

VOUCHER TERM & EXTENSION

At the close of the briefing session, each household will be issued a Housing Voucher, which is a contract between the HA and the applicant household specifying the rights and responsibilities of each party.

Duration of Voucher/Expiration

The Voucher is valid for a period of 60 calendar days from the date of issuance. Prior to expiration, the family may contact the HA to request assistance from the HA in locating suitable housing.

The family must submit a Request for Tenancy Approval and an unexecuted lease within the 60-day period unless an extension has been granted by the HA.

Suspensions

As long as a Request for Tenancy Approval is submitted prior to the expiration of the Voucher, the holder may request a suspension of the expiration date of up to 14 days to accommodate inspection of the unit by the HA and any required repairs of the unit by the owner.

Extensions

A family may request an extension of the Voucher time period. All requests for extensions should be received prior to the expiration date of the Voucher. Extensions are permissible at the discretion of the HA for these reasons:

- Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 60-day period. Verification is required.
- The HA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the Housing Counselor, throughout the initial 60-day period.
- The family has turned in a Request for Tenancy Approval prior to the expiration of the 60-day period, but the owner did not make the necessary repairs and the unit has not passed Housing Quality Standards.
- The family provides proof that there were barriers in locating a handicap accessible unit.
- The family holds a Voucher for a bedroom size that the HA determines is difficult to locate, such as a four- or five-bedroom unit.
- As an accommodation to a disability that was a barrier to successfully submitting a Request for Tenancy Approval within the time frame established.

Given the conditions above, the Housing Authority may provide for up to two 30-day extensions. The total duration of the initial term and any approved extensions will be no more than 120 days, unless necessary as a reasonable accommodation. At the end of 120 days, the Voucher will be issued to another eligible family selected in accordance with waiting list procedures.