



Saint Joseph County Housing Authority

107 W Center St PO Box 425 North Liberty, IN 46554

Phone: 574-656-3545 Fax: 574-804-1005 Email: mail@sjcha-in.com

SAINT JOSEPH COUNTY HOUSING AUTHORITY HOUSING CHOICE VOUCHER EXTENSION REQUEST

Housing Search Progress Report MUST be submitted with Voucher Extension Request

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Last 4 Digits of Social Security # _____ Phone Number _____

Voucher Expiration Date: _____ Has RTA Been Turned In? _____

Housing Search Progress Report Included? _____ Yes _____ No

Reason for voucher extension request:

Has your income changed since voucher issuance? _____ Yes _____ No

If your income has changed you must submit a Report of Change form and documentation proving the change.

Signature: _____ Date: _____

I certify that all the information submitted on this personal declaration is true and complete to the best of my knowledge. I understand that providing false information or failing to provide information necessary to determine my rental subsidy is grounds for termination or denial of assistance and/or could lead to a debt with Saint Joseph County Housing Authority.

SJCHA USE ONLY	
Extension Request: Denied _____ Approved _____	
New Voucher Expiration Date _____	
Signature of SJCHA representative _____	



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Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

SJCHA Policy

The initial voucher term will be 90 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 90-day period unless the SJCHA grants an extension.

Extensions of Voucher Term [24 CFR 982.303(b)]

- The SJCHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the SJCHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54].
- SPHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.
- The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

SJCHA Policy

- Voucher extensions may be granted in **30 day increments** from the expiration date listed on the voucher, but only if the client requests the extension in writing. If the client has not made an attempt to contact the SJCHA, the Voucher will be terminated after **ninety days**. Within that period, the SJCHA expects the client to find an acceptable unit and submit a Request for Tenancy Approval.
- **The PHA will automatically approve one 30-day extension upon written request from the family.**
- **The PHA will approve additional extensions only in the following circumstances:**
- **It is necessary due to reasons beyond the family's control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:**
 - Circumstances have prevented the family from looking (i.e. hospital stay).
 - Disabled person, or family with similar special housing needs, is having difficulty and needs extra time.
 - A unit has been found but is being repaired. The SJCHA may grant the extension if the owner gives written assurance that the repairs will be completed and that the unit will be rented to the applicant.
 - A unit has been found but is occupied by another family. The SJCHA may grant an extension if the owner gives written assurance that the unit will be vacant (and in acceptable condition to rent to the applicant). The owner must provide a statement that he/she is not evicting the current tenant.
 - Family has submitted requests for tenancy approval and have been denied by the PHA
 - Whether family size or special circumstances make it difficult to find a suitable unit

Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

All requests for extensions to the voucher term must be made in writing using the Voucher Extension form and submitted to the SJCHA prior to the expiration date of the voucher (or extended term of the voucher).

The SJCHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.