

5503 OUTGOING PORTABILITY PROCEDURES

- 5503.1 Once DCHA approves the Family's portability move out of DCHA's jurisdiction, DCHA shall schedule the Family to attend a portability briefing.
- 5503.2 DCHA shall brief the Family on:
- (a) The estimated time frame for submitting paperwork to the Receiving PHA;
 - (b) How to contact the Receiving PHA;
 - (c) Any special requirements from the Receiving PHA regarding appointments;
 - (d) Policy on voucher extensions for portable families;
 - (e) Expiration of Vouchers;
 - (f) Requirement to provide a Notice to Vacate to the owner of the current unit;
 - (g) Determination of Voucher size and Payment Standards; and
 - (h) Procedure for returning to DCHA or portability to any other jurisdiction.
- 5503.3 DCHA shall notify the Receiving PHA of the Family's choice to get necessary contact information and incoming portability procedures.
- 5503.4 DCHA shall complete an outgoing portability packet containing the following:
- (a) Part I of the HUD Form-52665 along with a copy of the voucher issued to the Family;
 - (b) A current copy of HUD Form-50058 for program participant; and
 - (c) Copies of the income verification backing up the form.
- 5503.5 In the case of an applicant, DCHA will not have a completed HUD Form-50058 because the Family is not yet a new admission, however DCHA shall provide the Family information and income information in a format similar to the HUD Form-50058.
- 5503.6 DCHA shall mail, fax, or email the portability packet to the Receiving PHA, in accordance with the Receiving PHA's policy.

District of Columbia Municipal Regulations

SOURCE: Final Rulemaking published at 59 DCR 7926 (June 29, 2012).