

## FREQUENTLY ASKED QUESTIONS

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# HOUSING CHOICE VOUCHER (HCV) PORTABILITY PROCESS: PORT IN TO NEW YORK CITY

### **1. *What is Portability?***

Portability is the ability to move with your Section 8 Housing Choice Voucher to housing located outside of the five boroughs of New York City (to port out), or to move to NYC with your voucher from a voucher program administered outside the city (to port in). In order to port, you must have a Housing Choice Voucher and be moving to and from a jurisdiction in the country that administers a Section 8 Housing Choice Voucher program.

For FAQs about porting out of NYC, click here:

<https://www.nyc.gov/assets/hpd/downloads/pdfs/services/port-out-faq-english.pdf>.

### **2. *Who is eligible to port into New York City?***

Any Housing Choice Voucher holder who is complying with Section 8 rules and their obligations is eligible to port into NYC.

### **3. *Are there any restrictions on eligibility to port in?***

The public housing agency (PHA) that issued your original voucher— also called the “initial PHA” — determines your eligibility into port to NYC based on its portability program rules. You will have to be approved for portability by the initial PHA, which will send a request to HPD for your portability to HPD. HPD will be the “receiving PHA”.

Applicants must be income eligible under HPD’s program rules. The income eligibility for NYC may be found here: <https://www1.nyc.gov/site/hpd/services-and-information/section-8-eligibility.page>.

### **4. *How do I begin the portability process?***

To port into New York City, you have to initiate the process by requesting portability from the PHA that initially issued you a voucher. This initial PHA will determine whether you are eligible to port. If you are approved to port in, the initial PHA will contact HPD.

You may complete and submit HPD’s Port In Request Form, but HPD will require portability documents from the initial PHA before HPD can process your request:

<https://www1.nyc.gov/site/hpd/services-and-information/section-8-forms.page>

### **5. *How do I know when I can start to look for a new apartment in NYC?***

Once you have been approved by your initial PHA to port, it will submit your portability package to HPD for review. If you are ruled eligible to port in, you will receive a letter and a phone call from HPD to schedule a time to attend a briefing on HPD’s program. After the briefing is completed, HPD will issue you an HPD voucher and a Landlord Package to begin searching for housing in NYC.

### **6. *Will my voucher size remain the same?***

The voucher size, or the number of bedrooms you are entitled to rent with your voucher, will be based on HPD’s subsidy standards. Your voucher size may differ from the size of the voucher the initial PHA issued. HPD’s subsidy standards can be found here:

<https://www1.nyc.gov/site/hpd/services-and-information/subsidy-and-payment-standards.page>

If you are seeking a reasonable accommodation for a disability or medical condition, you must submit your request directly to HPD. Forms and instructions for making requests are available here: <https://www1.nyc.gov/site/hpd/services-and-information/section-8-forms.page>.

**7. *Do I continue to pay my current landlord rent while I am searching for new housing in New York City?***

Until you complete the port process and move into an assisted apartment in NYC, you must continue to comply with the rules of your initial PHA's assistance program, including the terms of your lease and your housing assistance payment (HAP) contract.

**8. *For how long is my HPD portability voucher valid and can I seek an extension?***

When porting in, you will be eligible to search for housing during the voucher term that is on your HPD-issued voucher. This term will be based on the voucher that was issued by the initial PHA, plus a minimum of 30 days.

If you have an HPD portability voucher and you need an extension, you must request an extension from HPD before your voucher expires. Voucher extensions will be considered on a case-by-case basis.

You can find a Request for Voucher Extension Form here:

<https://www1.nyc.gov/site/hpd/services-and-information/section-8-forms.page>.

**9. *What happens if my initial portability voucher expires before HPD issues me a portability voucher?***

If your initial PHA's portability voucher expires before HPD issues you a voucher, HPD will ask your initial PHA if it can give you an extension of the term of your initial voucher. In this case, HPD will only issue a portability voucher if your initial PHA approves a voucher extension.

**10. *How do I find housing?***

Once you receive your HPD-issued voucher, you are responsible for finding an apartment before your voucher expires. HPD may be able to assist you in various ways, including sharing information on resources in the city that can assist you in your housing search. Please refer to Appendix E: Housing Search Resources in the Briefing Book:

<https://www1.nyc.gov/site/hpd/services-and-information/about-section-8.page>.

**11. *Does HPD pay voucher holders' moving-related costs?***

HPD generally does not pay for moving costs, broker fees or security deposits. However, once you move into your apartment, you will be issued a notice to assist you if you wish to apply for assistance from the NYC Department of Social Services (DSS). For more information, please visit: <https://a069-access.nyc.gov/accesshra/>.

**12. *If I decide to port in, can I still participate in the Family Self-Sufficiency Program (FSS)?***

Yes, if you are an FSS participant in your initial PHA's program you may be eligible for HPD's FSS program. HPD may enroll you if it is accepting new applicants to its program. You should contact HPD to determine if you can be admitted to the FSS Program.

If you wish to discontinue your participation in your initial PHA's FSS program, you must contact the initial PHA for information about any escrow that you have earned.

For more information about how your port in move may impact your FSS status, please contact HPD's FSS Unit by calling 917-283-4300 or by sending an email to [FSS@hpd.nyc.gov](mailto:FSS@hpd.nyc.gov).

**13. *What does a PHA "absorbing" a participant mean?***

Once you have leased an apartment in NYC, HPD has the option to either bill your initial PHA for the cost of your monthly rental assistance and administration fees, or use one of HPD's vouchers and "absorb" you into HPD's program. If HPD bills your initial PHA, HPD will administer your voucher and you will be subject to HPD's program rules. However, you will still formally be a participant in your initial PHA's program. If HPD absorbs you into its program, you will no longer be associated with your initial PHA and you will fall under the jurisdiction of

HPD, which will pay your monthly rental assistance and associated administration fees from HPD funds.

***14. What happens if I can't find an apartment in NYC? Can I still search for an apartment in my initial PHA jurisdiction?***

You will have to contact your initial PHA to learn whether you can still lease an apartment in your initial PHA's jurisdiction. HPD will refer you back to the initial PHA if you do not find an apartment in NYC or if you change your mind about moving to NYC. The initial PHA's portability and program rules will apply when you return to its jurisdiction, and you may be able to resume your housing search there if allowed by your initial PHA's rules.

**DO NOT MOVE UNLESS HPD GIVES YOU WRITTEN AUTHORIZATION. FAILURE TO FOLLOW SECTION 8 RULES AND REGULATIONS MAY RESULT IN THE TERMINATION OF YOUR SECTION 8 RENTAL SUBSIDY.**