



Strengthening Homes,
Communities
and Lives

ULSTER COUNTY HCV Wait List FAQs

- **What is HCV?** HCV stands for Housing Choice Voucher. Eligible families are issued “vouchers” which show the family is eligible for rental assistance. Participants rent is limited to 30-40% of their adjusted monthly income and the remaining portion of the rent is covered by a subsidy. If the family is placed on the waitlist and then issued a voucher, they can look for a unit anywhere in Ulster County. When you find a location, the landlord agrees to accept a voucher holder, he/she must sign paperwork to follow program rules and to receive payment from NYS Housing Trust Fund Corporation.
- **What is the HCV Waitlist?** This is the waitlist for Housing Choice Vouchers, formerly known as Section 8. Please note that the current opening of the waiting list is for the tenant-based program (not the project-based program).
- **Are HCV and Section 8 the same thing?** Yes. The Housing Choice Voucher program is also referred to as Section 8.
- **How do I apply?** Starting on October 15 at 9:00 am, Applications can be downloaded online at www.rupco.org and printed copies will be available in the RUPCO main lobby located at 289 Fair Street in Kingston, NY 12401. Applications must be mailed or dropped off in the drop box lobby at 289 Fair Street. We will not accept applications via email or fax.
- **When is the deadline to apply:** The Housing Choice Voucher waitlist will be open starting Friday, October 15 at 9:00 am and will close on Monday, November 15, 2021 at 4:30 pm. All applications must be received by then.
- **What can I do if I need help filling out the application?** Applicants can call 845-331-2140 ext 245 for assistance. Staff will return your call within 48 hours.

In addition, RUPCO will be hosting application assistance sessions exclusively for disabled, elderly, or homeless individuals at 2 Main St. Kingston on the following days:

- Wednesday, October 20, from 9:30 am – 12:00 pm
- Wednesday, October 27, from 9:30 am – 12:00 pm
- Wednesday, November 3, from 9:30 am – 12:00 pm
- Wednesday, November 10, from 9:30 am – 12:00 pm
- Monday, November 15, from 9:30 am - 3:30 pm

All visitors must wear masks regardless of vaccination status.

- **Do I have to fill out the whole application?** Yes. Your application will be considered incomplete if any fields are left blank. In addition, proof of residency must also be submitted with your application. Applications will not be accepted without this documentation.
- **Do I need to submit proof of residency?** Yes. For your application to be considered complete, you must include one form of accepted proof of residency.
- **What is a valid proof of residency?** The following documentation will only be accepted proof of residency:
 - Driver's License with corresponding address (licenses with only a P.O. Box address will not be accepted; HOWEVER, you may visit the Department of Motor Vehicles for a physical address sticker to apply to your License
 - Copy of a current Lease
 - Copy of current utility bill (a utility bill is defined as a bill containing the applicant's name and address for any recurring service like electric, water, etc.)



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- Documentation from DSS showing address (welfare benefits statement, food stamps, HEAP, Medicaid, etc.)
- Documentation from a homeless shelter or agency indicating such circumstances
- **What happens after I submit my application?** Once the waitlist closes, 2,000 families will be selected by a random computerized process to be placed on the wait list. Then, the list is sorted by preferences or priorities.
- **What are preferences?** Points are assigned to each preference, based on your application. The current preferences are for Homeless, Disabled, and Elderly. Proof of this preference will be required to be submitted once your name reaches the top of the waiting list.
- **How will I know if I am on the waiting list?** All applicants will receive a letter once the lottery is conducted informing them if they made the waiting list or not. Applicants will be notified by mail by February 15, 2022, confirming if they were or were not placed on the waitlist.
- **What happens if I made the waitlist?** Congratulations if you made it on the waitlist. However, you must wait until your name is selected to begin the eligibility process. Your name may take anywhere from 1-5 years to reach the top of the waiting list. Positions are subject to change, and therefore positions on the waitlist will not be released.
- **What happens after the waitlist closes?** A lottery will be conducted to determine who makes the waitlist and what position applicants are placed onto the waiting list. Families will be selected as there are openings in the voucher program. Once selected, families will be required to verify the information they reported on their application. If they meet the preferences, staff will begin to determine the family's eligibility for the program. If the family does not meet the preferences they reported, the family will be returned to the waitlist with the reduced preference.
- **What if my information changes after I submit my waitlist application?** Applicants must report in writing any changes in their income, household composition, or mailing address. RUPCO is not responsible for returned mail and should your mail be returned due to failure of updating your mailing address; **you will be removed from the waitlist**. In addition, if your name reaches the top of the waitlist and you failed to report your income changes and no longer qualify for the income limit you were originally eligible for, your name will be placed back onto the waiting list at the higher income limit you qualify for.

Report all changes in writing by mail to:

RUPCO

Attn: Housing Choice Voucher

289 Fair St. Kingston NY 12401

* All letters must include the name of full name of the applicant

- **Are all applications accepted to waitlists?** No. RUPCO will be conducting a lottery once the waiting list closes. Approximately 2,000 applications will be chosen and placed on the waitlist. However, all applicants will receive a letter by February 15, 2022, informing them of whether they made the waiting list or not. If you do not make the waiting list, your application will be mailed back to you, informing you that you, unfortunately, did not make the waiting list.
- **Are there any other housing assistance programs offered in Ulster County, NY?** Yes. Please visit <https://ulstercountyny.gov/aging/senior-housing> for additional resources that offer rental assistance.
- **How can I verify if I'm on the Ulster County HCV waiting list?** Please allow RUPCO 90-days from date the waiting list closes to confirm whether you made the lottery and your name was placed onto the waiting list. Applicants will be notified by mail by February 15, 2022, confirming if they were placed on the waitlist.



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- **Where am I on the waitlist?** Positions on the waitlist are subject to change due to preferences. Therefore, RUPCO does not release positions on the waiting list.
- **How long will it take to receive a voucher?** The average wait for a voucher is approximately 1-5 years. There are many families and individuals who have applied for housing assistance and are on the waiting list for the Housing Choice Voucher tenant-based program. We cannot predict when your name will reach the top of the waiting list. *Please be sure to keep your contact information current with RUPCO and report all changes in income, household composition, and mailing address.*

Report all changes in writing by mail to:

RUPCO

Attn: Housing Choice Voucher Dept.

289 Fair St. Kingston, NY, 12401

* All letters must include the name of full name of the applicant

- **What happens when my name reaches the top of the waitlist?** You will be notified by mail only once your name reaches the top of the waiting list. Then, you will be given 10-business days to contact our office to conduct a phone screening to determine that you are still income-eligible and confirm the information reported on your application.
- **What if I am behind on my rent?** RUPCO does not assist with back rent or security. Subsidy on a unit will only begin once all eligibility requirements have been met, all required documentation has been provided, and your unit has passed a Housing Quality Standard inspection. Subsidy on all units may only begin on the 1st or the 15th of the month.

If you are currently behind on your rent, you can visit: <https://rupco.org/1940037-2/> to learn more about the New York State Emergency Rental Assistance Program.

- **Once issued a voucher, can I transfer my voucher?** You are eligible to transfer your voucher to another county or state if you were a legal resident of Ulster County at the time you applied and your proof of residency supplied indicated this as well. However, if you were not a legal resident of Ulster County when you applied to the waitlist, then you **must** reside in Ulster County for 12-consecutive months before being eligible to transfer your voucher. There are no exceptions to this requirement and reasonable accommodations will not be accepted to waive this one-year rule.