA must promptly notify the Fayette County Housing Authority to expect the incoming family. This means your PHA contacts the Fayette County Housing Authority on the family's behalf, typically by telephone, fax, or email. Simply referring the family to HUD or to a website for information on the Fayette County Housing Authority's address does not fulfill the responsibilities of your PHA under the program regulations.

All Portability paperwork should be sent by your Housing Authority to the Fayette County Housing Authority either by the email listed below, the fax number listed below, or sent U.S. post to the address below.

For questions regarding your portability status, email our portability department at section8@faycha.org. Please allow 3 – 5 business days for a response.

Email: section8@faycha.org

Fax: 724-434-2131, Attention: **Portability Department**

Mail: Fayette County Housing Authority, Attention: **Portability Department**

624 Pittsburgh Road
Uniontown, PA 15401

The required paperwork should include:

- HUD-52665 Family Portability Information Form
- Client's current voucher
- Current 50058 Form
- Current EIV Report
- Client's current income verifications
- Client contact address and phone number

You must have a minimum of 45 days remaining on your voucher to port to the Fayette County Housing Authority. Before visiting or contacting the Fayette County Housing Authority, please allow our Portability Department to contact you via phone or mail. If you have a change of address, submit the change in writing or email us at section8@faycha.org with your updated address.

After **all** of the client's portability information is received by the Fayette County Housing Authority, the client will receive paperwork by mail or email within approximately 1 to 2 weeks.

If you live in Fayette County and wish to port out, please complete the [Request to Transfer Form](#).

FAQ Regarding Portability Processes

1. Can I move into the unit before the paperwork has been processed?

The Fayette County Housing Authority (FCHA) does not advise nor suggest that you do so. You must be determined eligible for the unit, the unit must pass an inspection, and the rent must be determined to be reasonable prior to you moving in.

2. How much will I pay?

After the unit has passed inspection and the contract has been submitted for payment, you will be mailed a "Rent Change Notice" letter from FCHA. The family's portion of the rent will be included in this letter.

3. How much is my Voucher worth?

The HCV program is an income-based program, and the amount of your housing assistance depends upon your income. Once your paperwork is received and processed, you will receive a breakdown.

4. Can I get an extension on my Voucher?

For Incoming Portability, the time stated on your voucher will be the same time issued by your initial Housing Authority. Meaning, that the FCHA voucher will expire on the same date as indicated on the voucher from your initial Housing Authority. If your initial Housing Authority is willing to give you an extension our office must be notified in writing.

For Outgoing Portability, voucher extensions must be submitted, in writing, to our office two weeks prior to the expiration date of your voucher. Please allow 5 -10 business days for a decision.

5. I wish to cancel my port to Fayette County and return to my Housing Authority. What do I do?

You will need to submit the request to FCHA, in writing, stating that you want to cancel your port request and have your documents sent back to your initial Housing Authority. Then, inform your initial Housing Authority that you have canceled your request to port to Fayette County.

6. I need an extra bedroom for medical equipment. How do I request that?

You will need to fill out a Reasonable Accommodation request form and submit the completed form to our office.

7. My FCHA voucher has expired, and I didn't submit a Request for Tenancy Approval. What do I do now?

FCHA will send you a closed file letter which will explain that we are closing your file and your documents are being returned to your initial Housing Authority for failure to lease-up. The closed file letter will also give you the right to appeal FCHA's decision to close your file and cancel your port request.

If you have further questions, please email the questions to section8@faycha.org.