



TOWN OF UNION, NEW YORK

WHAT HAPPENS WHEN YOU SUBMIT AN APPLICATION TO THE TOWN OF UNION SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Once your application has been received for placement on the Housing Choice Voucher Program waiting list here is what you can expect:

1. Your application is first reviewed by a caseworker and they will contact you if they feel that any additional information is required in order to complete your application;
2. The caseworker then enters your information into the town's waiting list software which uses the information that you provided to assign your application a ranking;
3. The application is then reviewed by a senior caseworker. The senior caseworker will send you a letter (please note this can take several months) providing you with an **"estimated"** waiting time;
4. If you move, your employment status changes, or there is a change in your family composition you must notify the Section 8 office in writing within five (5) days of these changes. You will be sent an update form to fill out and return to the Section 8 office. You can also come to the office to fill out an update form to make these changes;
5. The waiting list is updated periodically and the waiting list software uses the Town of Union Local Preference ranking system detailed below in order to assign your position on the list:

Town of Union Local Preference Category	Waiting List Placement Ranking Points
1. Town of Union residents involuntarily displaced by a natural disaster (FEMA documentation required). Note: This local preference ranking category is utilized on an "as needed" basis and is designed to provide access to adequate replacement housing. This ranking category is limited to short timeframes immediately following the occurrence of a documented natural disaster.	16
2. Local residency preference for families who live, work, or have been hired to work in the Town of Union (Families must have at least one adult who is employed at least 20 hours per week. This preference is automatically extended to resident elderly families or a family whose head or spouse is receiving income based on their inability to work).	15
3. Town of Union residents without working preference.	14
4. Non-Town of Union residents with working preference.	13
5. Non-Town of Union residents without working preference.	12
6. All others.	11

6. Section 8 funding has not been increased by HUD. The Town of Union cannot authorize new vouchers until some of the people who currently receive Section 8 assistance leave the program. Applicants are not selected from the waiting list until there are at least 15 vouchers available. The Section 8 process can take several years. The estimated waiting time is currently three (3) years or longer.