

CHA Policy: Voucher Terms, Suspensions & Extensions

VOUCHER TERM:

The term of the Voucher is 120 days and is stated on the Housing Choice Voucher. Sign and return one voucher to the Cheyenne Housing Authority upon receipt.

An accurate and fully completed **Request for Tenancy Approval** form must be submitted no later than the expiration date listed on your voucher or your voucher will expire.

SUSPENSION OF VOUCHER:

Upon submission of a completed request for approval of tenancy form, the Cheyenne Housing Authority will suspend the term of the voucher. The term will be in suspension until the date the Housing Authority provides notice that the request has been approved or denied.

Suspensions apply even if a family that submits a Request for Tenancy Approval decides to cancel such request. The suspension will end when the CHA learns of the cancellation.

VOUCHER EXTENSIONS:

Generally, the CHA will not approve extensions to the term of the voucher.

The CHA will approve extensions only in the following circumstances:

An extension is necessary as a reasonable accommodation for a person with disabilities.

It is necessary due to reasons beyond the family's control, as determined by the CHA.

Following is a list of extenuating circumstances that the CHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

- Serious illness or death in the family
- Other family emergency
- If the family has already submitted requests for tenancy approval that were not approved by the CHA
- If family size or other special requirements make finding a unit difficult

Any request must include the reason(s) an extension is necessary. The CHA may require the family to provide documentation to support the request.

All requests for extensions to the voucher term must be made in writing and submitted to the CHA prior to the expiration date (or extended term of the voucher).

The CHA will determine its approval or denial of an extension request within 10 business days of the date the request is received, and will provide the family written notice of its decision.