



WALWORTH COUNTY HOUSING AUTHORITY

affordable housing is the foundation to build a strong community

20 N. Church Street • Elkhorn, Wisconsin 53121

Phone: 262-723-6123 • Fax: 262-723-2079

*****PLEASE REMOVE THIS PAGE AND KEEP FOR YOUR REFERENCE*****

Completed applications may be returned to the Housing Authority in the following ways;

By Mail: Walworth County Housing Authority
20 N. Church Street
Elkhorn, WI 53121

By Fax: 1-262-723-2079

Email: kfriend@wchawi.com

Drop Box: Completed applications may be placed in the drop box near the front door of the office building that is labeled **"Client Paperwork"**.

If you have questions regarding the application, please contact:

Kim Friend: 262-723-6123 / kfriend@wchawi.com

Or

Nancy Zikuda: 262-723-6194 / nzikuda@wchawi.com

Commonly Asked Questions

How long is the waiting list?

- The length of time your name could remain on the list is based on federal funding and voucher availability. Therefore, we are not able to provide an estimated time your application may remain on the waiting list.

How do I know if I qualify?

- This is a pre-application to place your name on the waiting list. Eligibility will be determined at the time your name reaches the top of the waiting list.

What happens if my mailing address changes?

- If your mailing address changes, you must contact the office to update your address. Failure to do so may result in removal from the waiting list.

What happens after my name reaches the top of the waiting list?

- Once your application reaches the top of the waiting list, you will receive a letter with instructions to complete the eligibility process. You will be required to **provide Social Security Cards and a form or legal identity for all household members.**

WALWORTH COUNTY HOUSING AUTHORITY

WAITING LIST PREFERENCE INFORMATION

The Walworth County Housing Authority has established two preferences for the Section 8 Housing Choice Voucher Waiting List. Qualifying for a preference will establish the order of placement on the waiting list. All applicants for the Section 8 Waiting list will be given the opportunity to certify that they meet a preference definition.

Preference 1:

The Walworth County Housing Authority has established a local **Homeless Preference**.

- The Homeless preference is defined as any individual or family, who lacks a fixed, regular, and adequate nighttime residence that meets certain, defined criteria. Defined criteria includes: living in a publicly or privately-operated shelter designated to provide temporary living arrangements, is exiting an institution where he/she has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution, has a primary nighttime residence that is a public or private place not meant for human habitation or is fleeing, or is attempting to flee, domestic violence; has no other residence and lacks the resources or support network to obtain permanent housing.
- **Doubling up, “couch-surfing”, or anticipating homelessness is not considered as an eligible criteria to qualify for the homeless preference.**
- During the eligibility determination process, the applicant will be required to certify and provide documentation of being homeless.

Preference 2:

The Walworth County Housing Authority has established a federal **Displacement Preference**.

- The Displacement Preference is defined as any individual or family that has been involuntarily displaced, through no fault of their own, by natural disaster or government action.
- During the eligibility determination, the applicant will be required to certify and provide documentation of meeting the Displacement Preference.

If you would like to request your application be considered for either Preference listed above, please review, complete and sign the Preference Request Form attached with this application.



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HOUSING CHOICE VOUCHER PROGRAM PRE-APPLICATION

1. HEAD OF HOUSEHOLD (PLEASE PRINT)

First Name _____ Last Name _____ Middle Initial _____

Date of Birth _____ Social Security # _____

APPLICATIONS MUST HAVE A MAILING ADDRESS AND A PHYSICAL ADDRESS LISTED

Address where you will receive your mail: _____

Physical Address same as mailing

City, State, Zip

City, State, Zip

***NOTICE:** You are required to notify the Walworth County Housing Authority of any change of address. If we cannot contact you by mail, your name will be removed from the waiting list and you will have to reapply.

Telephone Number _____

Email _____

2. HOW MANY PEOPLE WILL LIVE IN THE UNIT? Please include yourself _____

TOTAL NUMBER OF ADULTS _____

TOTAL NUMBER OF CHILDREN _____

3. TOTAL AMOUNT OF ANNUAL FAMILY INCOME: Include income from all sources and fill in one line.

Annually \$ _____ Monthly \$ _____ Weekly \$ _____

4. FOR HUD STATISTICAL PURPOSES ONLY

Please identify your race and ethnicity by checking one box in each of the two categories below.

CHECK ONE:

- _____ White
- _____ Black/ African American
- _____ American Indian/Alaska native
- _____ Asian
- _____ Native Hawaiian/ Other Pacific Islander

CHECK ONE:

- _____ Hispanic or Latino
- _____ Not Hispanic or Latino

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, contact housing Specialist: Nancy Zikuda at 262-723-6123. Advance notice of 14 days is required in order to arrange for interpreter services.

WAITING LIST SELECTION

The Walworth County Housing Authority offers two waiting lists for the Housing Choice Voucher Program. Below is a brief description of each waiting list. Please indicate which list you would like to be placed on. You may choose one waiting list or both.

Section 8 Waiting List:

This waiting list is for the Housing Choice Voucher Program and is designed to help individuals and families living on a limited income afford a private housing unit. Once an applicant is determined eligible they will receive a Voucher to begin to look for suitable housing in Walworth County. This waiting list offers a Homeless Preference and a Displacement Preference.

WHEDA Section 8 Waiting List:

This waiting list is for the Housing Choice Voucher Program and is designed to help individuals and families living on a limited income afford a private housing unit. Once an applicant is determined eligible they will receive a Voucher to begin to look for suitable housing in Walworth County. The policies for this program may differ from the Section 8 Waiting List. This waiting list does not offer any preference.

I would like to be placed on the:

_____ Section 8 Waiting List

_____ WHEDA Section 8 Waiting List

APPLICATION CERTIFICATION

I certify that the information given to the Walworth County Housing Authority on this pre-application is accurate and complete to the best of my knowledge and belief. I understand that false statements of information are punishable under Federal Law. I also understand that false statements of information are grounds for denial or termination of housing assistance.

WARNING! Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States.

I do hereby swear and attest that all the information provided on my application about myself and my household is true and correct.

I declare under penalty of perjury under the laws of the United States of America and the State of Wisconsin that the information contained in this statement of facts is true, correct and complete.

Please sign:

.

Signature of Head of Household

Date

WALWORTH COUNTY HOUSING AUTHORITY
WAITING LIST PREFERENCE REQUEST FORM

The Walworth County Housing Authority has established **two** preferences for the Section 8 Housing Choice Voucher Waiting List. The preference will establish the order of placement on the waiting list. All applicants of the Section 8 Waiting list will be given the opportunity to certify that they meet a preference definition.

PLEASE CHECK THE PREFERENCE YOU ARE REQUESTING TO BE CONSIDERED FOR ON
THE WAITING LIST

_____ **Preference 1:** The Walworth County Housing Authority has established a local **Homeless Preference**.

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_____ **Preference 2:** The Walworth County Housing Authority has established a federal **Displacement Preference**.

- The Displacement Preference is defined as any individual or family that has been involuntarily displaced, through no fault of their own, by natural disaster or government action.
- During the eligibility determination process, the applicant will be required to certify and provide documentation of meeting the Displacement Preference.

I am requesting that my application be considered for the Preference marked above. I understand that I will be required to certify and provide documentation to verify I qualify for this preference during the eligibility process.

Print Name

Phone Number

Applicant Signature

Date