

# Housing Choice Voucher Cheat Sheet

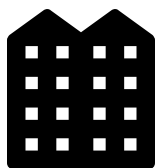
Start Here



Housing Choice Vouchers (HCVs) are a federal housing assistance program administered in Nashville by MDHA. With a housing choice voucher, households find a market rental unit that accepts vouchers and MDHA will pay a housing subsidy directly to the landlord on behalf of the household. Generally, households pay 30% of their income towards rent (or \$50 if they have no income) and MDHA pays the difference. There are 4 different types of HCVs available to household experiencing homelessness through Coordinated Entry.

	<b>Set Aside Section 8</b>	<b>Emergency Housing Voucher (EHV)</b>	<b>Mainstream</b>	<b>Shelter Plus Care (SPC)</b>
<p><b>1</b></p> <p>Who is eligible?</p>	Households experiencing literal homelessness (living on the streets, in a shelter, or another place not meant for human habitation) are eligible.	Households experiencing literal homelessness and households that have been housed through a RRH program and are still working with the program are eligible.	Households experiencing literal homelessness and those housed through RRH are eligible. The head of household must be between the ages of 18-61 and have a verifiable disabling condition.	Households experiencing literal homelessness and those housed through RRH are eligible. The head of household must have a verifiable disabling condition and the household must be working with an agency that has an MOU with MDHA.
<p><b>2</b></p> <p>How can someone be referred?</p>	<ol style="list-style-type: none"> <li>1. Open CE entry in HMIS and complete VI-SPDAT</li> <li>2. Upload identifying documents (birth certificate, front and back of ID, front and back of SSC) to HMIS profile</li> <li>3. E-mail nashvilleces@nashville.gov to put household on Section 8 interest list</li> <li>4. Interest list is prioritized according to CE protocol</li> <li>5. Referrals are made monthly at family and individual care coordination meetings (CCMs)</li> </ol>	<ol style="list-style-type: none"> <li>1. Open CE entry in HMIS and complete VI-SPDAT</li> <li>2. Upload identifying documents (birth certificate, front and back of ID, front and back of SSC) to HMIS profile</li> <li>3. E-mail nashvilleces@nashville.gov to put household on Section 8 interest list</li> <li>4. Interest list is prioritized according to CE protocol</li> <li>5. Referrals are made monthly at family and individual care coordination meetings (CCMs)</li> <li>6. CE will communicate directly with RRH programs about those referrals</li> </ol>	<ol style="list-style-type: none"> <li>1. Open CE entry in HMIS and complete VI-SPDAT</li> <li>2. Upload identifying documents (birth certificate, front and back of ID, front and back of SSC) to HMIS profile</li> <li>3. E-mail nashvilleces@nashville.gov to put household on Section 8 interest list</li> <li>4. Interest list is prioritized according to CE protocol</li> <li>5. Referrals are made monthly at family and individual care coordination meetings (CCMs)</li> <li>6. CE will communicate directly with RRH programs about those referrals</li> </ol>	<ol style="list-style-type: none"> <li>1. Open CE entry in HMIS and complete VI-SPDAT</li> <li>2. Upload identifying documents (birth certificate, front and back of ID, front and back of SSC) to HMIS profile</li> <li>3. E-mail nashvilleces@nashville.gov to put household on SPC interest list</li> <li>4. Interest list is prioritized according to CE protocol</li> <li>5. Referrals are made via e-mail based on availability</li> </ol>
<p><b>3</b></p> <p>How does someone apply?</p>	The CE team will e-mail navigators the application materials after referral. Navigators should upload the following to the households HMIS profile: <i>completed MDHA packet and proof of income/benefits.</i> Once uploaded, e-mail nashvilleces@nashville.gov to let us know.	The CE team will e-mail navigators the application materials after referral. Navigators should upload the following to the households HMIS profile: <i>referral cover sheet, completed MDHA packet, and proof of income/benefits.</i> Once uploaded, e-mail nashvilleces@nashville.gov to let us know.	The CE team will e-mail navigators the application materials after referral. Navigators should upload the following to the households HMIS profile: <i>referral cover sheet, completed MDHA packet, proof of income/benefits, and disability verification.</i> Once uploaded, e-mail nashvilleces@nashville.gov to let us know.	The CE team will e-mail navigators the application materials after referral. Navigators should upload the following to the households HMIS profile: <i>referral cover sheet, completed MDHA packet, proof of income/benefits, and disability verification.</i> Once uploaded, e-mail nashvilleces@nashville.gov to let us know.

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<p>4</p> <p>What happens after the application is submitted to MDHA?</p>	<p>MDHA will review the application and either approve or deny. Applicants can be denied for violent or drug charges, being on the sex offender registry, or owing arrears to MDHA or another housing authority. If approved, the CE team will send navigators information about a briefing and additional documents to complete. Once those documents are returned, households will receive the voucher. Navigators should assist households in locating a unit that accepts the voucher and have the landlord send a signed RTA to MDHA. How's Nashville financial assistance may be available for the security deposit and first months rent.</p>	<p>MDHA will review the application and either approve or deny. Applicants can <i>only</i> be denied for being on the sex offender registry or meth production charges. If approved, the CE team will send navigators information about a briefing and additional documents to complete. Once those documents are returned, households will receive the voucher. Navigators should assist households in locating a unit that accepts the voucher and have the landlord send a signed RTA to MDHA. How's Nashville financial assistance may be available for the security deposit and first months rent.</p>	<p>MDHA will review the application and either approve or deny. Applicants can be denied for violent or drug charges, being on the sex offender registry, or owing arrears to MDHA or another housing authority. If approved, the CE team will send navigators information about a briefing and additional documents to complete. Once those documents are returned, households will receive the voucher. Navigators should assist households in locating a unit that accepts the voucher and have the landlord send a signed RTA to MDHA. How's Nashville financial assistance may be available for the security deposit and first months rent.</p>	<p>MDHA will review the application and either approve or deny. Applicants can be denied for violent or drug charges, being on the sex offender registry, or owing arrears to MDHA or another housing authority. If approved, the CE team will send navigators information about a briefing and additional documents to complete. Once those documents are returned, households will receive the voucher. Navigators should assist households in locating a unit that accepts the voucher and have the landlord send a signed RTA to MDHA. Agencies that apply for SPC are responsible for providing ongoing support services to households after housing. How's Nashville financial assistance may be available for the security deposit and first months rent.</p>



**Hooray!** This household has moved into permanent housing. Don't forget to exit them from CE as housed and connect them with any ongoing support services they need.