

# Applying For Housing For Your Adult Family Member With Disabilities

Autism Housing Pathways



November, 2017

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Funded through a grant from the  
Massachusetts Developmental Disabilities Council  
U.S. Department of Health and Human Services  
Administration on Intellectual and Developmental Disabilities  
Federal Award No. 93.630

## What applications do I complete?

- Everyone:
  - The Department of Housing and Community Development (DHCD) Universal application
  - Boston Housing Authority public housing application (if a resident of Boston)
- Citizens, legal permanent residents, and other “qualified non-citizens”\* should also complete:
  - The Section 8 Centralized Waiting List pre-application
  - The DHCD Section 8 Housing Choice Voucher Program pre-application

\* A registry immigrant (admitted for permanent residence by the U.S. Attorney General and eligible for citizenship); a refugee or an asylee; a conditional entrant; a parolee; a withholding grantee; a person granted 1986 amnesty status; a resident of the Marshall Islands, Micronesia, Palau, or Guam; a victim of trafficking or relatives of such a victim; VAWA (Violence Against Women Act) Self Petitioners

## Where do I submit the DHCD Universal application?

- Submit the DHCD Universal application to:
  - Housing authorities participating in the Alternative Housing Voucher Program (you do not need to live there):

Acton	Fall River	Melrose	Seekonk	Worcester
Andover	Fitchburg	New Bedford	Sharon	
Barnstable	Foxborough	Newburyport	Spencer	
Brockton	Hudson	Orleans	Watertown	
Cambridge	Ipswich	Provincetown	Westfield	
Charlton	Lynn	Revere	Whitman	
Chelsea	Marlboro	Sandwich	Wilbraham	

- Your Local Housing Authority if it uses this application for its site-based housing (not Boston or Cambridge)
  - A complete list of ALL housing authorities is here (you will need to ask if they use the DHCD Universal Application):  
<http://www.mass.gov/hed/economic/eohed/dhcd/contacts/local-housing-authority-listing.html>

## Where do I submit the Boston Housing Authority application?

- Pick up the Boston Housing Authority (BHA) public housing application **in person** between 9:00 and 5:00, Monday through Wednesday, at:  
Boston Housing Authority  
John F. Murphy Housing Service Center  
56 Chauncy Street  
Boston, MA 02111  
First Floor
- People with disabilities may call (617) 988-3400, between 11:00 and 2:00, Monday through Wednesday, to ask that the application be mailed to them
- Submit the application **in person** at the BHA, between 2:00 and 4:30, Monday through Wednesday

## Where do I submit the Boston Housing Authority application? (2)

- You will need to pick properties to apply to; find out what properties your family member may be eligible for at:  
<http://www.bostonhousing.org/en/Housing-Communities/Housing-Community-Search.aspx>
- Watch an application briefing video, available in English, Mandarin, Cantonese, Spanish, and Haitian Creole (upon request you can have an application briefing session at the BHA with a translator for other languages): <http://www.youtube.com/channel/UCPTnL5o-c-GaACuXsl3OXnQ>

## Where do I submit the Boston Housing Authority application? (3)

- **Complete the application:**

- If picking up the application at the housing authority is difficult, you may print it out (on 8.5" x 14" paper) at:  
[http://www.bostonhousing.org/BHA/media/Documents/Applicants/Applications%20Documents/Preliminary-Application-Package\\_20170919\\_FIN.pdf](http://www.bostonhousing.org/BHA/media/Documents/Applicants/Applications%20Documents/Preliminary-Application-Package_20170919_FIN.pdf)
- Translations of the application and some additional information (including office hours for submitting the application) are available at:
  - <http://www.bostonhousing.org/en/Center-for-Community-Engagement/Language-Access-Division/Translated-Documents-and-Forms.aspx>
  - Translations are for information only; the actual application must be submitted in English
- Make a copy of your application before submitting it

## Where do I submit the Section 8 applications?

- Complete the Section 8 Centralized Waiting List pre-application online ([http://secure.massnahro.org/Section8LHA\\_Internet/WebPages/Registration/Home.aspx](http://secure.massnahro.org/Section8LHA_Internet/WebPages/Registration/Home.aspx) )

OR

Complete a paper application and mail it to the nearest participating housing authority (participating housing authorities and their addresses are listed on the back of the application)

- Submit the DHCD Section 8 Housing Choice Voucher Program pre-application to the non-profit serving your community (non-profits and their addresses are listed on the back of the application)

## The Fair Housing Act

- The Fair Housing Act protects people with disabilities against discrimination
- Under the Fair Housing Act, your family member is eligible for “reasonable accommodations” and “reasonable modifications” if they are necessary to live in housing
- Accommodations and modifications are always approved on a case by case basis; they can be denied if they are not “reasonable” (for instance, if they are too expensive, or other alternatives might work)

## What are reasonable accommodations?

- Changes to rules, policies, practices, and services
- Examples might be:
  - Having a family member accompany them to (or represent them in) meetings with the housing authority
  - Having a service animal in a building where pets are not allowed
  - Using a Section 8 voucher to rent from a family member (for instance, in a three family building owned by a family member)

## What are reasonable modifications?

- Physical changes to a home or apartment
- Examples might be:
  - Soundproofing in a bedroom for a person who is loud
  - Film on windows and mirrors that make them less likely to shatter for a person who has outbursts
  - Lowering kitchen cabinets for a person in a wheelchair

⇒ More information on reasonable accommodations and modifications is at:

<http://www.mass.gov/files/documents/2016/07/xk/requestaccomnotice.rtf>

## Completing the DHCD Universal Application

- Your family member must be over 18 to complete this application
  - Your family member is the applicant
  - Under “Type of Public Housing You are Applying For”, check the box:
    - “AHVP” if you are submitting the application to a housing authority participating in the Alternative Housing Voucher Program
    - Both “Elderly” and “Non-Elderly, Handicapped” if you are submitting the application to a housing authority in your community that has elderly/disabled housing and uses this application (not Boston or Cambridge)
    - “Family” if you are submitting the application to a housing authority in your community that has family housing and uses this application (not Boston or Cambridge)
- ⇒ You may need to submit more than one application to a housing authority if your family member is applying for more than one type of housing there

## Completing the DHCD Universal Application (2)

- If your family member is not in an emergency category, write “N/A” next to question 3
- If your family member is in an emergency category, check the box for the appropriate category in question 3-- you will also need to complete the emergency application
- If your family member is not a veteran, write “N/A” next to question 5
- If your family member needs any special accommodations for their disability, check “yes” for question 6
  - Examples might be: “the housing authority should communicate with the guardian”, or “explain the lease in simple language”, or “a unit on a higher floor where it is quieter”.
- If your family member needs an aide to live with them, check “2” for number of bedrooms (question 8)
- Unless your family member owns a car in their name, check “no” for question 10

## Completing the DHCD Universal Application (3)

- In question 11, remember your family member is the head of household
  - If your family member needs a live-in aide, write the aide’s name (if known) or “not yet known” as an additional household member, and write “live-in aide” under “relationship to head of household” (provided the aide is not a close family member; in that case, write the actual relationship)
  - Remember, income of an aide who is a close family member will also count in qualifying for housing
- Check the box “no” for question 12, unless someone other than an aide is expected to move in with your family member
- Be sure to include all sources of income your family member has under question 13
  - If your family member receives EAEDC, put it under “other income”
  - If there is live in-aide who is a close family member, their income should also be listed

## Completing the DHCD Universal Application (4)

- In question 14, make sure to include medical expenses your family member has that are not covered by insurance, and include any payments for insurance (such as premiums)
- Remember, questions 15 and 16 apply to your family member only, unless a live-in aide is a close family member
- You can use doctors and/or teachers for question 17; an office address and phone are fine
- In question 18:
  - List ALL addresses for the past 5 years, starting with the current one; use extra paper if necessary.
  - The “primary leaseholder” is the first name on the lease
  - You will need the names and addresses of ALL landlords for the past 5 years

## Completing the DHCD Universal Application (5)

- If you are your family member’s guardian, sign for your family member:
  - Print your name, print “guardian for”, print your family member’s name, and sign it
  - Attach a copy of your letter of guardianship when you submit the application
- It is a good idea to hand carry the application to the housing authority, so they can look it over for any errors
- Housing authorities will ask for copies of supporting documentation, such as proof of income, where the person lives, immigration status; bring them with you when you go to the housing authority
- You may also need to complete a Verification of Handicapped Status form and a Verification of Disability Form; both are at: <http://www.mass.gov/service-details/public-housing-applications-documentation>

## Completing the Centralized Waiting List Section 8 Application

- Your family member must be over 18 to complete this application
- Your family member is the “head of household”; use their Social Security number
- Use your own phone number and email address if you will be the one dealing with the housing authority
- Leave “spouse or partner” blank, unless your family member has a spouse or partner
- If your family member needs a live in aide, answer “2” to “How many people will live in the unit?”

## Completing the Centralized Waiting List Section 8 Application (2)

- “Gross annual household income” is your family member’s income
  - It includes any SSI, SSDI, EAEDC, or other cash benefit, in addition to any wages
- Most likely preferences are: Disabled, Extremely Low Income, One Person Family
  - Check “Working”, if your family member works
  - Check “Homeless”, if your family member attends a special needs residential school
- If you are using a paper application, and you are your family member’s guardian, sign for your family member:
  - Print your name, print “guardian for”, print your family member’s name, and sign it
  - Attach a copy of your letter of guardianship when you mail the application

## Completing the DHCD Housing Choice Voucher Program Section 8 Application

- Your family member must be over 18 to complete this application
- Your family member is the “head of household”; use their Social Security number
- Use your own phone number if you will be the one dealing with the housing authority
- Leave “shelter name” and “shelter address” blank, unless your family member is living in a shelter
- If your family member needs a live in aide, answer “2” to “How many people will live in the unit?”

## Completing the DHCD Housing Choice Voucher Program Section 8 Application (2)

- “Gross annual household income” is your family member’s income
  - It includes any SSI, SSDI, EAEDC, or other cash benefit, in addition to any wages
- Check “Disabled”
- Under “Current housing situation”:
  - If your family member lives with you, check “I am doubled up with friends or relatives”
- If you are your family member’s guardian, sign for your family member:
  - Print your name, print “guardian for”, print your family member’s name, and sign it
  - Attach a copy of your letter of guardianship when you mail the application

## Final thoughts

- Always make a copy for your own records before submitting a paper application
- It is a good idea to ask for a written receipt for any application and supporting documents you submit in person
- It is a good idea to mail all correspondence “certified mail” and “return receipt requested”, so you have proof you mailed it, and that it was received