

Slide 1

# Applying For Housing For Your Adult Family Member With Disabilities

Autism Housing Pathways



November, 2017

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## 為您的成年殘疾家人申請住房

-- Autism Housing Pathways

2017 年 11 月

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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

[www.autismhousingpathways.org](http://www.autismhousingpathways.org)

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由麻塞諸塞州發育性殘疾人委員會（Funded through a grant from the Massachusetts Developmental Disabilities Council）

美國健康與人類服務部（U.S. Department of Health and Human Services

）

美國智力與發育殘疾協會（Administration on Intellectual and Developmental Disabilities

）

聯邦獎（Federal Award） No. 93.630 撥款資助

## 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

## 需要完成哪些申請手續？

- 所有人：
  - 住房和社區發展部（Department of Housing and Community Development）（簡稱「DHCD」）通用申請表
  - 波士頓房屋管理局（Boston Housing Authority）公共住房申請表（如為波士頓居民）
- 公民、合法永久居民和其他「合格的非公民」也應完成：
  - 第8部分集中候補名單預申請
  - DHCD 第8部分住房選擇券計畫預申請

\* 註冊移民（由美國司法部長批准永久居留並有資格成為公民者）；難民或政治避難者；符合條件的入境者；獲假釋者；待批受讓人；獲得 1986 年移民特赦者；馬紹爾群島、密克羅尼西亞群島、帛琉群島或關島居民；人口販賣的受害者或其親屬；VAWA（反對暴力侵犯婦女法案）自我請願人

### 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>

## DHCD 通用申請表應提交至何處？

- 將 DHCD 通用申請表提交至：
- 參加另類住房券計畫（Alternative Housing Voucher Program）的房屋管理局（無需住在當地）：Acton、Andover、Barnstable、Brockton、Cambridge、Charlton、Chelsea、Fall River、Fitchburg、Foxborough、Hudson、Ipswich、Lynn、Marlboro、Melrose、New Bedford、Newburyport、Orleans、Provincetown、Revere、Sandwich、Seekonk、Sharon、Spencer、Watertown、Westfield、Whitman、Wilbraham 和 Worcester
- 當地的房屋管理局，如果使用此表申請其管轄下的區域住房（Boston 或 Cambridge 除外）
- 所有房屋管理局的完整清單見下方連結（在申請前，應確認其是否採用 DHCD 通用申請表）：

<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

## 波士頓房屋管理局（Boston Housing Authority）的申請表應提交至何處？

- 週一到週三，上午 9:00 點到下午 5:00 點之間，由本人親自到波士頓房屋管理局（BHA）領取公共住房申請表，地址為：

Boston Housing Authority  
John F. Murphy Housing Service Center  
56 Chauncy Street  
Boston, MA 02111  
First Floor

- 行動不便者可在週一到週三上午 11:00 點到下午 2:00 點之間致電 (617) 988-3400，申請將表格郵寄到住處。
- 申請表應由本人親自在週一到週三下午 2:00 點到 4:30 之間提交到波士頓房屋管理局。

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>

## 波士頓房屋管理局（Boston Housing Authority）的申請表應提交至何處？(2)

- 您需要選擇適用的屬性；打開下方連結，確定您的家人屬於哪種類別：

<http://www.bostonhousing.org/en/Housing-Communities/Housing-Community-Search.aspx>

- 觀看關於申請手續的簡介視訊，視訊可採用英語、普通話、粵語、西班牙語和海地克里奧爾語播放（如有需要，您可以向 BHA 申請提供一名其他語種的翻譯）：

<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/Application%20Documents/Preliminary-Application-Package\\_20170919\\_FIN.pdf](http://www.bostonhousing.org/BHA/media/Documents/Applicants/Application%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

## 波士頓房屋管理局（Boston Housing Authority）的申請表應提交至何處？(3)

- 完成申請：
  - 如不方便到房屋管理局領取申請表格，您可以列印下方連結（紙張尺寸 8.5" x 14"）：  
[http://www.bostonhousing.org/BHA/media/Documents/Applicants/Application%20Documents/Preliminary-Application-Package\\_20170919\\_FIN.pdf](http://www.bostonhousing.org/BHA/media/Documents/Applicants/Application%20Documents/Preliminary-Application-Package_20170919_FIN.pdf)
  - 申請對表格和其他資訊的翻譯（包括提交表格的辦公時間），見下方連結：
    - <http://www.bostonhousing.org/en/Center-for-Community-Engagement/Language-Access-Division/Translated-Documents-and-Forms.aspx>
    - 翻譯僅供參考；實際申請必須用英語填寫
- 在提交前，請將申請表格複印一份自留

## Where do I submit the Section 8 applications?

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

## 第 8 部分申請表應提交至何處？

- 線上填寫第 8 部分集中候補名單預申請

([http://secure.massnhro.org/Section8LHA\\_Internet/WebPages/Registration/Home.aspx](http://secure.massnhro.org/Section8LHA_Internet/WebPages/Registration/Home.aspx))

或者

填寫書面申請表，郵遞至最近的計畫內房屋管理局（參加計畫的房屋管理局及其地址明細見申請表背面）

- 將 DHCD 第 8 部分住房選擇券計畫預申請提交到社區的非營利組織（非營利組織及其地址明細見申請表背面）



## 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)

## 公平住房法案（Fair Housing Act）

- 公平住房法案是為了保護殘疾人不受歧視
- 根據法案規定，您的家人有享受「合理住宿」和「合理改造」的權利，如果認為有必要的話
- 住宿和改造都是根據實際情況決定的；如果不「合理」就有可能被拒絕（例如，費用太貴或者可以採用其他方法）

## 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)

## 哪些屬於合理的住宿？

- 對規則、政策、做法和服務的改變
- 具體例子可包括：
  - 有家人陪同（或代表）參加與房屋管理局的會面
  - 在不允許飼養寵物的住宅樓內養有服務型動物
  - 使用第 8 部分選擇券從家人處租房（例如，從家人自有的三戶式住宅樓內租房）

## 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>

## 哪些屬於合理的改造？

- 對房屋或公寓所做的實體改變
- 具體例子可包括：
  - 對於說話聲音較大的人，在臥室裝有隔音材料
  - 對於性格易怒的人，在窗戶和鏡子上貼膜，讓他們更趨於冷靜
  - 對於坐在輪椅上的人，廚房灶台擺放的更低些

⇒ 關於合理住宿和合理改造的更多詳情，請點擊下方連結：

<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

## 填寫 DHCD 通用申請表

- 您的家人必須年滿十八歲以上
  - 您的家人即為申請人
  - 在「所申請的公共住房類型」選項下，勾選：
    - 「AHVP」，如果您的申請將提交到參加另類住房券計畫的房屋管理局
    - 「老年」和「非老年，殘疾」，如果您的申請將提交到擁有老年/殘疾人住房且使用此表格的社區房屋管理局（Boston 或 Cambridge 除外）
    - 「家庭」，如果您的申請將提交到擁有家庭住房且使用此表格的社區房屋管理局（Boston 或 Cambridge 除外）
- ⇒ 如果您的家人申請多種類型的住房，那麼，您就需要提交多個申請到房屋管理局。

## 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

## 填寫 DHCD 通用申請表（2）

- 如果您的家人不屬於緊急類別，請在第 3 個問題旁填寫「N/A」。
- 如果您的家人屬於緊急類別，請在第 3 個問題內勾選適當類別—並填寫緊急申請表
- 如果您的家人不屬於退役軍人，請在第 5 個問題旁填寫「N/A」
- 如果您的家人需要提供針對其殘疾的特殊住宿設施，請在第 6 個問題下勾選「是」
  - 具體例子可包括「房屋管理局需要與擔保人溝通」，或「用簡單語言解釋租約」或「需要更安靜的高樓層單元」。
- 如果您的家人需要一名助手共住，請在臥室數量下勾選「2」（問題 8）
- 除非您的家人名下有車，否則，請在第 10 個問題下勾選「否」

### 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

## 填寫 DHCD 通用申請表（3）

- 在第 11 個問題下，請記住您的家人即為戶主
  - 如果您的家人需要一名住家助手，請填寫助手的姓名（如果已知）或「仍未知」，作為附加住戶成員，在「與戶主關係」下填寫「住家助手」（如果該助手非親密家庭成員的話；在這種情況下，請填寫實際關係）
  - 請注意，如果助手是親密家庭成員，其收入也將納入考核住房資格的範圍內
- 在第 12 個問題下勾選「否」，除非助手以外其他的人要搬進與您的家人同住
- 在第 13 個問題下，請確保您的家人的所有收入來源均已包括在內
  - 如果您的家人享受 EAEDC 政策，請放入「其他收入」內
  - 如果住家助手為親密家庭成員，其收入也須列明

### 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

## 填寫 DHCD 通用申請表（4）

- 關於第 14 個問題，請確保您的家人所有保險之外的醫藥費均已列入，另外，請列入所有保險費用（比如醫療保險）
- 注意，第 15、16 個問題僅適用於您的家人，除非住家助手為親密家庭成員
- 關於第 17 個問題，可填寫醫生和/或教師；辦公位址和電話均可
- 關於第 18 個問題：
  - 列出過去五年的所有位址，從現用位址開始；如有必要的話，請使用額外紙張。
  - 「主要租約持有人」為租約上的第一個名字
  - 您還需要列出過去五年所有房主的姓名和地址

### 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>

## 填寫 DHCD 通用申請表（5）

- 如果您是申請人的擔保人，請代其簽字：
  - 列印您的姓名，列印為「擔保人」，列印申請人的姓名並簽字
  - 在提交申請時，請附上擔保書
- 較好的做法是把申請表拿到房屋管理局，以方便他們當場查閱有無錯誤之處
- 房屋管理局會要求提供證明文檔的拷貝件，如收入證明、居住證明，移民身份證明；這些文檔都要一起帶到房屋管理局
- 另外，您可能需要填寫殘疾狀態驗證表和殘障驗證表，兩個表格的連結為：  
<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?”

## 填寫集中候補名單第 8 部分申請表

- 您的家人必須年滿十八歲以上
- 您的家人即為「戶主」；填寫時使用其社會保險號
- 如果您負責處理與房屋管理局相關事宜，請填寫您的手機號和郵箱地址
- 保留「配偶或伴侶」一欄空白，除非您的家人已有配偶或伴侶
- 如果您的家人需要一名住家助手，請在「房屋內居住人數？」問題下填寫「2」

### 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

## 填寫集中候補名單第 8 部分申請表 (2)

- 「家庭總年收入」即為您的家人的收入
  - 包括工資以外的 SSI，SSDI，EAEDC 或其他現金補助
- 最有可能入選的是：殘疾人、極低收入家庭和一人家庭
  - 勾選「有工作」，如果您的家人在工作
  - 勾選「無家可歸」，如果您的家人在上特殊寄宿學校
- 如果採用紙質申請表，且為申請人的擔保人，請代表您的家人簽字：
  - 列印您的姓名，列印「擔保人」，列印您的家人的姓名並簽字
  - 郵遞申請表時請附上擔保書

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?”

## 填寫 DHCD 住房選擇券計畫第 8 部分申請表

- 您的家人必須年滿十八歲以上
- 您的家人即為「戶主」；填寫時使用其社會保險號
- 如果您負責處理與房屋管理局相關事宜，請填寫您的手機號和郵箱地址
- 保留「避難所名稱」和「避難所地址」一欄空白，除非您的家人目前正住在避難所
- 如果您的家人需要一名住家助手，請在「房屋內居住人數？」問題下填寫「2」

### 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

## 填寫 DHCD 住房選擇券計畫第 8 部分申請表 (2)

- 「家庭總年收入」即為您的家人的收入
  - 包括工資以外的 SSI，SSDI，EAEDC 或其他現金補助
- 勾選「殘疾」
- 在「目前住房情況」下：
  - 如果您的家人與您同住，請勾選「我與朋友或親人同住」
- 如果您是申請人的擔保人，請代表您的家人簽字：
  - 列印您的姓名，列印「擔保人」，列印您的家人的姓名並簽字
  - 郵遞申請表時請附上擔保書

### 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

## 最後的建議

- 在提交紙質申請前，請將資料複印自留。
- 在親自提交申請表和證明文檔時，最好要求房屋管理局的人員提供書面收據。
- 請將所有信件「掛號郵寄」並「要求發送回執」，以證明您已經郵遞了信件且信件已被收到。

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