

Section 8 Admin Plan Amendment

In an effort to ensure more affective utilization of Section 8 funding the initial term of a voucher shall be changed from 120 days to 60 days.

The Section 8 Administrative Plan will be amended at:

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IV Issuance of Voucher/Housing Search

B. Term of the Voucher: Extensions: and Suspensions – 982.303

1. Term

The initial term of the voucher is sixty (60) days from the initial date that is stated on the family's voucher. The family must submit a Request for Tenancy Approval within the 60 - day period.

2. Extensions

The family may request one 60 day extension upon written request from the family. The family must submit the request for extension before the expiration of the initial term of the voucher. Failure to timely submit a request for extension will result in denial of the request.

The family is required to provide evidence that they have actively searched for a unit before an extension will be approved. The QHA will consider extensions for only those voucher holders who have demonstrated that they have made substantial effort to locate housing. During the initial term of a voucher the family is required to report progress in leasing a unit. Such reports are required at least monthly, and must be initiated by the family. The QHA will approve no more than one 60 day extension.

In granting an extension the QHA will consider the following:

The family's level of effort to find a suitable unit during the initial term. The QHA will consider whether the family can document they contacted owners and real estate companies, searched newspaper listings, explored neighborhoods, etc. Also considered will be whether there is a reasonable possibility that the family may, with additional advice and assistance find a suitable unit, and the level of support the family has requested, and was provided to the family, whether an RTA was submitted but not approved during the initial 60 day period, and whether the family has kept in contact with the Housing Search Specialist. The QHA will also consider extenuating circumstances that prevented a family from finding a unit, such as serious illness in the family, death or other family emergency, or whether the family size or other special requirements made finding a unit difficult.

The QHA will approve additional search terms if needed as a reasonable accommodation to make the program accessible to and usable by persons with disabilities.

The QHA's decision to deny a request for an extension of the voucher term is not subject to informal review.

3. Suspension

The QHA will grant a family a suspension of their voucher term if the family has submitted a request for a lease approval during the term of the voucher. The QHA will grant a suspension for any part of the period after the family has submitted a request for lease approval (RTA) up to the time when the QHA approves or denies the request. The QHA may also consider a suspension of a voucher term for medical reasons such as hospitalization and/or serious illness. A voucher may also be suspended for lack of funding availability.

4. Record of Search

The Record of Search Log is to be maintained by the family concerning contacts he/she made in the search for an appropriate rental unit. A list of the names of realtors/owners/agents contacted as well as units viewed by the family shall be contained within the search log.