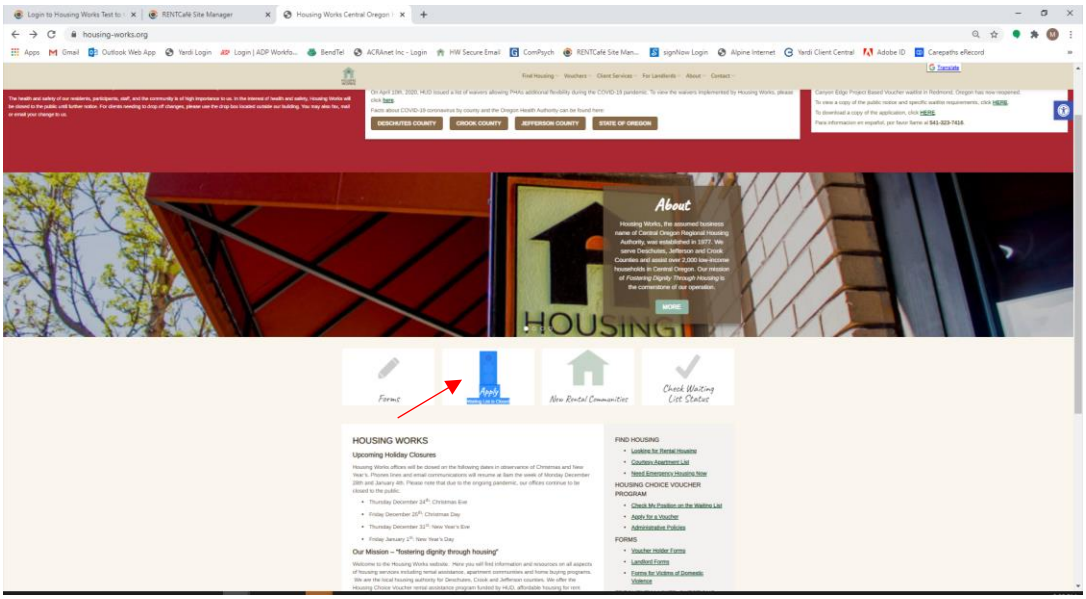
Guidance for HCV Waiting List Online Applications

Site: www.housing-works.org

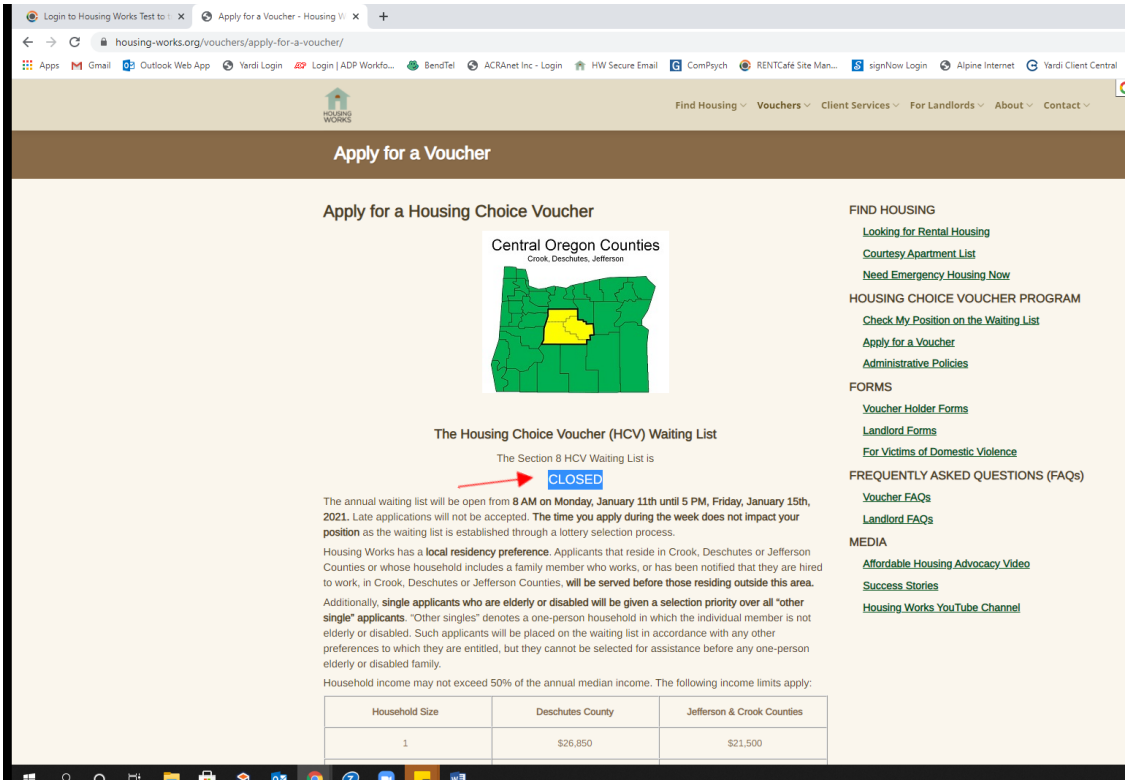
Alternate Site: https://apply-housing-works.securecafe.com/onlineleasing/housing-works-live/guestlogin.aspx

Waiting List Opens: 8:00 am on Monday, January 8, 2024

Waiting List Closes: 5:00 pm on Friday, January 12, 2024

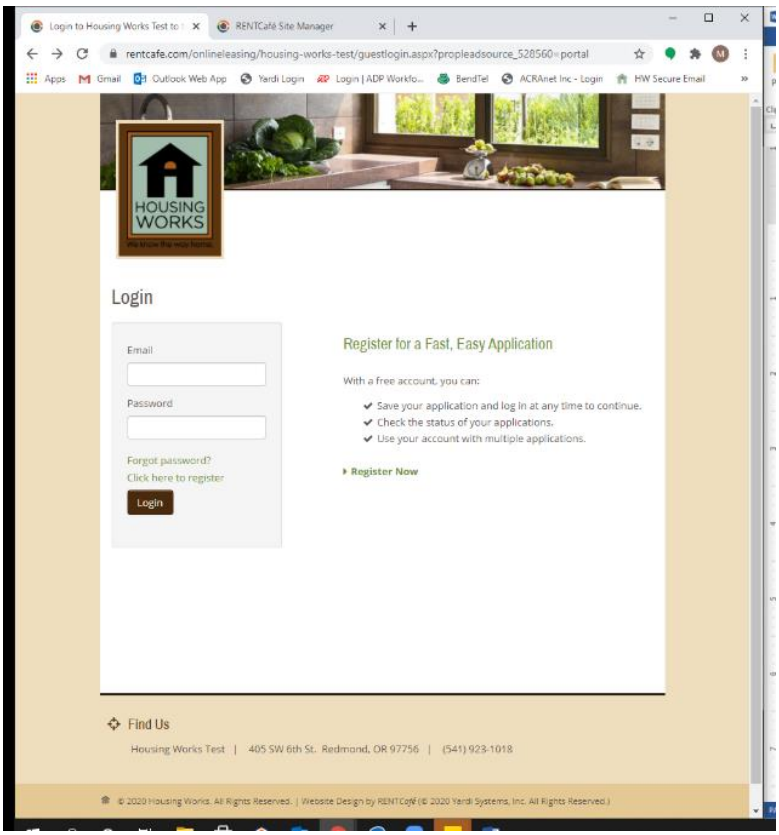


When the waitlist opens, the highlighted portion will show a traffic sign with a green light instead of red. To access information regarding where to apply and waitlist eligibility requirements, please click on the *Apply* under the traffic signal.



Once the waitlist opens, the highlighted section above will say "OPEN" instead of "CLOSED".

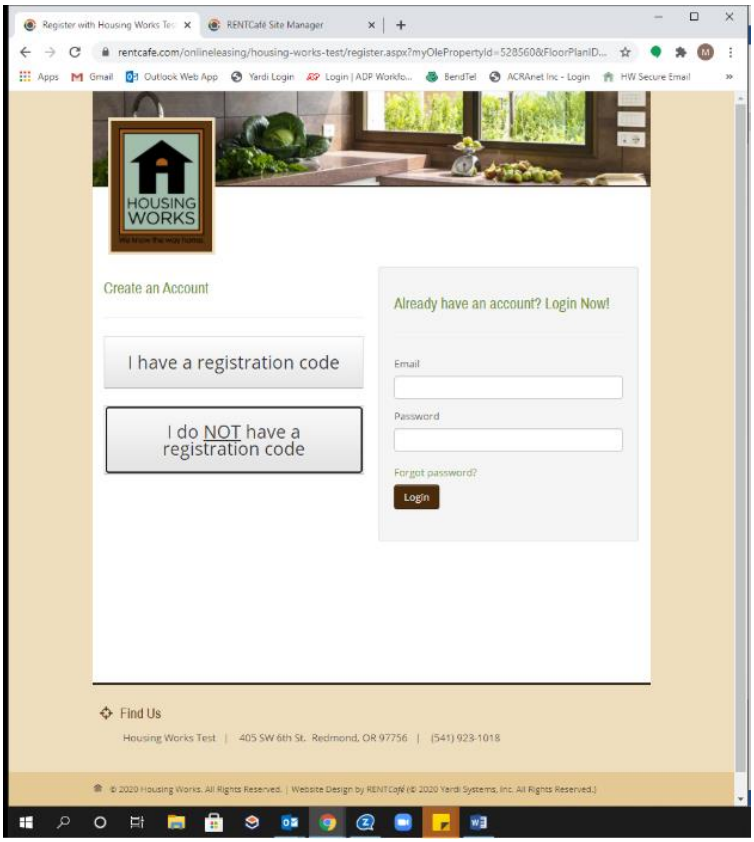
Tip: for income limits, refer to chart on Housing Works website under "Apply for a Housing Choice Voucher".



To get back to your applicants account, enter login (email) and password. If your applicant has the email address previously used to access RentCafé but cannot remember the password, click on "Forgot Password".

If your applicant has applied before to the waitlist and they cannot remember their login info, contact Housing Works immediately to obtain that info. **Please do not create an entirely new account.**

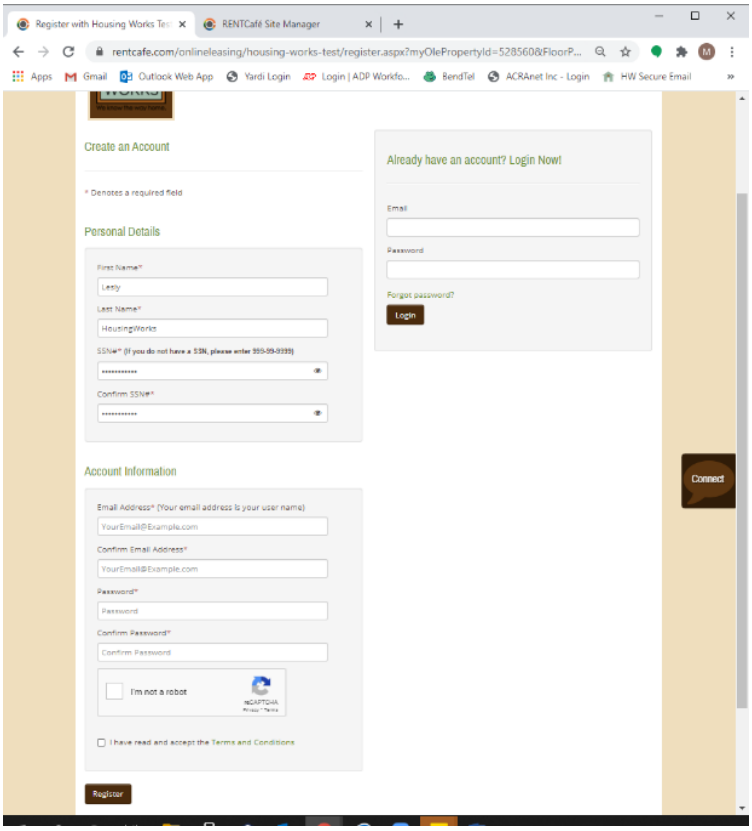
For technical assistance, call 541-923-1018.



For new applicants, click “I do NOT have a registration code”. If a code has been given to you, click “I have a registration code”

If you have a registration code, select the option “I have a registration code” and proceed with your application.

If the registration code is not working, contact Housing Works at 541-923-1018 for technical assistance.



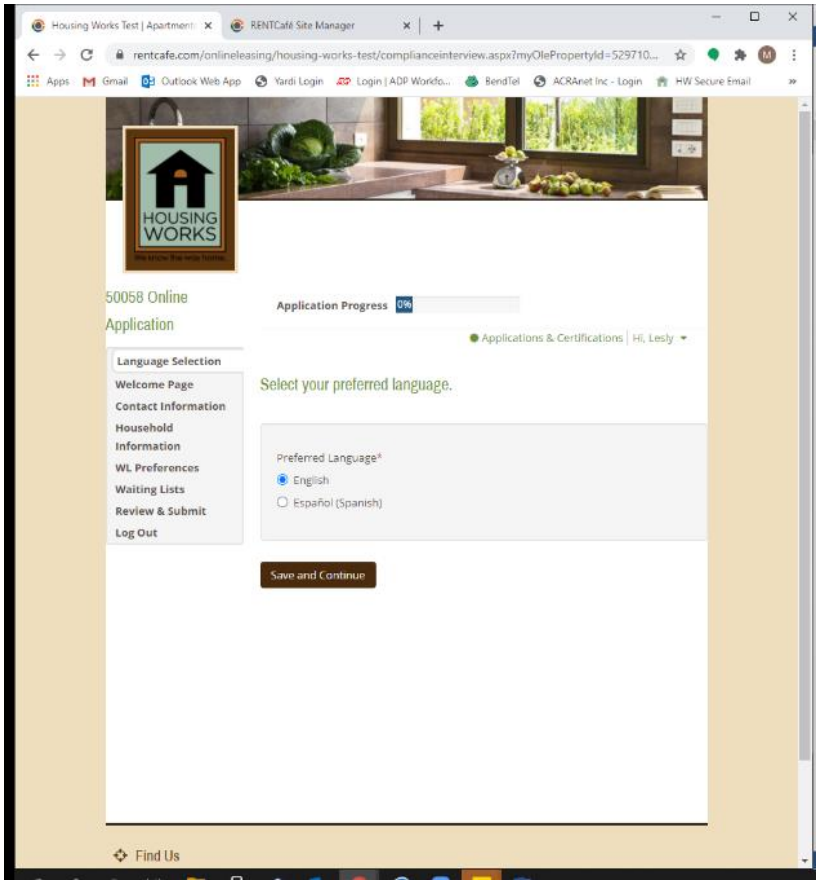
Enter personal details related to client’s information.

NOTE:

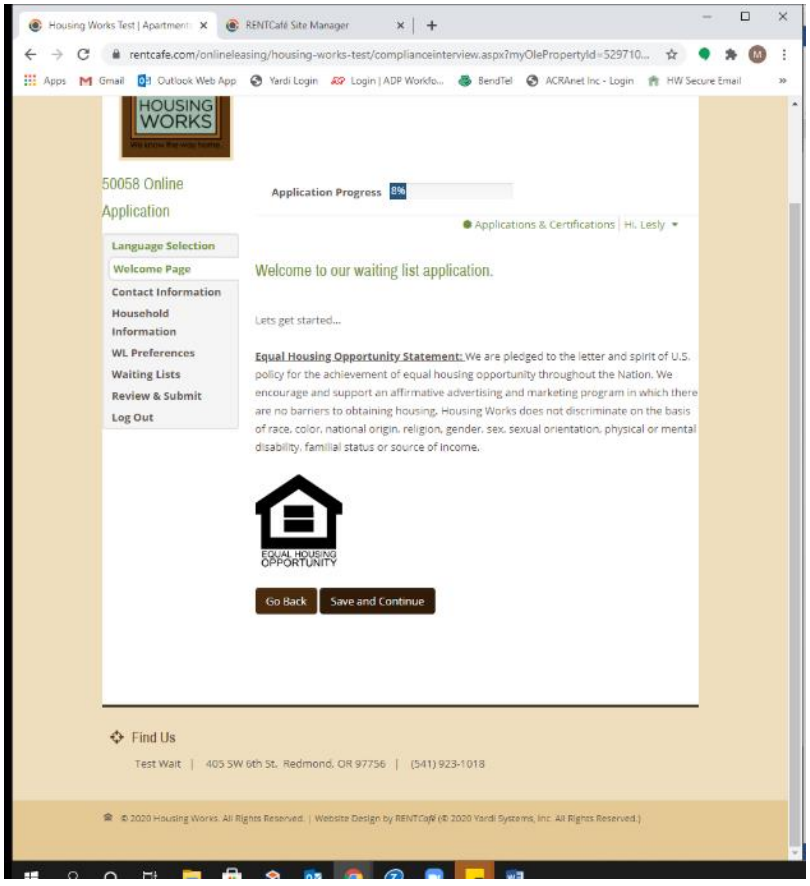
1)<u>We ask that you do not use all 999’s when entering a client’s SSN unless the applicant truly does not have a SSN issued to them.</u>

2)Please make sure your client has a valid email address. Do not create fake email accounts for your clients.

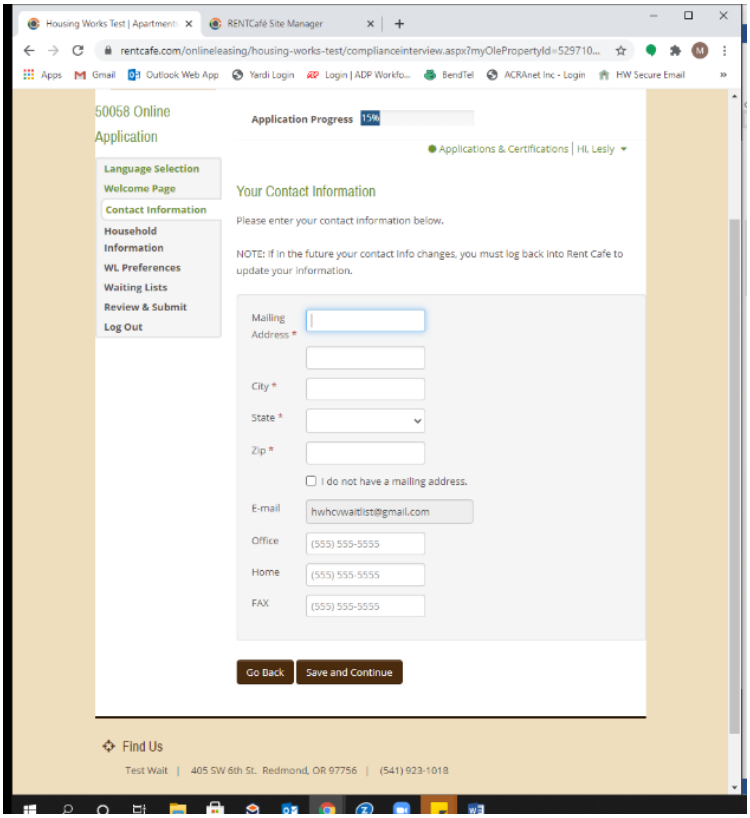
3)Provide client with their login and password. Ask that they keep somewhere safe.



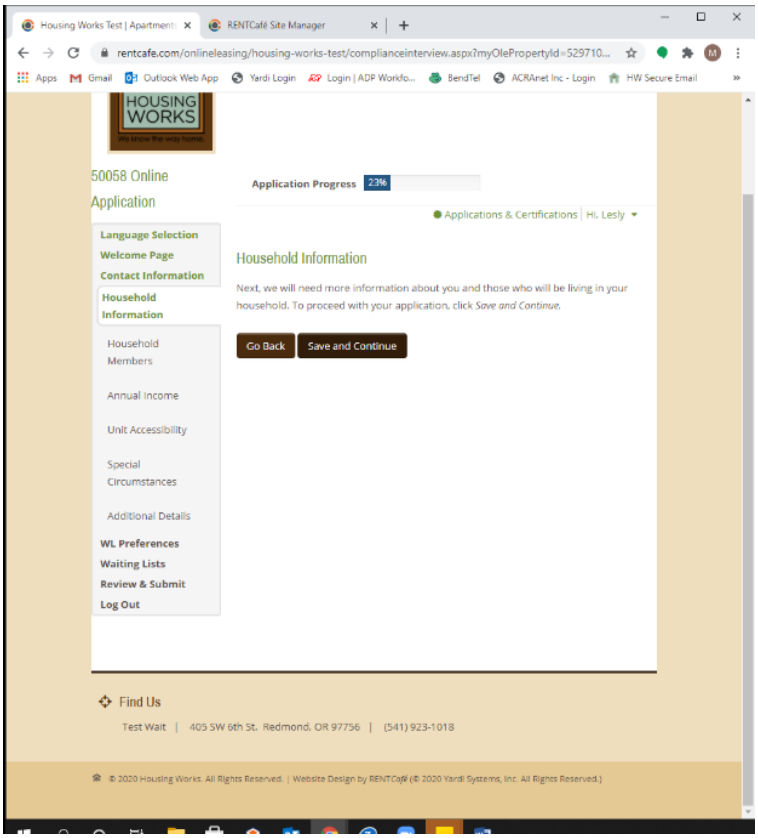
Select preferred language. Click Save and Continue to proceed with the online application.



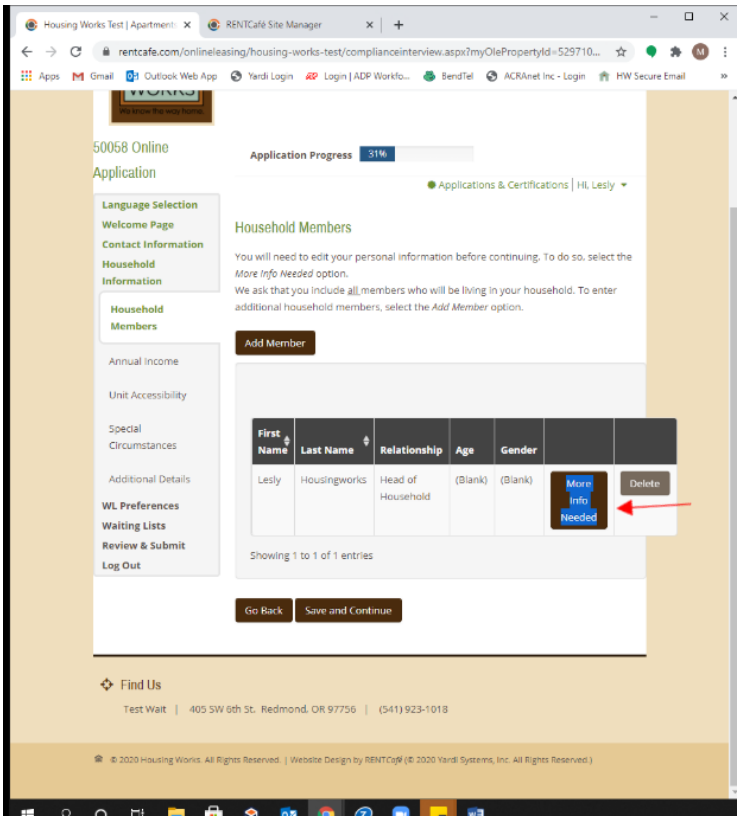
Once you've read through the Equal Housing Opportunity Statement, click Save and Continue to proceed with online application.



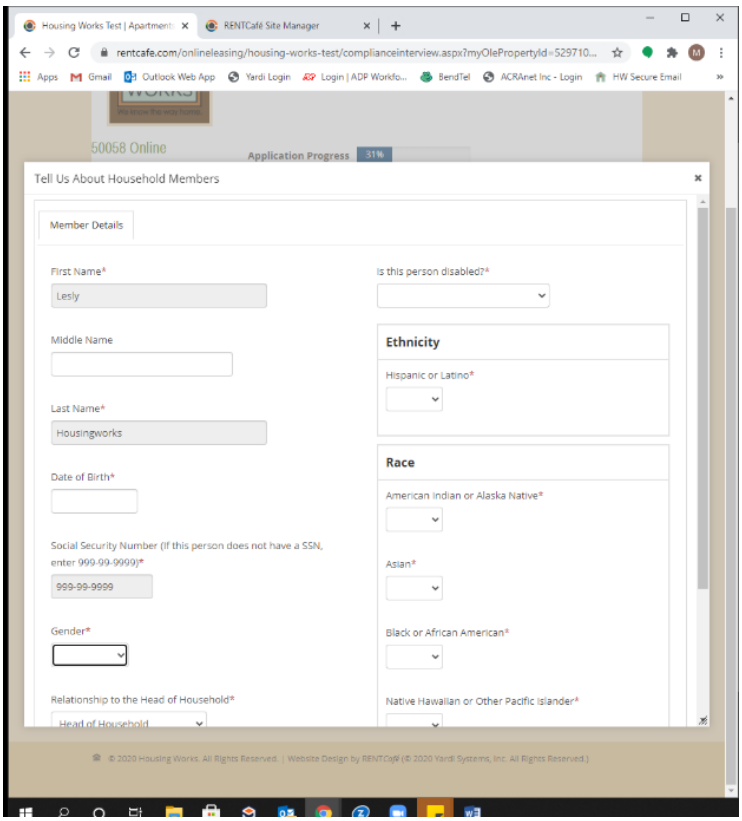
Enter contact info. All sections marked with * are required. Once complete, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.



Read instructions under Household Information. Once read, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.

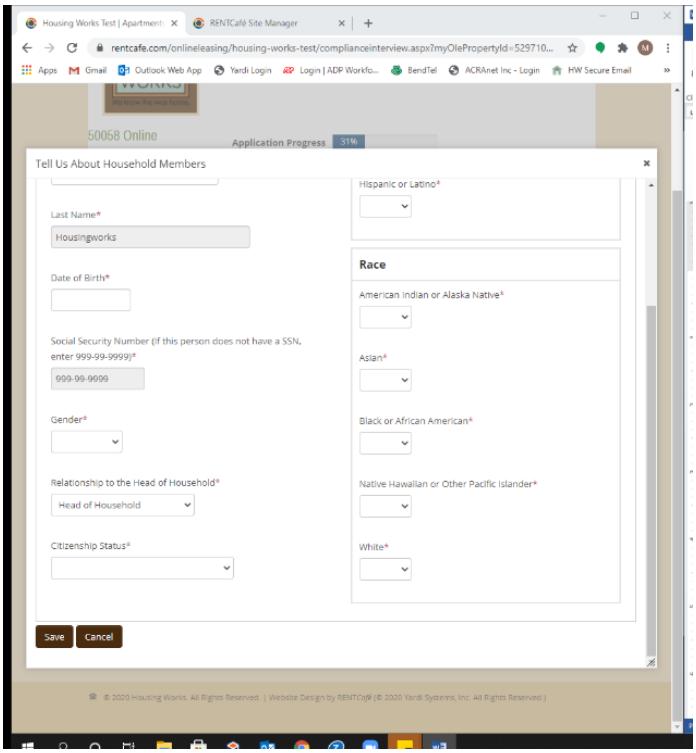


Additional Information is required for Head of Household. In order to add additional details, click on highlighted section. You will not be able to proceed with application unless additional details are entered.



Each section with an * is required. Begin entering applicant's info.

Use the designated drop-down box for each section to view options.



Tip:

1)For Race: Select Yes or No from the drop down box in each option. You must say Yes to at least one option.

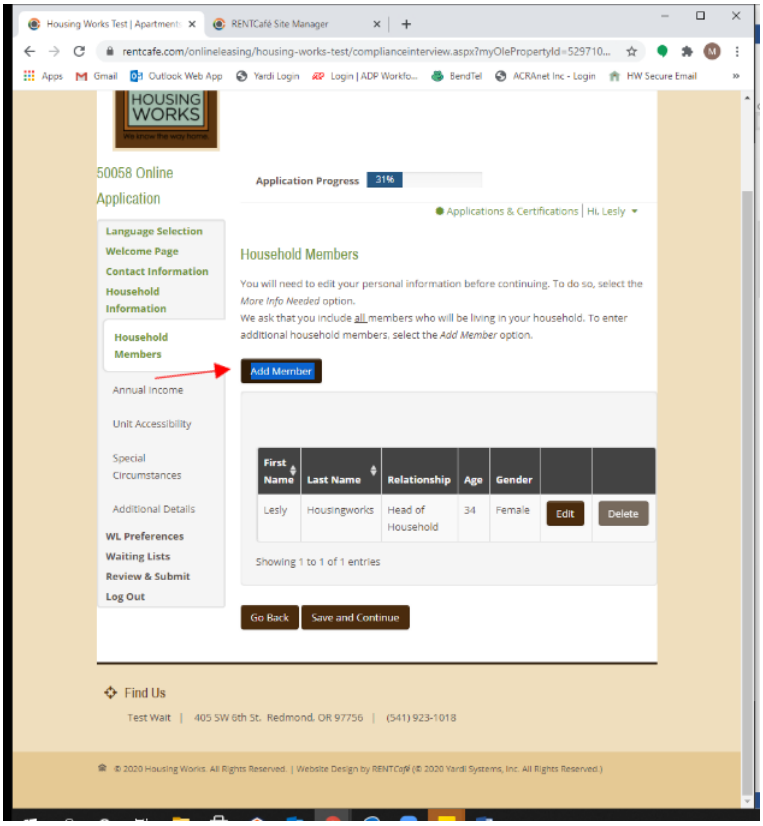
2) For Citizenship status, select the one that applies to the best of your knowledge.

Eligible Citizen
Eligible NonCitizen
Ineligible Citizen
Ineligibe NonCitizen

For further information regarding each status, visit

https://www.hud.gov/sites/documents/DOC_35645.PDF

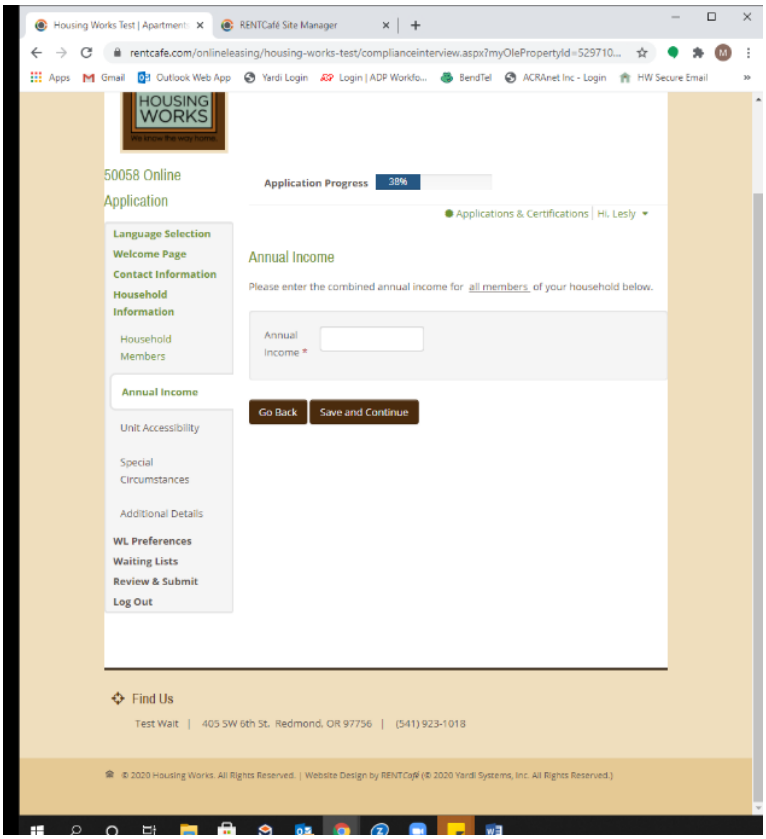
Click SAVE to save informaiton and move onto next step.



To add another member of your household to your online application, select the “Add Member” option. Follow the instructions on the page to include additional details related to household member. Under the option “Relationship to the Head of Household”, select the option that best applies to member being added.

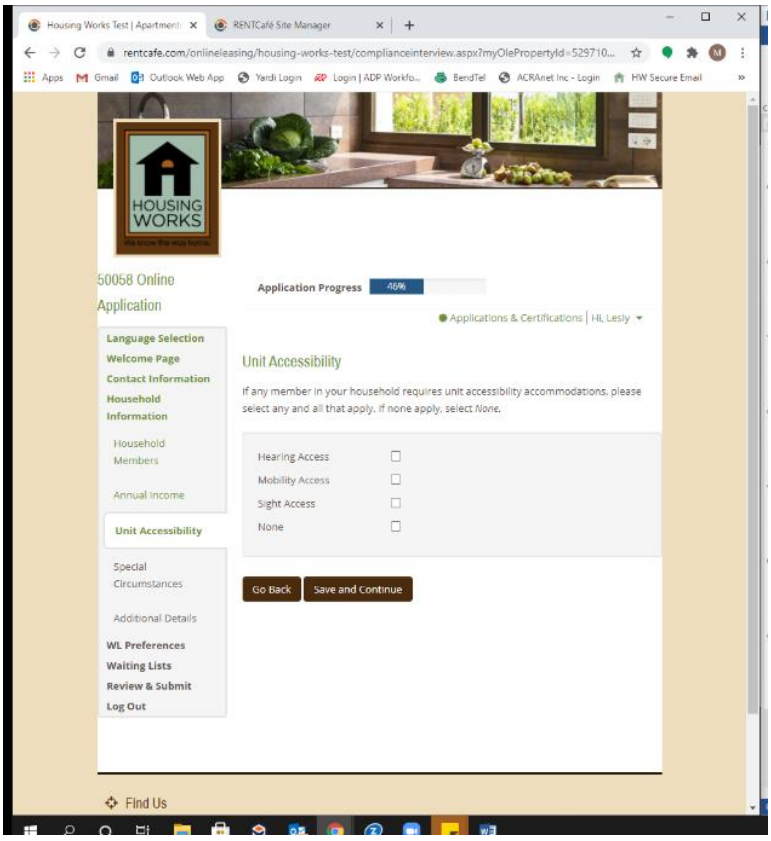
If you are not adding another household member, skip this step.

Click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.



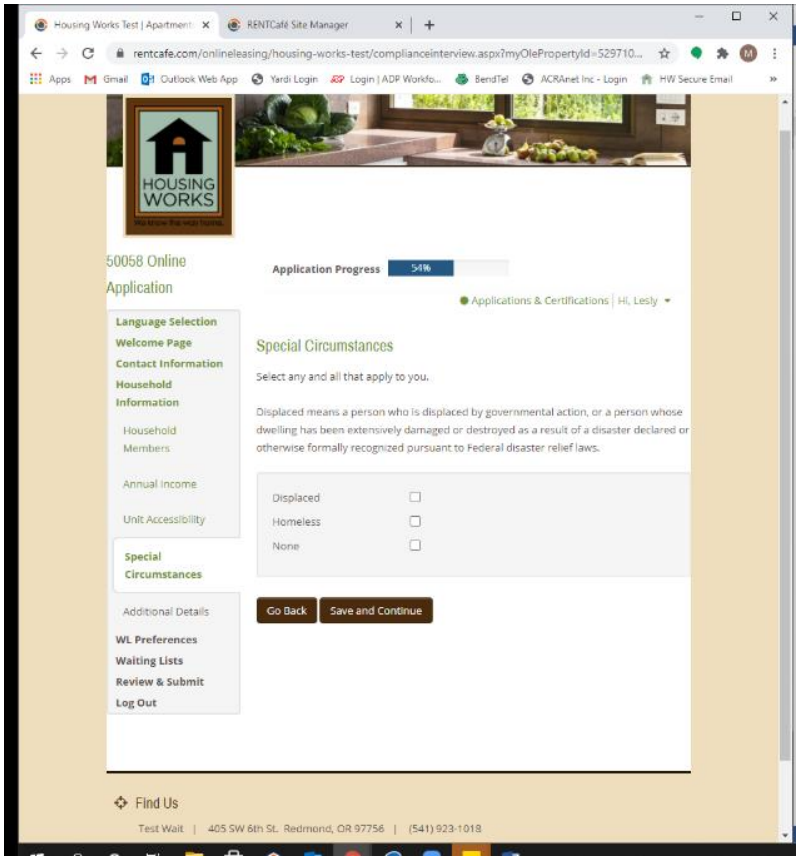
Enter the total annual income from all combined sources for all members of the household. This information will help us determine if you meet the income eligibility requirements.

Once entered, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.



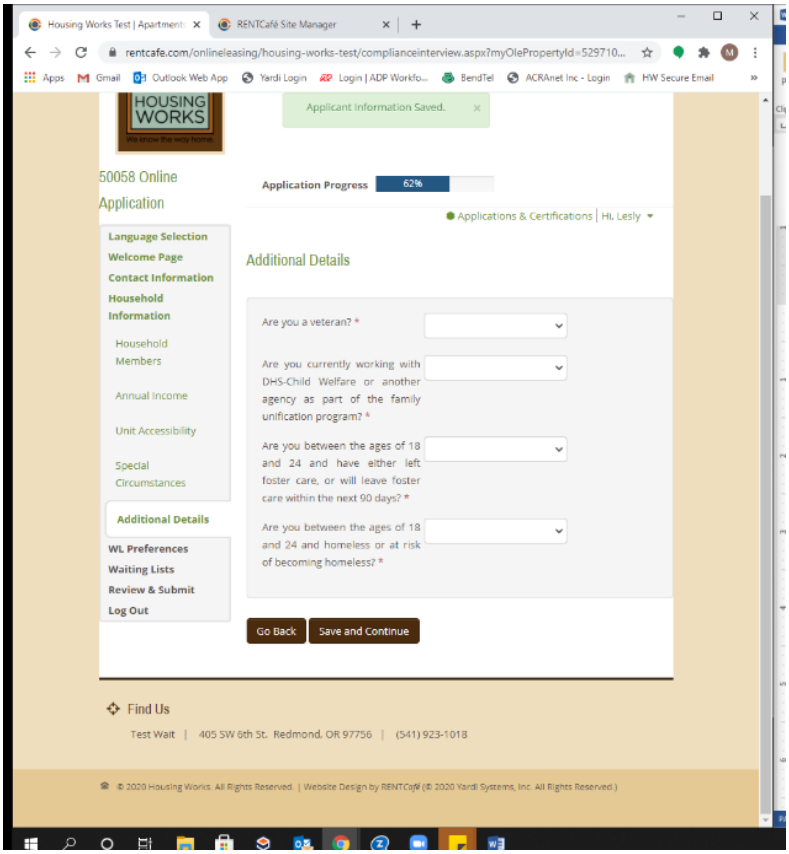
Enter accessibility needs related to applicant.

Once selected, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.



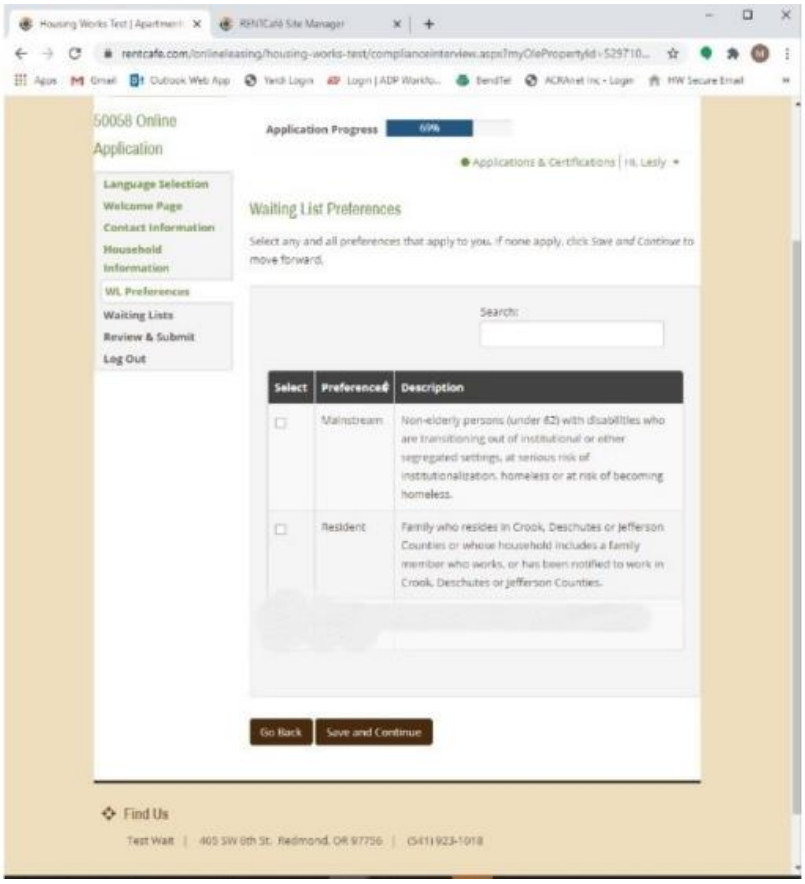
Enter Special Circumstances related to applicant.

Once entered, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.



Answer “yes” or “no” to each of the questions. Use the drop down box to select the option that best applies.

Once selected, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.

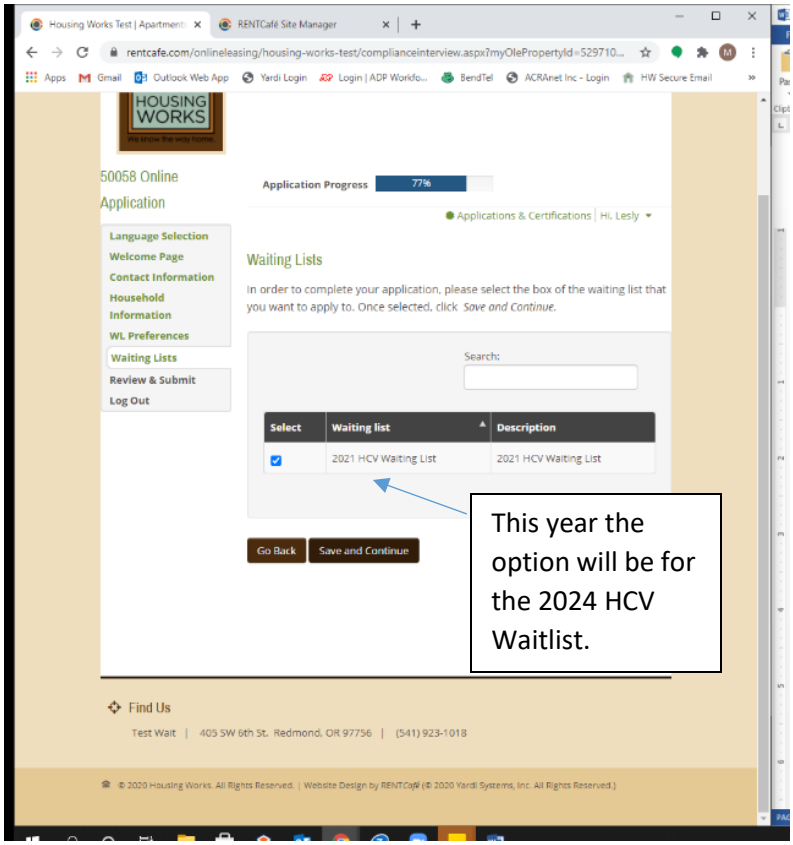


Select any and all preferences that apply.

If an applicant lives, works or has been notified that they will be working in the counties of Crook, Deschutes or Jefferson, they may qualify for the Residency Peference.

The Mainstream Preference is specific to Mainstream Voucher awarded to Housing Works in previous years. If an applicant believes that they meet the Mainstream preference, please select the Mainstream option.

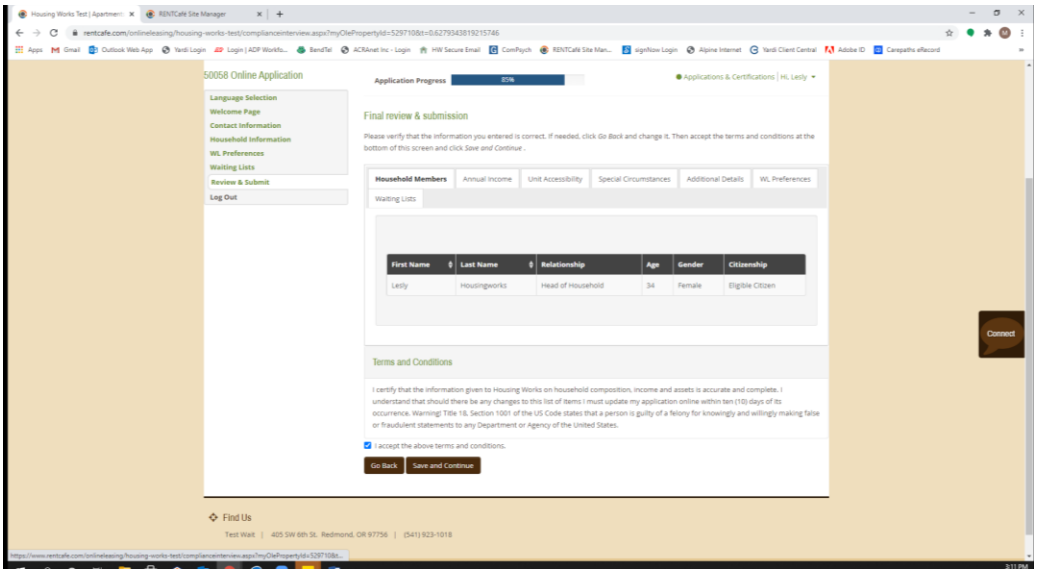
Once applicable options are selected, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.



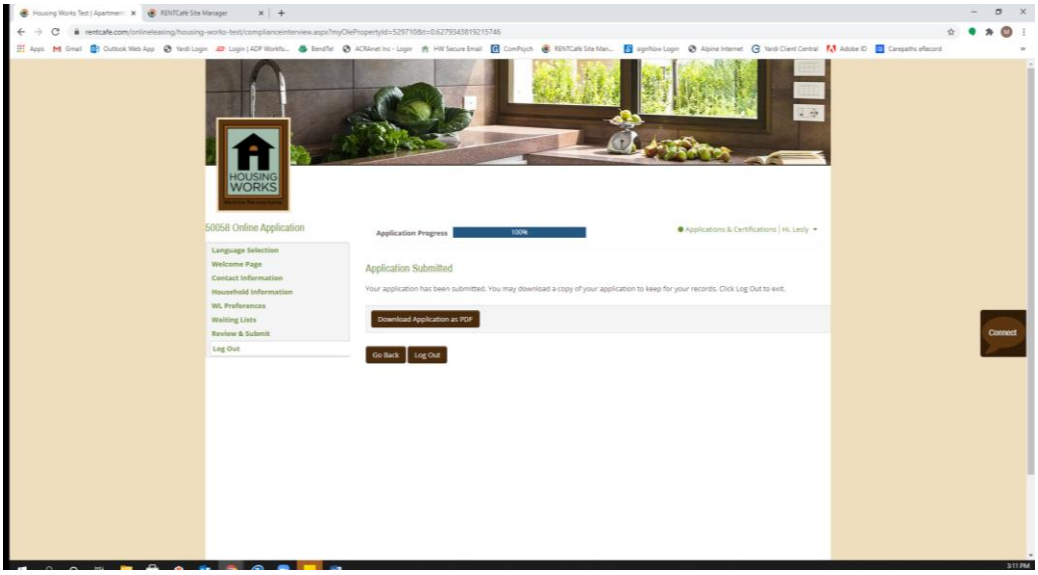
In order to successfully be added to the 2024 HCV Waitlist, an applicant must select the waitlist option. To select the waitlist, click on the box.

If an applicant does not select the box, their application will not be added to the waitlist.

Once selected, click Next to proceed with online application. The current screenshot indicates “Save and Continue” but option should be to click “Next”.



Take some time to review each tab of the online application and the paragraph under Terms and Conditions. If everything looks correct, click on the box "I accept the above terms and conditions. Click Next to proceed with online application. The current screenshot indicates "Save and Continue" but option should be to click "Next". If you do not select the box, you will not be able to proceed with application.



To download a summary of your application, select *Download Application as PDF*.

To end the session, simply log out.

We highly recommend that applicants log into their email accounts to view the auto generated emails associated with the online application. Each auto generated email will provide you with additional information related to the waitlist.

To check your position on the list, visit https://housing-works.org/vouchers/check-the-waitlist/ after February 1st.

If you are chosen from the waiting list you will be notified through the US Postal Service. It is very important that you keep your address, phone number and income updated in the Rent Café module at all times. You will find the link to Rent Café on our website at www.housing-works.org.