

# NOTICE OF SPECIAL RENT REDUCTION PROCESS DUE TO COVID-19

## For Public Housing, Section 8/HCV, or Multi-family programs

### DOCUMENTATION REQUIREMENTS

To request a rent reduction due to circumstances related to COVID-19, please submit the following documentation, along with this form:

- ✓ [Household Declaration](#)
- ✓ Letter from employer explaining conditions that led to reduced/lost wages:
  - If employment has been terminated permanently, date last worked is required
  - If hours/wages have been temporarily reduced, date reduction began and anticipated end date of temporary wage reduction (if possible) is required
    - If your employer is unable to anticipate an end date, you may request the rent reduction after 30-days from the date the reduction started
- ✓ [Document verification](#) (required if unable to obtain letter from employer or if employer is unable to anticipate end date)
- ✓ [No Income form](#) (required only if no other income is coming into the household)

### TIMELINES AND EFFECTIVE DATES

*The Cheyenne Housing Authority (CHA) will work diligently to process rent reduction applications timely and in the order received. Completed requests will be effective as follows:*

Received	Effective
March 22 <sup>nd</sup> – April 21 <sup>st</sup>	May 1 <sup>st</sup>
April 22 <sup>nd</sup> – May 21 <sup>st</sup>	June 1 <sup>st</sup>

*We appreciate your patience as we work to process an increased number of rent reductions.*

### REQUIREMENT TO UPDATE INFORMATION AFTER 90-DAYS

Due to the temporary nature of the impacts of the COVID-19 pandemic, CHA may schedule a special reexamination every 90 days until household income stabilizes and annual household income can be determined. This means you will be required to provide updated income information 90 days after this special rent reduction.

I have read and understand the above information.

\_\_\_\_\_  
Signature (Head of Household)

\_\_\_\_\_  
Date

### OTHER RESOURCES TO ASSIST WITH RENT PAYMENTS

Have you filed for unemployment? \_\_\_ Yes \_\_\_ No

If not, you may be entitled to unemployment benefits. Please call (307) 473-3789 or visit <http://www.wyomingworkforce.org/workers/ui/> for more information.

Additional rental assistance resources:

- United Way Community Economic Relief Fund: <http://unitedwayalbanycounty.org/>
- Wyoming 2-1-1: <https://wy211.communityos.org/>

## **INSTRUCTIONS FOR SUBMITTING DOCUMENTS**

Please make reasonable efforts to avoid in-person contact. All required forms are available on our website as linked in this notice. Completed documents can be submitted in the following ways:

- FAX TO: (307) 633-8315
- MAIL TO: P.O. Box 20046, Cheyenne, WY 82003
- E-MAIL: **Please contact your caseworker for instructions on secure e-mail submission**
- DELIVER TO DOCUMENT DROP BOX: 3304 Sheridan Street, Cheyenne, WY 82009

If you have questions, please contact your caseworker:

### **Housing Choice Voucher**

Last name begins with A-G: Tammy (307) 633-8338 or tdickinson@cheyennehousing.org

Last name begins with H-P: Kirstie (307) 633-8301 or kcain@cheyennehousing.org

Last name begins with Q-Z: Ginger (307) 633-8337 or gallen@cheyennehousing.org

VASH: Valerie: (307) 633-8329 or vrivera@cheyennehousing.org

### **Public Housing**

Elizabeth: (307) 633-8336 or eperalta@cheyennehousing.org

Lee Ann: (307) 633-8305 or lschutt@cheyennehousing.org

### **Indian Hills Manor/Pine Bluffs Apartments**

Desiré (307) 633-8323 or dlopez@cheyennehousing.org

Kind Regards,

CHA Management