



Are You or Someone You Know Interested in HUD Rental Assistance?

Are you or someone you know struggling to pay your rent and would benefit with some help? The Fayette Highland Metropolitan Housing Authority does not offer any immediate assistance, but does offer *Waiting Lists* for both *Fayette County* and *Highland County*.

Fayette County has 3 Waiting Lists currently OPEN:

- 1.) VETERAN WAITING LIST ... Where you or your current Spouse (or the Widow of a Spouse) must be a Veteran.
- 2.) TERMINALLY ILL WAITING LIST ... Where you must be considered to be Terminally Ill by a Physician.
- 3.) DISABLED WAITING LIST ... Where you must be between the ages of 18-61 years old and considered to be Disabled by a Physician or receiving Social Security Disability and/or SSI.

Unfortunately, if your status is not considered to be one of these categories, the Housing Authority will not be able to assist you at this time. The regular HCV (Housing Choice Voucher) Waiting List is completely FULL and currently CLOSED. It's anticipated that this waiting list will be closed for up to 1 1/2 to 2 years.

Highland County has 2 Waiting Lists currently OPEN:

- 1.) DISABLED WAITING LIST ... Where you must be between the ages of 18-61 years old and considered to be Disabled by a Physician or receiving Social Security Disability and/or SSI.
- 2.) FUP WAITING LIST ... Where you must have children in your household under the age of 18 years old.

Unfortunately, if your status is not considered to be one of these categories, the Housing Authority will not be able to assist you. These 2 programs are the only programs HUD offers to Highland County at this time.

How to Apply to the Online Waiting Lists

- ◆ Go to www.fayette-co-oh.com
- ◆ Hover over the word "GOVERNMENT" where you will see a dropdown list. Click on HOUSING AUTHORITY.
- ◆ Where you will then Proceed to Site - This will open the Housing Authority page. Click on WAITING LIST APPLICATION (across the top of the page).
- ◆ Then, select either Fayette or Highland County - where you will begin typing in your information.

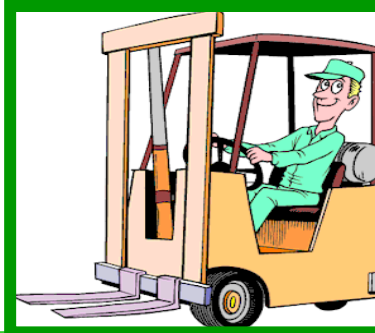


After You Apply - What Happens Next?

Once your name comes up on the Waiting List, the Housing Authority will notify you by sending you an Eligibility Packet in the mail. The packet will include a more thorough application to fill-out along with a cover letter with a list of Verification to submit with your packet. There will be a specific Due Date to return your packet to the Housing Authority. If your packet is not returned by the required Due Date - You will not be eligible for any further assistance.

While you are waiting for your Eligibility Packet to arrive - Please contact the Housing Authority to update your Address if it has changed. Be aware that it may take up to 6 months or more for you to receive your packet.





ALL Income Must Be Reported to the Housing Authority

If you are new to the Housing Authority program - All income for everyone in your household must be reported to the Housing Authority. All income changes must be reported to the Housing Authority within 10 Days of when the change has taken place and at all Annual Reexaminations. The Housing Authority receives monthly New Hire and Income Reports for every client in the rental assistance program.

The following income must be reported for every adult and child in your household:

- ◆ Income from Social Security and SSI - You must submit a copy of your current Award letter (s) to the Housing Authority (including SS or SSI Benefits for children).
- ◆ Income from Child Support - whether you are receiving child support or currently not receiving child support, you must submit verification for 12 full months. All child support must be submitted including the county you live in and from the county you receive your child support.
- ◆ Income from Jobs & Family Services such as TANF and OWF must be reported to the Housing Authority through verification from Jobs & Family Services.
- ◆ Income from Retirement, Pension or Veterans Benefits must be reported to the Housing Authority.
- ◆ Income from Financial Contributions must be submitted to the Housing Authority. If you are considered zero income or very low income and a friend or family member gives you money weekly to monthly it must be reported.
- ◆ Income from Wages must be reported to the Housing Authority. If you have started working, stopped working, got a decrease in pay or an increase in pay - you must report it to the Housing Authority.
- ◆ If there is a child under 18 years old or an adult in college who is working you must report their income to the Housing Authority. Although their income may be excluded - it still must be reported.
- ◆ If you have a Live-In Aide in your household - even though their income is excluded - It must be reported to the Housing Authority.

For ALL Income Changes a Reporting Change Form must be fully and accurately completed and submitted to the Housing Authority along with verification by the 23rd of the month. Failure to report Income to the Housing Authority may require a repayment agreement for subsidy that was overpaid on your behalf.



REPORTING INCOME CHANGE

Must be filled out in ink

Current Date: _____

Phone Number _____

Warning: It is unlawful to "knowingly and willfully" make any "materially false, fictitious, or fraudulent statements or representation" to a federal agency. Violations can be punished under Section 2 of the False Statements Act by a fine and/or imprisonment of not more than 5 years. [18 U.S.C. § 1001]. I declare, under penalty of perjury under the laws of the United States of America and the State of Ohio, that the information below is true, correct, and

Print Head of Household Name

Head of Household Signature

Instructions:

ONLY complete the sections that are necessary to tell how your household income or household members has changed.

Documentation required verifying the change you are reporting (IE: letter of hire or termination, pay stubs, benefit letter, Birth Certificate, Picture ID, SS Card, and or consent statement from your landlord or property manager).

All income changes must be reported and verified within 10 days. All changes verified on or after the 23rd will not become effective for the following month. All decreases must be verified by the 23rd of the month in order for the HA to make Immediate changes. Unreported income (over the 10 day notification) the effective date will be the 1st of the following month. Failure to report any changes may result in termination from the Housing Assistance program.

FAMILY INCOME CHANGE:

I am reporting income changes for this family member: _____

Type of Change: () Increased Income () Decreased Income Effective Date of Change: _____

Name Source of income: _____

- | | | |
|---------------------------------------|---------------------|----------------------------|
| () Started Working | () Unemployment | () Child Support Benefits |
| () Stopped Working | () SS/SSI | () Student Status |
| () Wage Increase | () Pension | () Assets |
| () Change of Jobs - 2 forms required | () Self-employment | () Other: _____ |

Comments: _____

AFFIDAVIT OF INCOME - EMPLOYER INFORMATION

Company Name: _____

Company Full Address: _____

Phone / Fax Numbers: _____

Date of Hire: _____

Last Day Worked (if applicable): _____

1. Average number of hours per workweek: (be specific on hours; please NO "Varies") _____

2. Hourly Rate of Pay: _____

3. Amount of Bonus, Incentive Pay, Commission, and/or Tips: per day / week / month: (circle one) _____

4. Employee is paid: Weekly 52X, Bi-Weekly 26X, 2X Month 24X, or 1X Month 12X (circle one)

Employee's Signature: _____

Note: Please remember to bring in a copy of your 1st 6 paystubs for review.

Fayette/Highland Metropolitan Housing Authority - 121 E. East St Washington CH, Ohio 43160
(740) 335-7525 Fax: (740) 335-6644 Equal Housing Opportunity



ALL Household Changes Must Be Reported to the Housing Authority

Are you wanting to Add someone to your household? All household composition changes must be reported to the Housing Authority within 10 Days of when the change has taken place and at all Annual Reexaminations.

In order to add someone to your household - You must fill-out a Reporting Change Form and the Housing Authority requires the following:

- ◆ If a New Baby has been born - the Housing Authority requires that you submit a copy of the Baby's Social Security Card and Birth Certificate. Sometimes it can take a little time to receive the baby's Birth Certificate after the baby is born. In this case, you may submit the baby's Crib Card and once you have received their birth certificate - You may submit it at that time.
- ◆ If you have received Custody of a Child - the Housing Authority requires you to submit the child's Social Security Card, Birth Certificate and Court Custody Documents or documentation from Children Services verifying that you have been given custody of the child. This same requirement applies to adding Foster Children to your household.
- ◆ If you are wanting to add a Live-In Aide to your household - the Housing Authority requires that you submit a Letter from your Physician stating that due to your Disability or Medical Condition it would be in your best interest to add a Live-In Aide to your household. You must also complete a Live-In Aid Packet that the Housing Authority will give you and submit copies of the Live-In Aides' Photo ID, Social Security Card, Birth Certificate and any Asset or Income Verification they have. Your Landlord or Property Manager must also give their permission.
- ◆ If you are wanting to add an Adult to your household - the Housing Authority requires that you must be a participant in the Housing Authority program for 1 full year before you are eligible to add an Adult to your household. The Housing Authority requires that you submit copies of the Adult's Photo ID, Social Security Card, Birth Certificate and any Asset or Income Verification they have. Your Landlord or Property Manager must also give their permission. You will then be given a packet to complete.
- ◆ If a Household Member has Moved-Out of your household - the Housing Authority requires that you report the change to the Housing Authority within 10 Days of when they have left.

The Housing Authority allows that Visitors may only stay a maximum of (2) nights per week, but not consistently.

Failure to report Household Composition Changes to the Housing Authority may result in Termination of your rental assistance.



REPORTING HOUSEHOLD CHANGE

All adult additions must be approved in writing by your landlord before the additional person can move in. You will be notified if an appointment is required. New household members may not move in to the unit until you receive written approval from the HA.

HOUSEHOLD COMPOSITION CHANGE:

REQUEST TO REMOVE A HOUSEHOLD MEMBER(S) Effective Move Out Date: _____

1 - Household member (s) to be removed: _____

2 - Household member (s) to be removed: _____

3 - Household member (s) to be removed: _____

4 - Household member (s) to be removed: _____

Reason for request to remove family member (s): _____

REQUEST TO ADD A HOUSEHOLD MEMBER(S) Effective Move In Date: _____

1 - Name: _____ Male / Female Age _____ Student? Yes No

Relation to head of household: _____ Disabled? Yes No

Race/Ethnicity: _____ Hispanic Not Hispanic

2 - Name: _____ Male / Female Age _____ Student? Yes No

Relation to head of household: _____ Disabled? Yes No

Race/Ethnicity: _____ Hispanic Not Hispanic

3 - Name: _____ Male / Female Age _____ Student? Yes No

Relation to head of household: _____ Disabled? Yes No

Race/Ethnicity: _____ Hispanic Not Hispanic

4 - Name: _____ Male / Female Age _____ Student? Yes No

Relation to head of household: _____ Disabled? Yes No

Race/Ethnicity: _____ Hispanic Not Hispanic

Landlord Permission Required (for adults additions only)

I (Management Computer Services, Inc.) permit or disallow the addition of this person (s) to the current lease I have with Tenant First Name Last Name).

Approved Household Addition: Yes No Reason/Comment: _____

Landlord signature: _____ Date: _____

Required Attachments for all new family member additions as applicable:

Legal ID (such as driver's license for adults)

Birth Certificates & Social Security Card

Declaration of Citizenship or Immigration Status

Income, Asset, Disabled and/or Student Verification

Federal Tax forms (for adults) / Child Custody (Court Order / J&FS)

Background Check (for adults)

Federal Release of Information (for adults)

Debts Owed form (for adults)

Family Obligations form (for adults)

Lead Paint form (for adults)



Parfaits - the Perfect Summertime Treat!

S'MORES Pudding Parfaits



Ingredients

- ◆ (8) Graham Crackers
- ◆ 2 Cups of Cold Milk
- ◆ (1) 8 oz. Container of Whipped Topping
- ◆ 1/2 cup Marshmallow Fluff

Topping

- ◆ (1) Graham Cracker broken into 4 pieces
- ◆ (4) Mini Chocolate Bars
- ◆ Mini Marshmallows
- ◆ Chocolate Sprinkles

You will also need (4) Clear Plastic Cups or Glasses.

Crush the graham cracker squares into crumbs and add a layer to the bottom of each cup. Prepare the instant pudding mix by whisking together the pudding mix and milk until well combined. Use half of the pudding to cover the graham cracker layer, then top with a second layer of graham cracker crumbs. Add half the whipped topping to the remaining pudding and whisk to combine. Spread the pudding and whipped topping mixture over the top of the graham crackers in the cups, then add another layer of graham cracker crumbs. Combine the remaining whipped topping with the marshmallow fluff, beating until smooth. Spread the mixture over the top of each cup, then place the parfaits in the refrigerator to chill for 4 hours. When ready to serve, stick one piece of graham cracker and one mini chocolate bar in the top of each cup, then sprinkle mini marshmallows and chocolate sprinkles on top.



Ingredients

- ◆ 2 cups of Whipped Topping
- ◆ 3/4 cup Lemon Yogurt
- ◆ (1) package Sugar Free Orange Jell-O
- ◆ 1/4 cup Boiling Water
- ◆ 20 oz. can Mandarin Oranges (drained)
- ◆ 1 cup Nilla Wafer Cookies
- ◆ Orange Sprinkles

You will also need (4) Clear Plastic Cups or Glasses.

In a large bowl fold the yogurt and whipped topping together. In a small bowl mix the Jell-O and boiling water - stirring well until the Jell-O is fully dissolved. Add the Jell-O mixture to the yogurt mixture and stir until fully combined. In the cups, add a layer of cookies, followed by oranges and a layer of the cream. Repeat these layers one more time ending with the cream. Place the parfaits in the refrigerator to chill for at least 1 hour then garnish the top with additional whipped topping, oranges, cookies and orange sprinkles.

ORANGE CREAMSICLE Parfaits



Peanut Butter Bird Feeder

Here's a Fun Project for the kids this Summer!

You'll need:

- ◆ Empty Cardboard Toilet Paper Tube
- ◆ Peanut Butter
- ◆ Birdseed
- ◆ String
- ◆ Scissors
- ◆ Bamboo Skewer
- ◆ Butter Knife



This toilet paper bird feeder craft is perfect for younger children, but if doing this activity with toddlers or preschoolers, have all your supplies prepared a head of time. Prepare the bird seed by adding it to a tray that is larger than your cardboard tubes.

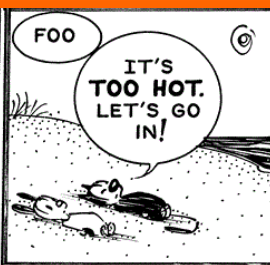
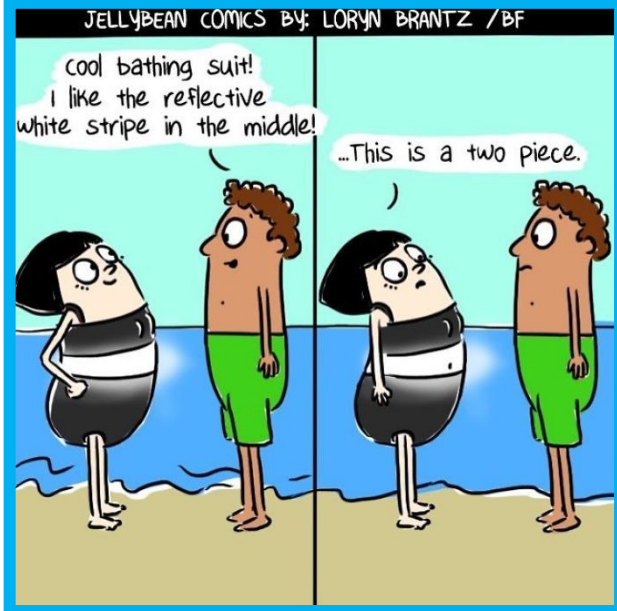
Grab your scissors and start by creating a small set of holes at the top of the toilet roll tube. Take your string and thread it through the holes and tie it in place. The string will be for hanging your bird feeder.

Now create a small set of holes towards the bottom of your toilet roll tube. Push the bamboo skewer through to make a resting perch for the birds to stand on.

Take your cardboard tube and spread a thin layer of peanut butter over it with a butter knife. Then, roll the tube in the bird seeds - pressing more birdseeds on if you see spots you missed.

Then, simply hang your bird feeder in a spot of a tree where the kids can watch birds feeding on it. Your little ones will love making these bird feeders! It's a great project for the kids to learn about birds' eating habits and best of all - the kids get to spend quality time with you!





Fayette Highland
Metropolitan Housing Authority

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Washington Court House, Ohio 43160
Tel: (740)335-7525
Fax: (740)335-6644
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Office Hours

Monday - Thursday 7:30 am - 3:00 pm
Closed for Lunch Everyday Noon - 1:00 pm
Friday the Office is Closed
Office Closed All Government Holidays

The Housing Authority Staff may also be Contacted by Email:

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