

## **WHAT IS THE TOWN OF ISLIP HOUSING AUTHORITY?**

The Town of Islip Housing Authority (HA) is a RAD PBV S8 Authority created in accordance with the provisions of New York State RAD PBV S8 Law. The Authority exists under the terms of the incorporation and a cooperation agreement with the local municipality.

The Authority is an independent agency that is governed by a seven-member Board of Commissioners. Five members are appointed by the Town of Islip Supervisor and the Town Board of the Town of Islip and two members are HA program participants elected by the other participants residing in HA subsidized units. The Board appoints an Executive Director to run the day-to-day operations. The Board of Commissioners meets at least monthly, September through June each year.

The Authority manages 342 units of RAD Section 8 PBV (project-based vouchers) and 18 PBV units of Housing for eligible families, which include elderly and disabled persons/families. There are four HA managed Housing locations throughout the Town of Islip. Availability and eligibility are determined through the management and administration of a waiting list.

The Authority also administers the Section 8 Housing Choice Voucher Program, a federally funded rental subsidy program. There are approximately 1,044 families participating. Availability and eligibility are determined through the management and administration of a waiting list.

Although HUD has scored the Islip Housing authority as a **High Performer** for 18+ consecutive years, the Commissioners are dedicated to providing housing and services through the administration of the HUD subsidies at the highest level possible. The Board expects that the Executive Director and Housing Authority staff will perform and implement Board and HUD policies to achieve their goals.

## **I ALREADY SUBMITTED AN APPLICATION, WHAT HAPPENS NEXT?**

When your initial pre-application was received, the information was entered in the computer database only; no determination of applicants' eligibility was made at that time. When the HA has funding or HA managed housing units available, a group of applicants will be notified by mail and documentation will be requested in order to determine whether the applicants are eligible for assistance. The Housing Authority is unable to anticipate accurately how long the waiting period is in order for an application to be processed for eligibility determination. The PHA does know from history the avg waiting time is 2-7 years or longer, but because the HUD funding changes each year, economic factors cause less program families to move out of the program and the HA knows that approx.. 15-25 families of every 25 100 will ultimately be eligible, but within those known factors the time varies greatly. What the HA does strive to do is ascertain the funding amounts as soon as possible, use forecasting tools in the near term and mid range term to predict availability so that enough families can be contacted, eligibility determined and assistance provided as soon as the funding is available. For most applicants the period will be years. Available funding and limited turnover, especially in the Section 8 program, are at unprecedented low levels. The HA managed housing program on average will turn over 15-50 units per year. These are units owned and managed by the HA under the two PBV programs.

It is most important that applicants on the HA list waiting keep their address information current. Please always provide an updated address for your application, IN WRITING, under your notarized signature or include your social security number in your letter, so that the HA can contact you if your application is in the pool of applicants for eligibility determination.

## **GENERAL WAITING LIST PROCEDURES AND INFORMATION**

The waiting lists are open for new applicants periodically when there is no longer a sufficient pool of applicants to meet the estimated funding availability. The HA will advertise in the local media when the lists will be open to accept new applications. When the lists are open, it is usually for a minimum period of 30 days (although the period can be shorter as established by HA policies.) All applications received during this period are placed in a container/or electronic lottery, drawn randomly

and date and time stamped. This allows for fairness to all applicants during the open period.

Applications are ordered first by preference points, which include, veteran, working family (including elderly or disabled persons whether working or not) and living or working within the Township of Islip (the HA jurisdiction). Applications that have an equal number of valid preference claims are then ordered by the date and time of their application.

Please note, that once your application has been placed on the program waiting list for which you applied, new applications for this program received at a future date will be ordered by preference points first and then by date and time. You can claim or request credit for a preference at any time even if you did not feel you qualified for the preference when you originally applied.

Through the RAD S8 PBV Housing Program the HA provides assistance to families who reside in subsidized units the HA manages. There are currently 360 elderly/disabled efficiency units in the Islip HA RAD & PBV S8 Housing Program, with approximately 25 vacancies per year. The Section 8 housing choice voucher program provides eligible families with a voucher to rent a market unit under the terms and conditions of the Housing Choice Voucher Program. The HA can assist a maximum of 1044 families, depending on the available funding. The HA typically maintains a 97% program utilization rate, not 100% due to families currently looking for units, with approximately 15 to 50 annual turnover vacancies due to varying cyclical factors, depending on funding and other factors related to the program (e.g. families moving). The HA does not determine applicant eligibility, i.e. the verification of the applicant's answers on the application, until the application is within close proximity to the HA having available funding for the family.

Applicants often ask, "What number am I on the list?" Although the applications are properly ordered in the HA computer systems, the HA does not provide a specific number because preference points are available to families at any time, initially or if circumstances change, in accordance with the Administrative policies and HUD regulations. For example, a family living in Brookhaven applies in 2005, and the Head of Household works in Central Islip. This family qualifies for the local preference of "working in the jurisdiction." Before the HA has determined the family eligible the Head of Household changes employment and now works in Brookhaven. This change in circumstance results in the application moving downward on the list. The opposite is also true, and an upward movement on the waiting list will be realized if the Head of Household accepts employment within the HA jurisdiction after submitting their original application.

The HA policies and procedures may be accessed on the HA web site and may be reviewed in the HA main office during normal business hours. The HA Agency Plan filed with HUD provides a policies and procedures summary and is available at [www.isliphousing.org](http://www.isliphousing.org).

## **HOW DO I APPLY FOR RAD PBV S8 AND SECTION 8?**

You can apply for **RAD PBV S8** when the Housing Authority has published a notice indicating that the RAD PBV S8 List is open. You must send your application to the address indicated on the application during the time period indicated by the Housing Authority.

You can apply for Section 8 when the Housing Authority has published a notice indicating that the Section 8 List is open. You must send your application to the address indicated on the application during the time period indicated by the Housing Authority.

The Section 8 and RAD PBV S8 lists are opened periodically through notifications after which time the lists are closed until further notice. You can check the website periodically or contact the main office and listen to the voice message for the waiting list status. When the list is open, all applications received during the advertised time period, if a delineated period is given, are drawn utilizing a random selection process consistent with HA procedures. The applications are then sorted first by preference points, then by date and time. Please refer to the HA Section 8 Administrative Plan for additional information.

## **WHY DOESN'T THE HOUSING AUTHORITY ACCEPT APPLICATIONS FOR EVERY**

### **PROGRAM ALL OF THE TIME?**

The funding from HUD made available to the Housing Authority is limited. The funding is budgeted annually in

order to assist the greatest number of families possible. The waiting list remains closed if the maximum number of families possible is subsidized and enough families are on the waiting list to meet foreseeable funding availability. The HA does not notify individual persons interested in receiving an application when the list is open. Rather, public notification of when lists will be open is accomplished through advertisement in the local media, the HA voice message system, notices distributed to local community centers and libraries and other means as deemed practical by the HA.

### **SOUTH WIND VILLAGE UNITS ARE RAD PBV S8 and non-RAD S8 PBV, WHY IS THE WAITING LIST FOR SWV UNITS DIFFERENT FROM THE OTHER RAD PBV S8 WAITING LIST?**

The waiting list for South Wind Village is a "site-based" list, which means that applications are accepted for these

units only when the Housing Authority has published a notice indicating that the South Wind Village RAD PBV S8 List is open. You must send your application to the address indicated on the application during the time period indicated by the Housing Authority.

## **INFORMATION AND FREQUENTLY ASKED QUESTIONS FOR THE TOWN OF ISLIP HOUSING AUTHORITY**

### **How do I apply for Housing Assistance?**

YOU MAY OBTAIN AN APPLICATION IN THE IHA ADMINISTRATIVE OFFICES OR ON OUR WEBSITE. PLEASE COMPLETE THE APPLICATION IN ITS ENTIRETY AND SUBMIT IT BY MAIL. NO APPLICATIONS ARE ACCEPTED IN PERSON AT THE OFFICE. ALL APPLICATIONS MUST BE MAILED TO THE ADDRESS FOUND ON THE APPLICATION. PLEASE NOTE THE OPENING AND CLOSING DATES FOUND ON THE APPLICATION. THE HA MAY ALSO UTILIZE ONLINE APPLICATION ACCEPTANCE AS MAY BE ADVERTISED.

### **If I am already on the list, do I need to reapply?**

No you do not need to reapply.

### **Should I submit additional documents with my application?**

No. When applying for the waiting list, DO NOT submit identification or other documentation, along with the application **unless** you are a person with a disability requesting an accommodation in order to access the IHA programs.

Generally, all persons can apply for Housing Assistance regardless of status because the IHA does not verify information or check eligibility until a point in the future. All pre-applications are received, the data is entered into the database, and the initial waiting list is created. Documentation is not requested until after that time.

### **What proof do I need to show that I am disabled?**

For purposes of submitting an application to the waiting list, you do not need to provide any proof of a disability. For purposes of determining whether you have a qualifying disability, the HA will provide a form with the definition of a disabled person for purposes of HUD programs eligibility. This form can be verified by a knowledgeable professional.

**If I do not read, write or speak English fluently, will someone from your office be able to assist me?**

It is the policy of the Islip Housing Authority to provide timely meaningful access for limited English proficiency persons to all IHA programs and services. The IHA is committed to its mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout the Town of Islip. If you are a person with Limited English Proficiency (LEP), that is, if you do not speak English as your primary language and you have limited ability to speak, read, write or understand English, the Housing authority will provide you with language assistance including oral and written translation services free of charge. Please contact the Islip Housing Authority in person, through the HA website (see “Contact” link or by telephone at (631)589-7100 for Language Assistance.

**I sent in my application, now what?**

Typically, the process from opening all of the applications, entering applicant information into the database, and mailing a notice back to applicants can take as long as six months due to the large number of applications received.

Applications are ordered by preference points first, which include, veteran, working family (which includes elderly or disabled whether working or not) and living or working within the Township of Islip (the HA jurisdiction). Applicants that have an equal number of valid preference claims are then ordered by the date and time of their application.

Please note, that once your application has been placed on a program waiting list, new applications received at a future date will be ordered by preferences first, then by date.

The HA provides assistance to families under the RAD PBV S8 Program through 350 elderly/disabled efficiency units and 10 family units owned and operated by the IHA or affiliates. There are approximately 25 vacancies per year. The HA can assist a maximum of 1044 families through the Section 8 program, depending on available funding. The IHA typically maintains a 97% program utilization rate, and approximately 15-50 new families are assisted per year, again depending on funding and other factors related to the program, e.g. people moving, other agencies billing the HA for families moving to a different jurisdiction, etc. **The HA does not determine the eligibility, i.e. the verification of the applicants’ answers on the application, until the application is within close proximity to the HA having available funding for the family.**

PLEASE note, based on the above information, the HA assists approximately 40-100 new applicant families per year through both programs, a very small amount considering the total number of applications received. The HA continues to monitor and identify sources of funding when available.

The IHA policies and procedures are available on the HA web site, or you may request to review a copy in the HA office. A copy of the IHA Agency Plan filed with HUD provides a summary and is available at [www.isliphousing.org](http://www.isliphousing.org).

**How can I find out the status of my application?**

If you have previously applied, you can send in a written request regarding your status. You can also access the HA website to look up your information to see if your record is active. If you have recently applied and you have not received a confirmation yet from the Housing Authority, please be patient as it may take up to 4-6 months, up to 18 months due to the volume and HA staffing, to load all of the new applications into the database and to then send out notifications.

Note families are still housed appropriately during this period

**What is the average waiting period?**

The average waiting period varies depending on funding availability and the number of applicants on the waiting list. The average time period can vary anywhere from 2-7 years or longer. Please note that placement on the list does not guarantee assistance.

Unfortunately, there is not enough subsidy assistance for all persons that apply and the wait can be of an unknown and long duration.

**Do I have to be a U.S. citizen to be eligible?**

**For purposes of the waiting list, all persons regardless of status can submit an application.**

**For purposes of the waiting list, you should submit an application even if you are unsure of whether you are an eligible non-citizen.**

Once an application on the waiting list is reached for an eligibility determination, in order to be eligible, all applicants and residents must disclose a complete and accurate SSN for each member of the household, except for individuals who do not contend citizenship status.

To receive housing assistance all family members must either be citizens or nationals of the United States or eligible immigrants. Persons who are not citizens or nationals of the United States may either claim or document their eligibility for housing assistance OR they may choose not to contend their status and relinquish housing assistance. Relinquishing housing assistance does not necessarily mean that the undocumented family member cannot reside with the assisted family. So long as one family member is a citizen or an eligible immigrant, the family will qualify as a "mixed family" under 24 CFR §5.504 and will have their housing assistance pro-rated (which means they will pay a higher rent than they would if all family members were either citizens or eligible immigrants.)

**Do I need any preferences or do I need to be an Islip township resident to apply?**

No, the preferences order the waiting list and persons claiming and subsequently verifying eligibility for preferences claimed will be ranked higher on the list.

**LOCAL PREFERENCE POINTS**

Working Family (includes Elderly(62) and/or Disabled)	3
Resident/Working in Jurisdiction	4
Veteran-Working/Living Jurisdiction	1

**Can I be working and still apply?**

Yes. Program eligibility is based upon family total income from all sources including employment. Please note the description of the Working Family Preference above.

**If I don't live in the Town of Islip, can I still apply?**

Yes, there is no residency requirement in order to be eligible for assistance or to apply.

**Do I have to be 18 yrs old?**

The Head of Household must be 18 years old **or** have emancipated minor status.

**Can I be on the Section 8 and RAD PBV S8 lists at the same time?**

Yes, the IHA will put your name on the appropriate list or lists for which you are eligible based upon your answers to the questions on the application. You do not have to indicate for which list you are applying. Fill out the application and the HA will determine the list, depending upon which lists are open for new applications.

**If my child is disabled, can we be included on the waiting list for people qualifying for a preference on the list for persons with disabilities?**

In order for an applicant household to be given credit for the working family preference, which is also given to qualifying disabled or Elderly households, as defined by HUD, the Head, Co-Head or Spouse would be the person(s) with the qualifying disability. All persons are encouraged to apply, including families with children having disabilities. Reasonable Accommodation requests and other program aspects related to persons with disabilities still apply. The Head/co-head or spouse limitation is for the preference application.

**What is the difference between S8 and RAD PBV S8?**

Section 8 is a subsidy program which will, AFTER your application is reached on the waiting list and AFTER the HA determines you are eligible and IF there is an available voucher (funding) and AFTER a program participant finds a suitable unit for the HA to review AND the unit matches the program requirements, provide a family with a rental subsidy. Sometimes applicants call and state, "My landlord will accept Section 8. Can you give me a voucher." The HA must first reach your application and then determine if you are eligible, regardless of whether your current private rental landlord accepts Section 8 or not.

RAD PBV S8 and Section 8 eligibility are similar, except the RAD PBV S8 are units owned by the HA affiliate, Town of Islip Affordable Housing Corp. and the subsidy or rental assistance stays with the unit, while the Section 8 subsidy is in the form of a voucher issued to a program participant and paid to a private landlord. Program information can be found at [www.hud.gov](http://www.hud.gov). You can also obtain a program handbook by contacting the IHA.

**How much income must I have to qualify for Section 8 assistance?**

There is no minimum amount of income, although a zero-income family will be required to provide verification consistent with the "zero income" policies found in the Administrative Plan. . The maximum amounts of total family income by family size("Income Limits") are listed on the application, and these limits are revised annually by HUD.

**How many Section 8 vouchers are available?**

The short answer is none for purposes of the application acceptance period. This is because the HA issues and maintains the maximum number of allowable Section 8 vouchers, approximately 1,000-1044, depending upon available funding. The waiting list is open for new applicants periodically

when the number of families listed does not provide a sufficient pool of applicants to meet the estimated funding availability for a four to five-year period, or when a response to request for information from the applicants shows that the applicant information has changed, e.g. the mail comes back as undelivered, or is not responded to at all. Applications are accepted for a period of at least 30 days as may be advertised. All applications received during this period are placed in a container and randomly drawn. This allows fairness to all applicants during the open period.

**Will my current residence be inspected by the Housing Authority?**

The Housing Authority does not inspect current residences for Section 8 program participation unless you request to lease the unit AFTER you have been issued a voucher. If/when your name is reached on the RAD PBV S8 waiting list and you are found eligible and if an offer of a unit will be made to you, the HA as your prospective landlord may inspect your current residence as part of the eligibility process for purposes of determining housekeeping standards. However, this is not typically a single determining factor for denial of eligibility.

**If I am eligible for Section 8 assistance, will the Housing Authority help me find housing?**

The Housing Authority will provide guidance and resources to assist your housing search. However, the primary responsibility for locating suitable housing remains with the program participant.

**How can I let you know if my address changes?**

You should advise the Islip Housing Authority in writing and notarized of any change in address, either by mailing it or submitting the information through the HA website or bringing it to the Housing Authority. The HA will provide a return notice acknowledging your change of address.

**Should I let you know if my family size or income changes?**

If you are already on the waiting list you should have received a confirmation notice that explains which changes in information are required to be reported. Generally the IHA does not need information about an income change for an applicant because the information will only be needed if/when your application is reached on the list for an eligibility determination. If your family composition, size, changes, you should provide the information in writing and mail it or bring it to the Housing Authority. The IHA will provide a return notice acknowledging your change.

**What if I have questions?**

Contact the IHA main office, extension 210 or through the HA website. Please note that during periods when the list is open for new applications, the time to respond to phone messages may increase. The HA goal is to return phone calls within 24 hours. A written request is preferred, but not mandatory, and will generate a written response. The HA keeps a log of all calls on the 210 extension voice mail so that a return call can be made as quickly as possible by the appropriate staff member. Please note that the IHA appreciates the importance of each person's inquiry. However, prioritization of calls and requests and the volume of calls received sometimes results in calls being returned beyond the 24 hour goal. For example, persons already assisted in need of information will be responded to first, while applicants requesting information about how to change an address may be called outside the 24 hour window.

**STATUS UPDATE FORM**

**Head of Household** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This form must be notarized if changing address)

**Social Security No.** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Please list members you wish to be part of your household:**

<b>Name:</b> _____	<b>Name:</b> _____
<b>SSN:</b> _____	<b>SSN:</b> _____
<b>Date of Birth:</b> _____	<b>Date of Birth:</b> _____
<b>Relationship:</b> _____	<b>Relationship:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>SSN:</b> _____	<b>SSN:</b> _____
<b>Date of Birth:</b> _____	<b>Date of Birth:</b> _____
<b>Relationship:</b> _____	<b>Relationship:</b> _____

**Do you currently live or work within one of the Islip Town hamlets? Yes or No**

**Are you or your spouse gainfully employed working at least 20 hours per week at no less than minimum wage and have you been continuously so employed for at least the immediate past sixty (60) days, OR is the head of household, spouse or sole member an Elderly Person? [an Elderly person is defined as a person 62 years of age or older OR a disabled person] Yes or No**

**Are you a veteran, or the spouse or widow of a veteran (Honorable Discharged)? Yes or No**

**If you are a person with a disability and you require a specific accommodation in order to access the programs or services of the Islip Housing Authority contact the Section 504 Coordinator at the HA Main Office or refer to our website at [www.isliphousing.org](http://www.isliphousing.org)**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Notary** \_\_\_\_\_ **Date** \_\_\_\_\_

MAIL or submit online OR FAX TO

963 Montauk Highway, Oakdale, NY 11769  
Phone 631-589-7100 • Fax: 631-589-6575  
Hearing/Speech Impaired: Dial 7-1-1 (NY Relay)  
[www.IslipHousing.org](http://www.IslipHousing.org)