

**ST JOSEPH COUNTY HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM
FAMILY RESPONSIBILITIES**

THE FOLLOWING RESPONSIBILITIES HAVE BEEN REVIEWED THIS DAY _____
FAMILY RESPONSIBILITIES ARE SPECIFIED IN:

- ✓ The Federal Regulations
- ✓ The Voucher (form HUD-52546), for the Rental Voucher Program executed between family and SJCHA.
- ✓ The Lease and the HUD Lease Addendum, executed between family and owner.

THE FAMILY MUST:

- ✓ Supply any information that SJCHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. (Information includes any requested certification, release or other documentation).
- ✓ Supply any information requested by SJCHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
- ✓ Disclose and verify social security numbers and must sign and submit consent forms for obtaining information.
- ✓ Any information supplied by the family must be true and complete.
- ✓ Responsible for an HQS breach caused by the family.
- ✓ Allow SJCHA to inspect the unit at reasonable times and after reasonable notice.
- ✓ Notify SJCHA and the owner before the family moves out of the unit, or terminates the lease on notice to the owner.
- ✓ Promptly give SJCHA a copy of any owner eviction notice.
- ✓ Use the assisted unit for residence by the family. The unit must be the family's only residence.
- ✓ Family composition must be approved by SJCHA.
- ✓ Promptly inform SJCHA of the birth, adoption or court-awarded custody of a child.
- ✓ Request SJCHA approval to add any other family member as an occupant of the unit.
- ✓ Promptly notify SJCHA if any family member no longer resides in the unit.
- ✓ After SJCHA has given approval, may have a foster child or live in aide reside in the unit.
- ✓ Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by the members of the family. The family must also have written permission from the landlord to engage in legal profit making activities.
- ✓ Supply any information or certification requested by the HA to verify that the family is living in the unit, or relating to family absence from the unit, including any SJCHA requested information or certification on the purposes of family absences. The family must cooperate with SJCHA for this purpose. The family must promptly notify SJCHA of absences from the unit.

THE FAMILY MUST NOT:

- ✓ Commit any serious or repeated violation of the lease.
- ✓ Sublease or let the unit.
- ✓ Assign the lease or transfer the unit.
- ✓ Own or have an interest in the unit.
- ✓ Commit fraud, bribery or any other corrupt or criminal act in connection with the programs.
- ✓ Engage in violent criminal activity, or illegally use a controlled substance.
- ✓ Abuse alcohol. SJCHA policy determines whether the person's abuse of alcohol interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.
- ✓ Assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD) federal, State or local housing assistance program.

DENIAL OF ASSISTANCE

Denial of assistance for an applicant may include:

- ✓ Denying listing on the waiting list.
- ✓ Denying or withdrawing a Certificate or Voucher
- ✓ Refusing to enter into a HAP Contract or to approve a lease.
- ✓ Refusing to process or provide portability.

SJCHA may deny assistance to a family for reasons including:

- ✓ Family violates a Family Obligation.
- ✓ Any member of the family has ever been evicted from public housing.
- ✓ If an HA has ever terminated assistance under the Certificate or Voucher program for any member of the family.
- ✓ If any family member commits fraud, bribery, or another corrupt or criminal act regarding any federal housing program.
- ✓ If the family currently owes rent or other amounts to the HA or to another HA in connection with Section 8 or public housing programs.
- ✓ If the family has not reimbursed any HA for amounts paid to an owner under a HAP contract for 1) Rent, 2) Damage to Unit, 3) Other amounts owed by the family under the lease.
- ✓ If the family breaches an agreement with the HA to pay amounts owed to the HA, or amounts paid to an owner by an HA.
- ✓ If the family has engaged in or threatened abusive or violent behavior towards HA personnel.

IN ADDITION THE FAMILY, INCLUDING ALL FAMILY MEMBERS:

- ✓ Must supply any information SJCHA determines necessary to determine if a family or family members is living in the unit or information relating to family absence from the unit.
- ✓ Must pay utility bills and supply appliances that the owner is not required to supply under the lease.
- ✓ Must not damage the unit or premises (other than from ordinary wear and tear) or permit any guest to damage the unit or premises.
- ✓ Must report all changes in household composition in writing, to SJCHA within 30 days of the change. If reporting a decrease in income, it must be done in writing with supporting documentation within 30 days of change.
- ✓ Must not provide accommodations to guests or visitors more than 30 consecutive days or 90 intermittent days per year.

ACKNOWLEDGEMENTS

- ✓ The Lead-Based paint brochure entitled "Protect Your Family From Lead In Your Home" has been reviewed with the family and the family has been given a copy.
- ✓ The Family has disclosed where any previous Federal Housing Assistance has been received and disclosed whether or not any money is owed.
- ✓ The Family understands that legal action may be taken against the Family if information has been misrepresented or not reported.
- ✓ The Family understands that further inquiries may be made to verify the information reported.
- ✓ Any person who obtains or establishes eligibility for any public housing, or a reduction in public housing rental charges or any rent subsidy or assistance to which that person would not otherwise be entitled, by means of using a false statement, failure to disclose information, impersonation or other fraudulent scheme or device shall be guilty of a felony. In addition, any person who aids or abets you in obtaining or establishing eligibility by the means listed above is also guilty of a felony. This is according to TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, THAT STATES A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OF THE UNITED STATES GOVERNMENT.

Signatures of Family Members:

_____	Date _____
_____	Date _____
_____	Date _____

Signature of SJCHA Representative

Date

