



PUBLIC HOUSING TENANTS:

MAKE RENT PAYMENTS YOUR NEW YEAR RESOLUTION IN 2019!

Rent should be your #1 Priority. If you have a balance with SHA, you should pay it **FIRST** to avoid eviction.

- * Rent is due on the 1st of **EACH** month
- * Tenants have until the 7th of each month to pay their rent
- * If rent is not submitted by the end of the business day on the 7th, it is considered LATE
- * If the 7th of the month falls on a weekend, then tenants will have until Monday at 8 am to submit rent payments
- * SHA provides a locked payment drop-off box located in front of Public Housing for after-hours rent payments
- * If a rent payment is submitted by mail and is not received by the 7th of the month, it is considered late

What happens if the rent is late? The following fees may be charged to a tenant’s account:

Late Fee	\$10.00	14 Day Notice Fee	\$15.00
Summons for Court	\$40.00	Posting of Summons for Court	\$45.00

Need repairs? Visit <http://springfieldhousingauthority.org/ph.aspx> to see the 2018-2019 Maintenance Charge Schedule. Once services have been completed, the maintenance charges are posted to a tenant’s account. All adjustments and promised Repayment Agreements are approved by Asset Managers.

Want to see your tenant account? See page 4 for more information, including tenant log-in information!

DEBT COLLECTIONS FOR BOTH PUBLIC HOUSING & SECTION 8 TENANTS:

Owe SHA a past due balance? Remember your debt follows you even after you leave SHA programs as we use the Illinois Comptroller’s Office to collect debt. This means if you move out owing money to SHA, any state check issued to you, including Illinois tax refund checks, will be reduced by the amount you owe to SHA. Therefore, it is imperative to report all income and pay any and all amounts due to SHA promptly.

For Public Housing Debts, call 217-753-5757 ext 227 For Section 8 Debts, call 217-753-5757 ext 241



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Bonansinga residents got into the spirit of Halloween with two contests. Sandy T was awarded “Most Halloween Spirit Award” for her door decorations. Penny P’s Mardi Gras-themed outfit won “Best Costume.” Congratulations Sandy & Penny!

SECTION 8 FAIR MARKET RENTS

All Housing Choice Voucher/Section 8 Fair Market Rents increased effective October 1, 2018:

Bedroom Size	Voucher Amount
0 Bedroom	\$573*
1 Bedroom	\$657*
2 Bedroom	\$846*
3 Bedroom	\$1,074*
4 Bedroom	\$1,144*
5 Bedroom	\$1,316*
6 Bedroom	\$1,487*

*Landlord pays utilities. If utilities are not included, a utility allowance based on each type of unit will be used to determine rental payments. If you have any questions, please see your specialist.



Visit SHA at www.springfieldhousingauthority.org

Follow SHA online through the Google+ App



UTILITY ASSISTANCE CARDS

If you receive utility assistance, you **MUST** visit any of the Bank of Springfield (BOS) locations listed below to complete the initial sign-up process. Utility assistance payments will **ONLY** be distributed through the BOS debit card. You will need to bring a **valid Photo ID & Social Security Card** to open this account.

The Visa debit cards work at any location that Visa is accepted. BOS has a number of surcharge-free BOS ATM's located throughout Sangamon County. BOS also has two surcharge-free ATM networks, Money Pass and AlphaLink Alliance Network, which provide over 23,000 ATM locations nationwide.

You can check your balance, access information, and/or report the card as lost/stolen through the 1-800 number located on the back of the card. BOS has three full service branches in Springfield and one in Chatham to serve you:

***2600 Stevenson Dr**
***3400 Wabash Ave**

***850 E Madison St**
***1140 Commercial Ct (Chatham)**

ATM locations can be viewed by visiting the BOS website at www.bankwithbos.com or calling 217-529-5555 or toll-free at 1-877-698-3278.

CONGRATULATIONS TO OUR RECENT GRADUATES!



ASHLEY B

CARLEEN R

LASHONDA W

SELF-SUFFICIENCY SPECIALISTS

Joseph Jones
Ext 251

Allison Smith
Ext 259

Shelby Smith
Ext 228

Rob Staff
Ext 212

If you have goals that you would like to achieve and could benefit from **one-on-one** support in achieving them, as well as earn **\$\$** once those goals are completed, then the Self-Sufficiency Program is for **YOU!** Ask your specialist today!

HOMEOWNERSHIP & PRE-FORECLOSURE SERVICES

SHA offers the following two programs that make purchasing a home more affordable for low- to moderate-income families and individuals:

Section 8 Homeownership Requirements:

- * Must be a Section 8 participant OR currently eligible for the Section 8 Housing Choice Voucher Program
- * Minimum annual income of \$14,500 from wages unless elderly or disabled*

Public Housing Homeownership Requirements:

- * Do not need to be a resident of public housing
- * Minimum annual income of \$24,000 from wages

All applicants must be employed FULL-TIME for 12 consecutive months, unless elderly or disabled*, must be a first time homebuyer, and must complete pre- and post-purchase counseling offered through SHA. We are now offering Pre-Foreclosure Counseling Services including information on options, completing paperwork, working with lenders, short-sales and deed in lieu.

Through the Foreclosure Prevention Program (FPP), SHA can provide options and work as an authorized third-party to help and possibly obtain a solution to delinquency. For more information about SHA's Homeownership or Pre-Foreclosure Services, please contact SHA's Homeownership Coordinator Deborah Lorenc at **217-753-5757 Ext 209**.

**head of household, spouse or sole member must be a person with disabilities*

SECTION 3

The Springfield Housing Authority's Section 3 Program is designed to help low- and very-low income people within our housing programs, as well as in Sangamon County, to find employment opportunities on HUD funded projects. Applications for this program are accepted at the SHA Main Office, 200 N. 11th Street or can be completed on-line at www.springfieldhousingauthority.org. This page is updated with new opportunities, training information and requirements of the Section 3 program. If you have any questions regarding this project or would like more information on how to sign up for the Section 3 program, please contact our office at **217-753-5757 Ext 315** or visit our website.

DIRECT DEBIT

Make your rent a priority each month, as the eviction process will be followed to keep tenant accounts paid in full each month per HUD regulations. Those who leave with a balance will be reported to HUD's Enterprise Income Verification (**EIV**) System. This means those with balances will not be allowed to receive assistance from another housing authority until any past balances are paid in full.

Direct debits will be withdrawn from your account on the **FIFTH (5TH)** of each month. You will not be held responsible for any late fees and save money on checks/money orders and transportation. Enjoy the benefits and savings of utilizing our direct debit program. Direct debit may be utilized on any debit card including Social Security benefit cards. Call Becky to sign up today at **217-753-5757 Ext 227** or visit our website.

INCOME CHANGES

Be sure to report **ALL** household income, including temporary employment, unemployment, child support, social security and/or TANF. In addition, be sure to report any decrease in income, including no income. Income changes for all residents are accepted from **8:30 to 11:30 am or 1:00 to 4:00 pm** on the following days:

January 2, 3, 7 & 8

February 4, 5, 6 & 7

March 4, 5, 6 & 7

Your Occupancy Specialist will verify the total income, including unreported income. Your rental payments will be based on the household's total income. **All income is reported to EIV and SHA will discover any unreported income.**

CHECK YOUR BALANCE ONLINE

To check your current balance, visit our website at **www.springfieldhousingauthority.org**. The Username is the Head of Household's Last Name. The Password is the Head of Household's last four digits of their Social Security Number. For more information, contact Becky at **217-753-5757 Ext 227**.

LATE FEES

Rent is due on the **FIRST (1ST) day** of the month. If rent is not received in our office by the **SEVENTH (7TH)**, a \$10 late fee will be added. Residents will receive a 14-Day Notice, which comes with an additional \$15 fee. The 14-Day Notice fee is **NOT** assessed until a resident is served with the 14-Day Notice by the Process Server. If rent is late, residents may receive late fees totaling \$25.

If court proceedings are started for delinquency, chronic delinquency (late twice), or non-compliance, a summons fee will be issued, which ranges from \$40 (in-person service) to \$45 (if in-person service unsuccessful). Once court proceedings are initiated, residents **MUST** pay the entire account balance, which includes any charges for the next month. Some examples of charges include (but are not limited to) rent, late fees, maintenance fees, and utilities.

Rent payments are **#1 PRIORITY!!!**

SNOW REMOVAL

With winter's arrival, snow and ice are just right around the corner. The SHA takes great care to ensure that common sidewalks and parking lots are free of snow and ice. To report dangerous walkway or parking lot conditions, please contact Maintenance at 753-5757 ext. 341.

WASTE REMOVAL

Please note that regularly scheduled waste pick-up may be delayed during the holidays and days with significant snow fall. To ensure timely pickup, please make sure that your totes are in their designated pickup location prior to 7 AM on your scheduled pickup day. The location must be free of any obstructions, including snow and ice, as this may cause a delay in service if Republic Services determines that it is not safe. To report a missed pickup, please contact Republic Services at 217-522-7797.

PEST CONTROL

If a Public Housing resident requests pest control but is not ready for treatment when American Pest Control arrives at their unit, a \$50 charge will be added to their account.

RECYCLING

As of November 1, 2018, SHA only pays for a tenant's monthly garbage service. If you would like recycling services, you will be responsible for the charges. Additionally, you are responsible for paying for extra cans, bags, and/or boxes, which will be applied to your monthly rent statement.

PUBLIC HOUSING APPLICATIONS

Applications for Public Housing, including King's Court and the Villas at Vinegar Hill, are accepted every **Monday & Tuesday** from **8:30 to 11:30 am or 1:00 to 4:00 pm**. All applications **MUST** be submitted in person. Telephone, mail, internet, and fax applications will **NOT** be accepted. For information on what documents to bring with your application, please visit our website.

WALK-IN HOURS FOR CURRENT RESIDENTS

Walk-In hours for current Public Housing residents are Wednesdays from 8:30 to 11:30 am or 1:00 to 4:00 pm.

PH OCCUPANCY SPECIALISTS

Joseph Thomas, AMP 1 & 4
Ext 257

Keesha Readus, AMP 2 & 7
Ext 202

Tina (Belford) Hull, AMP 3
Ext 217

Kala Johnson, AMP 6, 8 & 9 (VILLAS)
Ext 409

**WALK-IN HOURS
FOR TENANTS
& LANDLORDS:**

Mondays
1:00 - 4:00 pm

Wednesdays
8:30 - 11:30 am
1:00 - 4:00 pm

All other times are by
appointment only.

**SECTION 8 WAITING
LIST IS CLOSED**

The waiting lists for the Section 8/Housing Choice Voucher and Mainstream programs are **CLOSED**. Keep your address current with this office, as notification will be sent by mail only. For more information, visit our website.

**SECTION 8
SPECIALISTS**

Tamiko Bilbro
A - D
Ext 282

Deborah McKenzie
E - K
Ext 253

Brenda Bloom
L - R
Ext 254

Lisa Sloan
S - Z
Ext 281

Jeanette Lee
Special Projects
Ext 273

**INCOME CHANGES**

Income changes for all residents are accepted from **8:30 - 11:30 am or 1:00 - 4:00 pm** on the following days:

January 2, 3, 7 & 8

February 4, 5, 6 & 7

March 4, 5, 6 & 7

If your income increases or decreases by \$100, you **MUST** report your income. If you are reporting a new job, you must report it the month following your hire date. Five (5) paychecks are **NOT** needed to report new income as staff have a process to verify new income.

FAMILY CHANGES

All family members **MUST** be approved by SHA prior to moving in. In the case of birth or adoption of children, you must notify your caseworker. Family composition changes can be requested in person during regular walk-in hours.

30-DAY NOTICES

All tenants interested in moving **MUST** submit a 30-day notice during **walk-in hours** on the following days **only**:

December 19 & 26

January 23 & 28

February 25 & 27

March 25 & 27

**HAP & UTILITY
PAYMENTS**

All HAP and utility payments are processed during the first five business days of the month. Please wait until **AFTER the FIFTH (5TH) business day** before you call to check on a payment.

**ONLINE PAYMENT
INFORMATION**

Please visit the "Landlord" section of our website to review and confirm electronic payments.

To retrieve your user name, password or ask questions regarding our program, please call Candi at **217-753-5757 Ext 219**.

**LANDLORD
ORIENTATION**

Our next new landlord orientation will be on **Monday, January 7, 2019 at 9 am** in our conference room at the Administrative Offices.

**LANDLORD
REFERRAL PROGRAM**

Refer a new landlord who leases to a tenant for at least six months and receive \$50 as part of our new referral program.

Only owners are eligible for this new program, which allows for a maximum of four referrals in a 12-month period.

For more information about this program, call **217-753-5757 Ext 219**.



Jackie L. Newman, Executive Director
200 North 11th Street
Springfield, Illinois 62703

Phone: 217-753-5757
Fax: 217-753-5799
www.springfieldhousingauthority.org



**SHA will be closed
to observe the following holidays:**

Christmas

Monday, December 24

Tuesday, December 25

New Year's Day

Tuesday, January 1

Martin Luther King Jr Day

Monday, January 21

CONGRATULATIONS

Deborah Lorenc, Homeownership Coordinator
2018 Employee of the Third Quarter

WELCOME NEW STAFF MEMBERS

Brenda Bloom, Section 8 Specialist
Karen Cliburn, Budget Manager
Hailey Stelivan, Data Processing Clerk
Joseph Thomas, Public Housing Occupancy Specialist

