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MEMORANDUM

To: Our Partners and Housing Advocates
Date: December 4, 2019
From: Lesly Gonzalez, HCV Director
Subject: Housing Choice Voucher Program Waitlist Opening

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Save the date!

The waiting list for the Housing Choice Voucher Program will be open from **8am, Monday January 13th, 2020 through 5:00pm, Friday January 17th, 2020**. Applicants are asked to apply online at www.oregonhousingworks.org. Please feel free to assist your clients in setting up a Rent Café account and completing the online application form. The process is simple, but must be complete in order to be accepted for processing.

Four years ago we implemented a new software program called Rent Café and each applicant must have their own unique email address which will be their user ID. We ask that you set up a valid email address for each client that has not previously registered. If you created an account for your client in the past, just log onto the account, update their information and click the 2020 HCV Waiting list. If you need to retrieve your clients login email or password, please call us for assistance. Please do not create a new account for a client who has previously applied. If you are entering new clients in the system this year, please be aware that you must also have your client's social security number. We will not accept applications with a 999-99-9999 social security number as it creates many duplicates in the system.

The time applications are received during the week does not impact their position on the list. All applications taken during this time frame will be randomized by the software and placed on the waiting list to give all applicants an equal chance.

Last year we added a new preference for the 40 Mainstream Vouchers awarded. This preference is specifically for non-elderly persons with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless or at risk of becoming homeless. If your client meets that preference, please be sure to check the Mainstream box when applying.

Housing Works will offer technical assistance from 8:00 am to 5:00 pm on the dates listed above at 405 SW 6th St, Redmond, OR 97756. For further information please contact Housing Works at (541) 923-1018. Housing Works does not discriminate on the basis of race, color, national origin, religion, gender, sex, sexual orientation, physical or mental disability, familial status or source of income.