

HOUSING AUTHORITY OF SNOHOMISH COUNTY

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MEMO

To: PBV Property Managers
Cc: Family Advocates & Case Managers

From: Tia Noun & Tamra Close
Date: May 11, 2017

RE: Policy Change

Effective June 1, 2017: vouchers will now only be issued for 90 DAYS.

Currently, when we receive vacate notices from either property managers or from clients, we issue moving vouchers for 180 days. Beginning June 1, 2017 - vouchers will be issued for 90 days.

The process for our PBV clients to move with an HCV is still the same – that is, if they are interested in moving, but have not given a vacate notice, they can still contact their Housing Specialist (Tia or Tamra) to request their current subsidy estimate chart. There is no time limit as to how long a client can look.

However, once the **notice to vacate** is given, THAT is when the clock starts to count down on those 90 days. If the family does not find a new unit and submit a Request for Tenancy Approval (RFTA) by the expiration date, the voucher expires. An expired voucher is not an appealable action, meaning once it's expired, the voucher goes to the next family on the Wait List.

If a family is nearing the expiration date, they can request an extension by submitting their request in writing to their Housing Specialist & must include the reason(s) the extension is necessary. All requests for extension MUST be made in writing and submitted PRIOR to the expiration date.

**Residents that have already given a vacate notice or give notice by 5/31/17 will fall under the current 180-day voucher policy.

Please feel free to contact us with any questions or concerns regarding this policy change.

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