

PORTABILITY WASHINGTON, PENNSYLVANIA WASHINGTON COUNTY

Portability

The Housing Choice Voucher (HCV) Program allows for families or individuals with a voucher from another housing authority to transfer their voucher to another PHA jurisdiction. This process is called "Portability"

The process of transferring a voucher from one city to another varies, but this page will provide a general summary of information provided in the WCHA's HCV Program Administrative Plan regarding porting into the Washington County, PA jurisdiction.

Porting in Process

If you wish to Port-In to Washington County, you must contact your current Housing Authority (Known as the Initial Housing Authority, "IHA") and request to "Port-Out". Your Housing Authority may have you update your paperwork if your last certification is older than 120 days.

The IHA must then forward the following required documents to the WCHA:

- HUD 52665 Family Portability Information Form
- HUD 50058 Form
- Copies of supporting income verification documents
- Voucher holder's current voucher (the voucher must not expire before 60 days or the voucher holder will be referred back to their initial housing authority)
- Family contact information, including a valid phone number and address

Please allow 10-15 business days for WCHA to receive all required documents or to follow up with your initial housing authority to find out the status of your paperwork.

Once WCHA receives all appropriate documents, the WCHA will contact the voucher holder to schedule an entrance briefing.

All adult household members, age 18 or older, must attend and bring the following documents so that the WCHA can conduct the entrance interview:

- Current valid photo identification
- Birth certificates for all household members
- Social Security cards for all household members
- Marriage License, Divorce Decree and/or Court Award Custody Letters, if applicable
- Documentation of all household income.

Eligibility Screening and Briefing Session

WCHA may require a criminal background check on all family members 18 years and older on all incoming portable adults if the initial housing authority did not already do so or if the criminal background check is more than 120 days old. If you or any family member have any arrests and/or criminal activities within the past five (5) years, your portability request may be denied and your port papers will be returned to the originating Housing Authority.

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The WCHA may reject a portability application if there is evidence of violent and/or drug-related criminal activity, serious lease violations and outstanding balances owed to the initial housing authority or a previous property owner.

If a member of the household fails the criminal background check or WCHA determines that the family is not eligible, the portability application will be withdrawn and the family or individual may be subject to termination from the HCV Program.

If the household's application is approved, the WCHA will issue a voucher with the same expiration date as the one from the initial housing authority. Again, if the initial voucher will expire before 60 days have passed, WCHA will not approve a portability application.

Once the voucher holder's eligibility has been verified, the porting family or individual must attend a briefing session to receive their moving papers including a Request for Tenancy Approval (RFTA) packet and a WCHA voucher.

Housing Search, Inspection and Rent Reasonableness

In order to use their voucher in Washington County, the voucher holder must locate a unit and submit an RFTA packet. A family's or individual's WCHA voucher expires on the same date as their voucher from the initial housing authority.

If the voucher holder does not find a unit within the allotted time period, the voucher will be withdrawn and in certain cases, the family or individual can lose their voucher.

In some cases, as explained in WCHA's HCV Administrative Plan, the WCHA will grant an extension. WCHA will schedule an inspection upon receipt of a tenant's RFTA packet and its approval.

After the unit passes inspection, a lease is drafted between the owner and tenant, the voucher holder can then move into their new home.

Completing the Portability move Process

Once the voucher holder signs a lease, the WCHA will notify the initial housing authority so that they can complete the necessary paperwork and ensure consistent payments are made to the new property owner/manager.

Portability Contact information:

Washington County Housing Authority
100 S. Franklin Street
Washington, Pennsylvania
724-228-6060 ext. 114
Monday-Friday 8:30 am to 4:30 pm

Email: portability@wchapa.org. (This contact information can be used by your Initial HA to send your portability packet to Washington County, Pennsylvania)