

**Des Moines Municipal Housing Agency
Section 8 Portability
Procedures**

Created: February, 2000

Revised: December, 2007 **8**

OUTGOING PORTABLES

A Section 8 participant who transfers to another housing authority is considered an Outgoing Portable. Des Moines Municipal Housing Agency (DMMHA) is considered the Initial HA and the housing authority accepting the participant is considered the Receiving HA.

DMMHA reserves the right to deny a client's request to port out to another PHA if the receiving PHA is in the higher cost area than DMMHA and if the DMMHA determines that there is insufficient funds to support the ongoing portable client in that area. A denial letter will be sent to client and PHA.

When a participant desires to move, the following process must be completed.

1. Written Request Made:

- A. Tenants must present their *written* request to their **Occupancy** Case Manager **indicating they would like to exercise portability and transfer their assistance to another jurisdiction. The request must include the name and address of the Housing Authority to which the tenant wants to transfer. The NAHRO Directory of Local Agencies is available for client use.** at least thirty (30) days prior to moving out. A thirty-day notice must also be given to their landlord.
- B. Tenants must present a written/signed request to exercise portability which must include the name and address of the Housing Authority to which the tenant wants the assistance transferred to. The NAHRO Directory of Local Agencies is available for client use. (See attached form)
- C. The client must give documentation of on-going income at their new location.
- D. If DMMHA is currently under budget restraints. The Case Manager will contact the receiving HA to inform them of the portability request and will obtain information if the receiving PHA will absorb or bill and to find out the receiving PHA's payment standards. (See attached form) Upon receipt of the information from the receiving PHA (if necessary) and written notice by the owner no monies are owed and no damages anticipated above the deposit amount by the client, the case manager will review the request.
- E. DMMHA reserves the right to deny a client's request to port out to another PHA if the receiving PHA is in the higher cost area than DMMHA and if the DMMHA determines that there is insufficient funds to support the ongoing portable client in that area. A denial letter will be sent to client and PHA. (see attached)
- F. If the portability request has a "preliminary" approval, the case manager will make copies of the following: birth certificates and social security cards for all family members, 214 status forms, most recent 50058, copies of all most recent income and deduction verification forms, and a copy of the most recent EIV print out.

2. **Eligibility Requirements Met:** The participant must meet the eligibility requirements set forth by the Agency's Section 8 Administrative Plan. Those requirements are summarized below.

A Section 8 participant is eligible for portability if all of the requirements listed below are met.

- a. The head of household or spouse lived in jurisdiction of DMMHA at the time when they submitted an application and holds a current Housing Voucher or if the family is a current participant. Applicants who were not residents in DMMHA jurisdiction at the time they applied do not have a right to portability during the first year.
 - b. The family has repaid any monies owed to DMMHA.
 - c. The family has not moved under portability within the last twelve months.
 - d. If the family is a Family Self-Sufficiency participant, the additional considerations outlined in DMMHA's Family Self-Sufficiency Action Plan must be met.
 - e. The family notifies DMMHA in writing, of their desire to transfer their voucher/move. The request must be made along with the relocation request or prior to lease up within DMMHA jurisdiction at least thirty days in advance and must include the family's destination.
 - f. DMMHA may deny a family's request for portability if the receiving HA has a payment standard that is higher than the payment standard of DMMHA and the receiving HA is not absorbing portability clients.
 - g. If the family is a current voucher holder (in good standing – no termination pending), they must not owe any monies to their current landlord and must have no anticipated damages above their deposit amount.
3. **Occupancy** Case Manager places a HAP exclude (hold) on the file in MLS and moves the client out of the unit. See MLS Procedures (attached). If the portability request has a "preliminary" approval, the case manager will make copies of the following: birth certificates and social security cards for all family members, 214 status forms, most recent 50058, copies of all **coresponding most recent income and deduction** verification forms **used at the most recent 50058**, and a copy of the most recent EIV print out.
 4. The file is given to the portability case manager to set up an appointment with the client to sign portability papers.
 5. **Portability Out Packet Prepared:** The portability Case Manager prepares a Portability Out Packet in triplicate. The packet (attached) includes the following forms:
 - * Portability Request Form HUD-52665 – Family Portability Information. Case Manager completes Part I (**Issuance date=day port approved by DMMHA. Expiration date=60 days after move out of current unit**).
 - * Voucher - HUD-52646 (start date=day after move out. Expiration date=60 days later) (**Issuance date=day port approved by DMMHA. Expiration date=60 days after move out of current unit**)
 - * HUD-50058 (most recent)

*DMMHA Portability Request Form

*Copies of all household members' social security cards, birth certificates, and declaration of 214 status forms.

*Copies of all most recent income and deduction (allowance) verification forms.

* **Most recent EIV printout**

If line 2k (FSS Participant) on the 50058 says "Y", the case manager will notify the FSS Coordinator that the portability packet is being created. The FSS Coordinator will copy and provide the case manager with the FSS Contract of Participation, ITSPs, and print out an escrow account statement to be included with the portability packet.

6. **Appointment Scheduled:** The Portability Case Manager contacts the tenant to set up a Portability Request Out Meeting to sign vouchers and the portability request form.
7. **Documents Signed:** The tenant must sign the DMMHA Portability Request Form and Voucher HUD form 52646, if still in DMMHA's jurisdiction. One completed packet is placed in the tenant file. Depending on processing, the family may have already relocated. In this event, the portability packet will be mailed to the receiving HA without the client's signature. A request to **both the client and** the receiving HA is made to return a copy of the documents with the client signature.
8. **Tenant Receives Completed Packet.** The client receives a copy of the **port request form, the voucher and the 52665 port out letter** so they are aware that their portability papers are being sent to the receiving PHA. (see attached) The FSS Coordinator will be emailed when the portability packet is mailed to the receiving PHA.
9. **Receiving HA Receives Completed Packet.** After the appointment the portability packet is mailed to the receiving PHA.
10. If the client decides not to port, a cancellation letter is sent to the HA. Once confirmation comes from the receiving HA **that the client has not leased up or is not bound by a RFTA**, the portability Case Manager enters MLS to change the voucher type back to regular and gives the file back to the **Occupancy** case manager for that part of the alphabet. The client will work with their case manager for any qualifying extension. If the port is a FSS client, the **Portability** Case Manager will notify the FSS Coordinator of the cancelled port.

Once the HUD-52665 is returned from the Receiving HA, the following steps are taken if the HA is absorbing:

1. The portability Case Manager changes the voucher type to outgoing non-payable port and creates a code 5 (outgoing portable) certification within a week, placing a copy of the 50058 in the client file. The Case Manager also will make a Miscellaneous Tenant record and create a record in MLS's Other Information screen. The voucher increment is removed from MLS Tenant Master screen. The status in the Tenant Master client screen is changed to inactive.
2. Participant's file is updated with new paperwork and filed in the out file storage.
3. The FSS Coordinator will receive a copy of HUD 52665 if the port is a FSS client. The FSS Coordinator will complete a code 8 "FSS exit" in MLS.

4. The FSS Coordinator will notify Accounting so any escrow account will be forwarded to the receiving PHA.

Once the HUD-52665 is returned from the Receiving HA, the following steps are taken if the HA is billing:

1. Re-Certification is Prepared if Receiving HA is billing: The **Portability** Case Manager prepares a code 5 **while the voucher is regular. The portability case manager then and** changes the voucher type to outgoing payable port. The case manager then completes a code 4 (relocation) or code 1 (entry) portability re-certification to match the HUD form 52665 & 50058 from the receiving HA. See MLS Procedures (attached). **If the family is participating in FSS**, the FSS Coordinator will find out if the receiving PHA will approve the FSS participant into their FSS Program. If so, then DMMHA will maintain the escrow account as long as we are paying the HAP. The FSS Coordinator will notify Accounting of future escrow changes.
2. **Tenant File is Updated:** The Case Manager adds portability paperwork in tenant file. Outgoing Payable port is written on the front of the tenant folder and the folder is filed with active files.
3. **Release HAP/UAP Exclude (hold):** This action may produce an adjustment check, if necessary. The Case Manager is responsible for determining if the adjustment check should be created. See MLS Procedures (attached).
4. **Monitoring Invoices:** If the receiving HA sends invoices for outgoing payable ports, the case manager must print a HAP payment history and review whether the file is current in payments. **A letter will be sent to the HA along with a copy of the payment history.** If a HAP adjustment is necessary, one is created. (see attachments)
5. Subsequent re-certifications will be created by the portability case manager to match HUD forms 52665 and 50058 from the receiving PHA until billing arrangement is terminated.

INCOMING PORTABLES

A Section 8 participant who transfers from another housing authority is considered an Incoming Portable. Des Moines Municipal Housing Agency (DMMHA) is considered the Receiving HA and the housing authority sending the participant is considered the Initial HA.

When a participant desires to transfer to DMMHA, the following steps must occur.

1. Leasing Case Manager receives a Portability packet from the initial HA.
2. Leasing Case Manager sends confirmation letter to the Initial HA. This letter indicates to the initial HA DMMHA's intention to bill or absorb. (Form letters attached).
3. Case Manager sets up an incoming portability file (purple) and the file is given to the Application Specialist. The Leasing Case Manager will notify the FSS Coordinator of an incoming FSS port and copies of any FSS information provided by the initial PHA. The FSS Coordinator will notify the initial PHA and obtain all necessary paperwork.

4. The Application Specialist screens and completes an income/household composition appointment with the portability family (form attached), which may or may not be completed prior to the briefing session. The file is incomplete until all documentation per DMMHA's standards is received (third party verification of income, assets, expenses, student status, marital status, etc.).
5. The Application Specialist will make **two** **three** attempts by mail **or telephone** to schedule the appointment. If no contact with the family is made, the application specialist will call the initial HA regarding the family's status. If the Port-in participant fails to attend the appointment after two scheduled attempts:
 - a. The portability file is retired.
 - b. The Leasing Case Manager completes Parts IIA and IIB of the 52665 – marking Box 1 making note that the tenant has failed to contact DMMHA. Form 52665 is mailed to initial HA.
 - c. The Leasing Case Manager documents the file to indicate the form was mailed and file is stored.
6. If the client does not pass screening, the file is sent to the Leasing Administrator for a letter for additional information to be provided or **a** letter of denial to be sent out. (see attached)
7. The Application Specialist will contact the portability family (Port-in Participant) to schedule a family briefing session with DMMHA.
8. The Application Specialist prepares a briefing packet with a copy of the issued Voucher from the Initial HA. DMMHA's subsidy standards will be used to determine the voucher size. **DMMHA prints a voucher for the family.** The application specialist will write the appropriate unit size and initial. "PORT" is written on the front page of the briefing packet and RFTA.
9. The Port-in participant (and all adult family members 18 and older in the household) must attend the briefing session.

If the Port-in participant fails to attend the briefing session after two scheduled attempts:

- a. The portability file is retired.
 - b. The Leasing Case Manager completes Parts IIA and IIB of the 52665 – marking Box 1 making note that the tenant has failed to attend the briefing session. Form 52665 is mailed to initial HA.
 - c. The Leasing Case Manager documents the file to indicate the form was mailed and the file is stored for three years.
10. Upon attendance of the briefing session:
 - a. Port-in participant receives the briefing packet and are instructed on how to find a unit.
 - b. From this point, the Port-in participant is processed like any other entry file.
 11. Once the Port-in participant has found a unit:
 - a. Port-in participant must turn in Request for Tenancy Approval

- b. The Unit must be determined eligible to process for inspection
- c. Landlord must be determined eligible
- d. Unit must pass HQS inspection
- e. Portability family must verify utility responsibility.
- f. **If DMMHA is currently billing**, determination is made whether HAP is at or below DMMHA's per unit cost (PUC). If the HAP amount is below PUC, the family will be absorbed. If HAP amount is over PUC, the initial PHA will be billed. If family is absorbed, go to #13.
- g. The Case Manager will notify the FSS Coordinator whether the FSS incoming port will be absorbed or **if DMMHA will be billing** by copy of 52665. The FSS Coordinator will complete the appropriate paperwork depending on the billing status.

12. After the above is completed, the Case Manager completes the following MLS functions in the computer:

- a. Entry certification outlined in MLS Procedures (attached)

In Tenant Master, the client is issued a incoming billable or incoming non-billable portable voucher. (choice is based on Per Unit Cost **if DMMHA is currently billing**)

*Enter Tenant Master, hit enter. Enter Tenant Processing, hit enter. Select client By social security # or last name. If the client is not in MLS, enter information in screen to create client file. Enter to cert/voucher/mod rehab number and F4. Type VportB (if billable port) and select the correct voucher bedroom size for the client. F2 to save. If not billable, select another regular voucher and change description to incoming non-billable portable. F2 to save. Escape back to Tenant Master screen. Enter to Status and F4. Select Active. F2 to save.

From the Tenant Master Screen - Attach the Port-in participant to the Initial HA (if billable port client) by the following steps:

*ALT A – VIEW – select “Set up incoming Portable”

*Select the Initial HA

*If the Initial HA is not listed, you must do CTRL F1 to access the Landlord file and add the new Initial HA. Follow the prompts until completed. (instructions attached)

*Add initial HA's administrative fee.

*F2 to save.

- b. Exit Tenant Master and go to Tenant Certification module. Complete a code 4 or code 1 certification in MLS. See MLS instructions.
- c. Place a HAP and/or UAP (if required) exclude (hold) on the file for signatures. **THE HOLD DATE MUST BE ONE DAY PRIOR TO THE EFFECTIVE DATE OF THE LEASE.** This is to aid Accounting in printing out their portability reports.

13. If after completing the certification it is determined the HAP will be at or lower than the DMMHA's per unit cost or DMMHA is currently absorbing, the portability client will be absorbed. The case manager will then go into the tenant Master Screen and issue a DMMHA incoming non-billable port voucher. The issuance dates should be the dates the initial HA originally used. ????
14. Case Manager completes Part IIA and II B of the HUD form 52665.(If billing, copy of 52665 to accounting also.)
15. Case Manager signs the HUD 52665 and sends the original form to the Initial HA along with the entry 50058 if billing and without a 50058 if absorbing.
16. One copy of the HUD 52665, 50058 and FLAP sheet are retained in the tenant file. The name and mailing address of the receiving HA is placed on the inside information sheet of the tenant file for future reference. The maroon colored tenant file is marked Incoming Billable Port and FSS (if applicable) on the outside of the client file and filed in active file cabinets. If absorbed, tenant files are color coded based on the case manager they are assigned to. Send file to Administrative Secretary for lease (labeled port relocation or port entry). (see attached samples)
17. The Occupancy Sr. Case Manager will view the Accounting reports (Pre-Invoice Register, Hard to House Incoming Portable S8 tenants) on portability so they can invoice correctly to the receiving HAs. (see attached)
18. Change the Administrative fees in MLS as notified by the receiving HAs.
19. If the initial HA is being billed, the on-going case manager will process future updates on the client and forward the file to the Occupancy Sr. Case Manager so a HUD form 52665 and 50058 can be sent to the initial HA within the deadlines set forth by HUD. The Occupancy Sr. Case Manager will print a WINQL report called Section 8 Incoming Billable Ports with Pending or transferred Certs to monitor the end of each month to ensure proper reporting to the initial HA.(see attached)

ABSORBING OF INCOMING PORTABLES

If, at anytime it is determined that this procedure is practical due to funding, the DMMHA will return to the procedure of absorbing incoming portables. Currently the DMMHA will absorb any portable clients where their HAP is at or lower than the agency's Per Unit Cost. If this occurs, the Occupancy Sr. Case Manager will complete the necessary computer changes and send documentation to the client and PHA (HUD form 52665). (See #14 and 15). If absorbing after time of lease up then also provide copy of HUD form 52665 to the Accounting Department so they will remove the names from the portability invoice reports.