

Housing Choice Voucher Program participants can take their vouchers with them if they move (port) within the U.S. to another area with a Housing Choice Voucher Program. The Voucher Program participant **MUST** notify the Housing Authority where they currently live that they want to utilize the Portability option of the voucher to transfer to Natchitoches or from Natchitoches to another city of their choice. Once the portability request is approved, your current housing manager will issue the family a voucher and will send the Portability paperwork to the Housing Authority of the City of Natchitoches on the family's behalf.

Your current housing manager must promptly notify the Housing Authority of the City of Natchitoches to expect the incoming family. This means your current housing manager contacts the Housing Authority of the City of Natchitoches on the family's behalf, typically by telephone, fax, or email. Simply referring the family to HUD or to a website for information on the Housing Authority of the City of Natchitoches's address does not fulfill the responsibilities of your current Housing Authority under the program regulations.

All Portability paperwork should be sent by your current housing manager to the Housing Authority of the City of Natchitoches either by the email listed below, the fax number listed below or sent U.S. post to the address below.

Email: natchitocheshousing@outlook.com

Fax: 318-357-8064, Attention: **HCV Portability**

Mail: HACN, Attention: **HCV Portability**
536 Culbertson Lane
Natchitoches, LA 71457

The required paperwork should include:

- HUD-52665 Family Portability Information Form
- Client's current voucher
- Current 50058 Form
- Current EIV Report
- Client's current income verifications
- Client contact address and phone number

You must have a minimum of 45 days remaining on your voucher to port to the Housing Authority of the City of Natchitoches. The family is responsible for providing the original Birth Certificates and Social Security cards of all family members listed on the HUD 50058 form, as well as valid state or federal photo identification for any family member age 18 and older. These documents must be brought to your Intake Appointment at the Housing Authority of the City of Natchitoches.

Before visiting or contacting the Housing Authority of the City of Natchitoches, please allow our Portability Department to contact you via email, phone or mail. If you have a change of address, please visit our offices to submit the change in writing or email us at natchitocheshousing@outlook.com with your updated address.

After **all** of the client's portability information is received by the Housing Authority of the City of Natchitoches, the client will receive an appointment by email or U.S. mail.

If you live in Natchitoches and wish to port out, please complete the [Request for Portability Form](#). It is also available at the Lobby window.

[Click here](#) for HACN's Payment Standards.

FAQ Regarding Portability Processes

1. Can I move into the unit before the paperwork has been processed?

The Housing Authority of the City of Natchitoches (HACN) does not advise nor suggest that you do so. You must be determined eligible for the unit, the unit must pass a Housing Quality Standards (HQS) inspection, and the rent must be determined to be reasonable prior to you moving in.

2. How much will I pay?

After the unit has passed inspection and the contract has been submitted for payment, you will be mailed a "Rent Change Notice" letter from HACN. The family's portion of the rent will be included in this letter.

3. How much is my Voucher worth?

The HCV program is an income-based program and the amount of your housing assistance depends upon your income. Also factoring into the calculation is the proposed rent and utility allowance for a particular unit.

4. Can I get an extension on my Voucher?

For Incoming Portability, the time stated on your voucher will be the same time issued by your initial Housing Authority. Meaning, that the HACN voucher will expire on the same date as indicated on the voucher from your initial Housing Authority.

For Outgoing Portability, voucher extensions must be submitted, in writing, at our offices two weeks prior to the expiration date of your voucher and will only be approved under extenuating circumstances. Please allow 10 business days for a decision.

5. May I add someone to my Voucher?

HACN will NOT add members to your household during your portability process. Only the household composition recognized by your initial Housing Authority will be processed during the HACN portability process.

6. I wish to cancel my port to Natchitoches and return to my Housing Authority. What do I do?

You will need to submit a declaration to HACN, in writing, stating that you want to cancel your port request and have your documents sent back to your initial Housing Authority. Then, inform your initial Housing Authority that you have cancelled your request to port to Natchitoches.

7. I need an extra bedroom for medical equipment. How do I request that?

You will need to fill out a Reasonable Accommodation request form and submit the completed form to the case manager assigned to you.

8. My HACN voucher has expired and I didn't submit a Request for Tenancy Approval. What do I do now?

HACN will send you a closed file letter which will explain that we are closing your file and your documents are being returned to your initial Housing Authority for failure to lease up.