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## PROCEDURES FOR PORTING TO THE MACON-BIBB COUNTY HOUSING AUTHORITY

### STEP 1

You should notify your Initial Housing Authority (IHA) to let them know you want to move to Macon, Bibb County GA. The Initial Housing Agency *may fax, email or mail* the Portability Packet to:

**Portability Specialist**  
**Macon-Bibb County Housing Authority**  
**2015 Felton Ave**  
**Macon, GA 31201**  
**(478) 752-5182 (Phone)**  
[portin@maconhousing.com](mailto:portin@maconhousing.com)

### STEP 2

Once your portability packet has been received, you will be given an appointment for an interview. To receive your voucher, you must attend the Portability interview and an Orientation Class.

You *must* bring the following items to your interview:

- All adults 18 years and over listed in the family composition *must* come to the interview
- Current Picture ID for anyone age 18 or older, Social Security Cards and Birth Certificates FOR ALL FAMILY MEMBERS INCLUDING HEAD OF HOUSEHOLD.
- If you are married you MUST provide a marriage license if your spouse will be living in your home.
- Verification of Wages from employer: please provide the **last 60 days of check stubs**, pick up an INCOME VERIFICATION FORM FROM THE FRONT DESK or print out Verification form from website [www.maconhousing.com](http://www.maconhousing.com) (**Only if you are a new hire**). If you are no longer working, you must provide a **Separation Notice** from your employer.
- You will need to provide an updated (Less than 30 days old) Social Security benefits statement; TANF Print Out; Veteran's benefits; Unemployment benefits; Workmen's Compensation benefits, or a statement of any other governmental benefits.
- Child Support Statement- MUST INCLUDE PAST 12 MONTHS; IF NOT RECEIVING CHILD SUPPORT PLEASE PROVIDE STATEMENT FROM CHILD SUPPORT ENFORCEMENT. ALL Statements must be less than 30 days old.

- If you have a checking and/or saving account, the last 30 days of statements will be required.
- If you have a person in your household 18 years or older that is a full-time student, please pick up a Student Verification form. It must be completed by the school and returned to this office.
- If you are disabled and pay for medications or health insurance out-of-pocket, bring a printout of paid medical expenses for the last 12 months from your pharmacy
- If you pay for child care, a notarized statement from you provider must be submitted.

Some documents may be sent by the IHA; i.e. Photo ID for all adults, birth certificates, social security cards, income, Declaration of Citizenship, etc. (If these documents are not sent by the IHA to this Agency, the Participant must provide the originals.)

**It is the policy of the Macon-Bibb County Housing Authority to deny program participation to families who have Violent or Drug related criminal activities within the last three (3) years.**

**If you or any family member has any violent or drug related arrest and/or criminal activities within the last three (3) years, your portability may be denied and your port papers will be returned back to your Initial Housing Agency.**

**STEP 3**

Once the interview has been completed and all documents are in your file, the family will be given an appointment for an Orientation Class. **(Due to limited space no children are allowed at the class.)**

The Orientation Class may be up to 2 hours in length. The Inspection Request and Shopping Estimate documents will be issued as well as information on The Macon-Bibb County Housing Authority's Regulation given. The bedroom size on your voucher **will** be changed to the occupancy standards approved by the Macon-Bibb County Housing Authority Administrative Plan. When issuing vouchers, the casework will determine the household bedroom size by giving 2 heartbeats per bedroom.

**GUIDELINES FOR DETERMINING VOUCHER SIZE**

Voucher Size	Persons in Household	
	Minimum Number	Maximum Number
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10
6 Bedrooms	8	12

**STEP 4**

Inspections can take approximately 7 to 14 business days to be scheduled after you turn in the Inspection Request Form (IRF). After your unit passes Inspection, your MHA lease will be sent to your Landlord for signatures.

**STEP 5**

We will not be able to give you the amount of your voucher until you have attended the Orientation Class. The Payment Standard used is as follows:

<b>BEDROOM SIZE</b>	<b>PAYMENT STANDARD</b>
0	\$1,065
1	\$1,136
2	\$1,315
3	\$1,583
4	\$1,743
5	\$2,004
6	\$2,305

**\*\*\*The payment standard includes the utility allowance.**  
*(Rent + utilities must not exceed the payment standards.)*