

What is porting?

"Portability" in the Housing Choice Voucher (HCV) program refers to the process through which the family can transfer or "port" their rental subsidy from one public housing agency (PHA) to another in a different jurisdiction.

New families may not be eligible to port immediately; they may have to live in the jurisdiction of the initial PHA for a year before they can port.

- **Initial PHAs** -The PHA that first gave the voucher to the individual when they were selected for the program.
- **Receiving PHAs**- The agency that will administer assistance in the area to which the individual moves.

Where can I port my voucher too?

The HCV program allows you to take your voucher to any other housing agency in the country that administers an HCV program. This process takes additional time to transfer your paperwork and requires an in-person meeting with the receiving PHA.

How do I find which PHAs have an HCV program?

https://www.hud.gov/program_offices/public_indian_housing/pha/contacts

How do I port my voucher to EHA?

You must first contact your initiating PHA and tell them you would like to port to Everett Housing Authority. Your PHA will determine if you are eligible to port and then forward the required documents to EHA. Once EHA has received the required documents from your initial PHA, EHA will send you a packet to complete and return to EHA with any requested supporting documents.

Please make sure you answer all the questions in the packet and return it as quickly as possible. We expect verifying documents to be provided by your initial PHA. In the event your initial PHA does not provide these documents or there are recent changes in your household, we may request additional documentation from you.

- Proof of income for all household members (current 60-days of pay stubs, award letters for Social Security benefits, DSHS benefits, unemployment, child support, pensions, etc.)
- Proof of all assets for all household members (all pages of current bank statements, trust funds, life insurance, etc.)
- Social security cards for all household members
- Current picture identification for all adults 18 years and older
- Birth certificates for all children under 18 years old
- Legal immigration documents for all household members (if applicable)

This paperwork is very important. We must receive all of this information before we can approve your request to port-in and issue you an EHA voucher. Delays in providing or failure to provide this information could cause your voucher to expire.

Once we have received all required documents, a mover's meeting will be scheduled with your assigned EHA Certification Specialist. At the mover's meeting you will receive your EHA voucher and mover's packet, including the request for tenancy approval and briefing estimate.

Where to send the portability packet?

Please ask your initiating PHA to send your portability packet to the following; *email is preferred*:

Everett Housing Authority
Attn: Portability
3107 Colby Ave
Everett, WA 98201

EHA port-in contact:

Chariti Renville
charitir@evha.org
Ph: (425) 303-1114
Fax: (425) 303-1175

How do I port my EHA voucher to a new PHA?

- You must first verify with your EHA certification specialist that you are eligible to port.
- Determine that there is a PHA administering the HCV program in the jurisdiction to which you wish to relocate and obtain the contact information for their portability officer. See link above, "where can I port my voucher."
- Notify your EHA certification specialist in writing that you would like to port-out and provide them with your anticipated move out date.
- You will be scheduled an appointment to complete the voluntary portability form, during which time you will receive your moving voucher. You must bring with you a copy of the notice to vacate you submitted to your current landlord.
- Your EHA certification specialist will send your portability packet to the receiving PHA of your choice.

How long does it take to process my request?

Processing times may vary and depend on when all required documents are received. EHA will issue a moving voucher to port-in families within ten business day of approval by EHA.

Will my subsidy be the same?

Payment standards and occupancy standards will vary between PHA's.

EHA payment standards: <http://www.evha.org/hcv-commonly-requested-forms>

EHA occupancy standards: The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

- Persons of the opposite sex (other than spouses, and children under age 5) will be allocated separate bedrooms.
- Live-in aides will be allocated a separate bedroom. Single person families will be allocated one bedroom.
- Families where all members are unrelated disabled adults will be awarded one bedroom per adult.

The EHA will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (minimum-maximum)
1 Bedroom	1-3
2 Bedroom	2-5
3 Bedroom	3-7
4 Bedroom	4-9
5 Bedroom	5-11
6 Bedroom	6-13
7 Bedroom	7-15
8 Bedroom	8-17

Reason why my request to port would be denied?

- You have not lived in your current PHA's jurisdiction for the past twelve months
- You owe money to your initiating PHA
- The receiving PHA may deny portability under certain circumstances allowed by HUD based on funding limitations that may exist.

Can I make changes to my household when porting?

Changes in household composition must be completed and approved by the initiating PHA. All adults 18 years and older being added to the household must complete an application process and pass a background check before they can be added to your household.

What if my income changes as a result of the move?

You will be required to report changes in income or assets to the receiving PHA and provide verification.