

**SUPERIOR HOUSING AUTHORITY
HOUSING CHOICE VOUCHER INFORMATION SHEET**

The purpose of the Housing Choice Voucher program is to provide rental assistance to eligible low-income families. The rules and regulations for the Housing Choice Voucher program are determined by the U.S. Department of Housing and Urban Development (HUD).

The Superior Housing Authority complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the appointment, please contact SHA at (715) 394-6601 by 12:00 p.m. on the day prior to the scheduled meeting. The Authority will attempt to accommodate any request depending on the amount of notice we receive.

Superior Housing Authority (SHA) administers the Housing Choice Voucher program in the City of Superior and Douglas County. The maximum amount that SHA will pay is an amount equal to the Fair Market Rent (FMR) for each specific bedroom size, minus 30% of the family's adjusted gross income.

A family's rent responsibility is based on 30% of their adjusted GROSS income. Income includes, but is not limited to:

- Employment
- Social Security/SSI Benefits
- W-2 (Welfare to Work benefits)
- SSI
- Social Security
- Contributions by family members
- Child Support including "disregards"
- Blood Donors
- Unemployment/Workmen's Compensation
- Tupperware/Avon/House of Lloyd, etc.

*****All money coming into the household MUST be reported*****

Certain deductions may be given in the rent calculation. For individuals who are disabled or over age 62, there is consideration given for out of pocket medical expenses. Any medical expenses which are not reimbursed from insurance or any other means (i.e. health insurance premiums, prescriptions, dental, etc.) should be turned in for consideration. Childcare expenses, which enable an adult in the household to work or attend school, will also be considered for a deduction. Receipts from the childcare provider must be submitted.

Steps to Assistance

- 1) A family completes the Housing Choice Voucher application and they are placed on a waiting list
Applications can be obtained at Superior Housing Authority's Administration offices Monday-Thursday, 8:00 am to 4:30 pm.
- 2) Superior Housing Authority determines family's final eligibility
Family is selected from waiting list and income and household composition is reviewed for final eligibility
- 3) Rental Voucher is issued
When a family is determined to be eligible for the program and funding is available, Superior Housing Authority issues them a Housing Voucher.
- 4) **Family decides where to live**
A family must locate a housing unit that meets the program rules. That may be where they are now or a totally different unit. A family has 60 days to locate a suitable unit.
- 5) Owner Approves Family
Even though a family is determined by Superior Housing Authority to be eligible for the program, the owner must approve the family as a suitable renter.

If you have further questions, feel free to contact the
Superior Housing Authority, 1219 N 8th St, PO Box 458, Superior, WI 54880
Phone: (715) 394-6601 or toll free 1-888-682-2374
www.superiorhousing.org