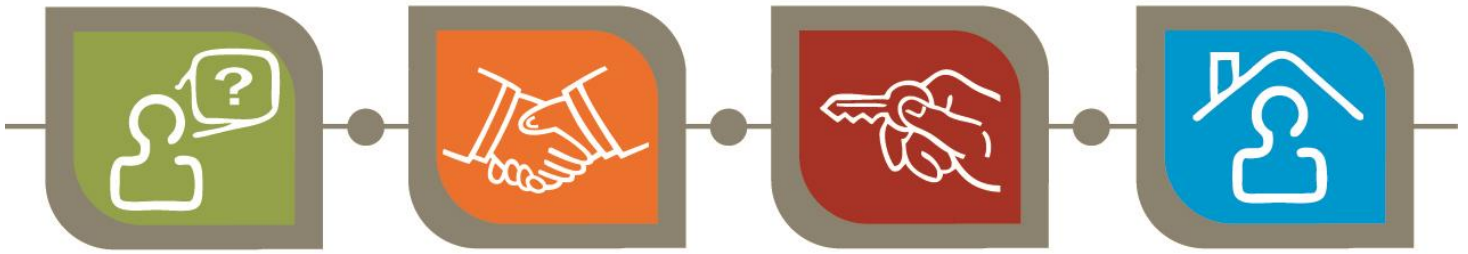


# The *Ins* and *Outs* of Porting into Chicago



**Effective January 1, 2017, CHA will *bill* the initial PHA for families that port into our jurisdiction. Effective April 1, 2018, our new Admin Fee will be 53.04.**

## Starting the Process

Please have your Housing Authority send your file with the following information:

- Form HUD-52665
- Copy of the voucher
- Copy of the most recent Form HUD-50058
- Copies of income verification forms
- Copies of family composition documents
- Voucher Holder contact information

The Chicago Housing Authority will not make any changes to your income or family composition until after you lease up. Please ensure that your Housing Authority sends your most up to date information.

The CHA will contact you within 10-14 days after receiving your complete file.

When porting into Chicago you are required to first attend an eligibility interview to sign an Authorization of Release Form that allows CHA to conduct a background check. You will then be scheduled for a briefing to receive your voucher.

Note you will not receive your voucher when you attend your eligibility interview.

## CHA Rules and Regulations

CHA is a Moving to Work agency and therefore has the authority to make adjustments to the HCV Program as to establish best practices. Therefore, to ensure efficient processing of all Participants moving to Chicago under portability, listed below are some of CHA's unique policies and procedures that will need to be followed:

- Voucher must have at least 60 days remaining before expiration
- Voucher Holder is subject to eligibility screening criteria before moving to Chicago
- Voucher Holder must attend an HCV Program Briefing prior to receiving a CHA voucher
- Participants have re-examinations every 2 years

**Once the Voucher Holder signs a lease and a HAP Contract is executed, CHA will notify the initial PHA.**

**Submit documents to:** CHA Housing Choice Voucher Program  
Admissions Department-Port In Team  
60 E. Van Buren., 9<sup>th</sup> Floor  
Chicago, IL 60605  
Fax: 786-6983



[www.thecha.org/hcv](http://www.thecha.org/hcv)

Customer Call Center: 312-935-2600