

THINGS YOU NEED TO KNOW ABOUT PORTABILITY INTO THE ALLEGHENY COUNTY HOUSING AUTHORITY JURISDICTION

The Allegheny County Housing Authority is accepting all active Housing Choice Voucher Program (Section 8) participants from other jurisdictions. **We are currently billing the initiating Housing Authority.**

In order to transfer the Voucher to the Allegheny County Housing Authority jurisdiction the participant must start the process with their current Housing Authority. The current Housing Authority will send the required paperwork to the following:

Allegheny County Housing Authority
Atten: Randi Beattie
625 Stanwix Street 12th Floor
Pittsburgh, PA 15222
Email: rbeattie@achsng.com
Fax number:412-355-2175

The Allegheny County Housing Authority administers the Housing Choice Voucher Program for most of the Allegheny County area. **Please be advised that the Allegheny County area has 3 separate Housing Authorities.** If you wish to relocate to the city of Pittsburgh or the City of McKeesport, you will need to contact the Housing Authority for that jurisdiction. The City of Pittsburgh Housing Authority is located at 200 Ross Street Pittsburgh, PA 15219. You can contact the City of Pittsburgh Housing Authority by calling 412-456-5000. The Housing Authority of the City of McKeesport is located at 2901 Brownlee Street McKeesport, PA 15132. The phone number for the City of McKeesport is 412-673-6942.

The family will be notified by **MAIL** of the scheduled appointment date and time to attend a portability briefing. Please notify your current housing authority of any address changes prior to requesting to transfer to our jurisdiction.

The briefing will be held at our office located at 625 Stanwix Street 12th Floor Pittsburgh, PA 15222. The briefing will last approximately 1.5 hours. The participant **must** be on time for the briefing and if possible small children should not attend. The portability briefings are held in groups therefore if the participant arrives late they will **NOT** be admitted to the briefing and will be sent a reschedule letter with a new date. If the participant fails to attend the briefing the portability paperwork will be returned to the initial housing authority.

All family members 18 years of age or older are required to attend the briefing.

The family is required to bring each of the following items:

- Birth Certificates for **ALL** family members
- Social Security cards for **ALL** family members
- Current income information for **ALL** family members.
- A form of Photo Identification for **ALL** family members 18 years of age or older (i.e. state issued driver's license or identification card, passport, or current year Student ID)

At the portability briefing the participant will be informed on the Allegheny County Housing Authority voucher program requirements. Program policy and requirements differ from jurisdiction to jurisdiction.

PLEASE NOTE: IF THE FAMILY MOVES INTO THE NEW UNIT PRIOR TO THE UNIT PASSING INSPECTION THE FAMILY WILL BE RESPONSIBLE FOR THE FULL RENT.