



Ford County Housing Authority

Serving 28 Counties in SC and SW Kansas



Program Process in a Nut Shell

We are not a quick fix. If you are in dire need, please contact either of the following organizations to help you with immediate needs while you are spending time getting to your turn on our wait list:

Harvest America – 620-275-1619

Catholic Charities – 620-272-0010

Once you fill out the Initial application, all adults listed on the application must sign. The completed application can be emailed, if it can be scanned in – sent by US Mail, photos are accepted at this time, as well as in person.

Once the Initial application is accepted, it will be processed and placed on the waiting list. A letter of acceptance will be sent to you.

Once you reach your turn at the top of the wait list, you will receive another application, an APPLICATION UPDATE with clear instruction, and beige in color. Yes, you must fill it ALL out again and all adults sign in all places. This time, you will send us COPIES of Birth Certificates and copies of Social Security cards, and all Immigration documents (in color for both sides). Income verification that applies to you or those in your household (COPIES of current last four pay stubs, last two full bank statements, Social Security award letter, food stamp award letter, LIEAP award letter(s), unemployment statement, etc.) IF anyone in the household is disabled or over the age of 62. Receipts of payments made for OUT of POCKET for MEDICAL expenses for all in the household should be included. (Keep ALL Original documents handy, they will be required to be shown at a later date). *The instructions are very clear on what to do.* ***You will have only 10 working days to return this Application Update, failure to do so, you will be dropped from the wait list and will have to start the process over from the initial application.***

Once the Application Update is received along with all the required supporting documentation, it will be verified and updated in the system, a background check will be conducted at this time. Once the background checks and all other verifications are complete. A letter will be sent scheduling you for a briefing to explain the program and receive your voucher. This meeting is MANDATORY for ALL ADULTS (age 18 and older) in the household.

You will have 60 days from the date on the voucher, in which to find a suitable home. When you find a place, make sure the landlord is willing to work with HUD - first thing, then call us with the name and phone number of the landlord and the address you're looking to rent, including rent amount. We will get with your landlord to fill out the Request for Tenancy and obtain a proposed lease, in order to schedule an inspection of the unit. Once the unit passes the Housing Quality Standards (HQS) inspection, we will start your participation on the program effective the first of the following month.

We will send you and the landlord start-up documents to sign and a letter that tells you how much your portion to the landlord is, and how much our portion to the landlord is. We BOTH pay directly to the landlord. We cannot tell you how much your portion will be until you are actually started on the program.

Every year after that, you will go through an Annual Recertification and Inspection that will be completed BEFORE your anniversary date (month you started the program).

If you have specific questions, please don't hesitate to give us a call Monday – Friday during normal working hours CDT (closed noon-1pm for lunch).

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