



Section 8 Housing Choice Voucher Program

Newsletter – Spring 2020

2280 Randolph Avenue

P.O. Box 1579

Elkins, WV 26241

(304) 636-6495 Phone (304) 636-6596 Fax

www.facebook.com/randolphcountyhousingauthority/

www.rchawv.org

Greetings! We have some very important information to share with you regarding the Covid-19 pandemic. Please pay close attention to all information. While we are changing how we do things, we are still striving to assist our clients, deliver on our mission, and to treat others with compassion and care.

Our lobby will be closed to the public starting Tuesday, March 17th. Staff will have access to phone calls, email, regular mail, and faxes. You can access our website and Facebook page for updated information.

Inspections:

All inspections are canceled until further notice. When inspections resume, you will receive a letter from the inspector.

Emergency Inspections:

If you have a life-threatening repair, please contact the Inspector. She will work with you to get the necessary repair resolved.

****Use Caution When Giving 30-day Notice to Move****

As of January 24, 2020 participants that choose to move must find a unit that the Housing Authority's portion is the same as or less than the Housing Authority's portion at their current unit. This also applies to any owner issued evictions. For portability, we can only port tenants to other jurisdictions that are absorbing. If you are thinking about giving your 30-day notice, be sure to call the office and speak with Heather or Angie. They can do a unit affordability worksheet to determine the new Housing Authority portion.

Drop Box:

There is a secure drop box beside the main door to our office. The box will be checked daily.

You can drop off any paperwork that you need to submit.

If you submit a document that you need a copy of – please put a note on the document and we will make a copy and mail the original back to you.

If you need to speak with someone you may call:

304-636-6495

304-642-1414

304-642-1574

Contact List:

Laura Chenoweth, Inspector, ext. 14, lchenoweth@rchawv.org

Heather Kittle, Occupancy Specialist, ext. 22, hkittle@rchawv.org

Angie White, Occupancy Specialist, ext. 21, awhite@rchawv.org

Lisa Shaffer, Section 8 Manager, ext. 20, lshaffer@rchawv.org

Karen Jacobson, Exec. Director, ext. 16, kjacobson@rchawv.org

Due to our lobby being closed to the public, we will not be scheduling appointments during the month of April. All appointments will be handled through the mail.

Income Changes:

If you have an income change or a loss of income, **PLEASE CALL THE OFFICE.** Please leave your name, phone number and a brief message. You will receive a return call regarding the change and how to proceed.

Please leave one message for one person with a clear phone number and someone will return your call by the close of business on the following business day. Your return call may be from a phone number you do not recognize or may appear as a blocked number.

We are checking all voice mail and emails multiple times daily.

Landlords:

Please contact our office with any questions or concerns you may have.

We appreciate your patience as we navigate through these uncertain times.