



405 SW 6th Street
Redmond, OR 97756
p: 541.923.1018
f: 541.923.6441
www.housing-works.org

MEMORANDUM

To: Our Partners and Housing Advocates

Date: December 3, 2018

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, January 14th, 2019 through 5:00pm, Friday, January 18th, 2019**. 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.

Three 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. If you created an account for your client in the past, just log onto the account, update their information and click the the 2019 HCV Waiting list. There is a password reset link too. If that doesn't work for some reasons please call us for assistance. 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.

New this year is a 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.