

Shorten Your Wait Time with DCHA Housing Preferences



Category 1: Disabled, Elderly, or Family

If your application includes minor children, shows you are 62 years of age or older, or you self-certify being disabled and receiving Social Security benefits, you are automatically awarded this preference, and you **do not need to submit further written verification for this category.**



Category 2: Dane County Residency

This preference is awarded to applicants whose head of household, co-head of household, or spouse lives, works or attends school or training within Dane County. Your documentation must include an address within Dane County. Submit **1** of the following accepted forms of verification:

- Copy of current signed lease (signed by you and landlord)
- Utility bill in your name
- Shelter verification letter
- Recent hotel or motel receipt showing a Dane County address
- Pay stub with employer address within Dane County
- School registration records
- Social Service Agency Residency Verification Affidavit completed by someone from a social service agency (available at dcha.net/forms)

For Section 8 ONLY.



Category 3: Rent Burdened, Homeless, or Victim of Domestic Violence

Submit **1** of the following forms of verification:

- Self-certify that you are paying **more than 50%** of your gross monthly family income towards rent & utility costs for **at least 90 consecutive days** (starting **before** you are selected from the wait list). Income, rent, and utility payments will be verified when you are pulled from the waiting list to complete a full application.
- Written certification by a public or private facility providing homeless shelter
- Hotel or motel receipt
- Social Service Agency Residency Verification Affidavit available at dcha.net/forms) completed by someone from a social service agency
- Relevant police report showing verification of domestic violence
- Written statement or report from a social worker, knowledgeable professional, or DAIS worker

For Section 8 ONLY.



Category 4: Involuntarily Displaced

This preference is awarded **ONLY** to Section 8 applicants who have been forced to move from their home within the last 6 months due to a federally declared natural disaster (e.g., fire or flood) and currently **not** living in standard permanent replacement housing. Submit **1** of the following forms of verification:

- Verification from Red Cross or the Federal Emergency Management Agency (FEMA)
- Certification from a unit or agency of government that you have been or will be displaced as a result of a federally-declared natural disaster rendering your current home uninhabitable.

See backside of this sheet for more information on and the rules for preferences.

Rules to Remember:

1. Preferences move an applicant ahead of all other applications that do not have a preference.
2. All applications with equal preferences are placed in order of their application date.
3. Preference verification must be current.
4. Only the Head of Household, Spouse, or Co-Head of Household may qualify for a preference.
5. Obtaining a preference **does not guarantee admission into any housing program.**
6. Preferences may be awarded at the time of application, or at any time prior to admission.
7. All preferences must be re-verified by DCHA prior to admission to a housing program.

Forms can be found on DCHA's website at <https://www.dcha.net/forms>.

Submitting Preference Verification to DCHA:

Online via Applicant Portal:

<https://dcha.myhousing.com>



Mail:

ATTN: Eligibility
Dane County Housing Authority
6000 Gisholt Drive #203
Monona, WI 53713

There is also a dropbox outside of our office which you can drop paperwork off in.

Fax:

608-224-3632

Email:

eligibility@dcha.net