



HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

SECTION 8 TENANT NEWSLETTER

February 2012

Confidential Information

The Housing Authority is committed to protecting the privacy of your information (also known as Personally Identifiable Information-PII and/or Sensitive Personally Identifiable Information-Sensitive PII), whether stored electronically or in paper form.

PII is information that can be used to distinguish or trace an individual's identity, such as name, social security number, etc., alone, or when combined with other PII which is linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

Sensitive PII is information that when lost, compromised or disclosed without authorization could substantially harm an individual. Examples of Sensitive PII include social security or driver's license numbers, medical records, and financial account numbers such as credit or debit card number.

The following are some of the measures the Housing Authority takes to protect your Information:

- Information is only shared or discussed with authorized individuals.
- Hard copies of files containing sensitive information are locked up in secured file cabinets.
- Uploading PII onto portable memory storage devices, CDs, floppy discs, external drives, etc. is strictly prohibited.
- Sensitive PII are not transmitted by the use of an unsecured information system, for example electronic mail, internet, or electronic bulletin board, without first protecting the information.
- Records that contain PII are not removed from facilities where information is authorized to be stored and used.
- Sealable solid envelopes are used to interoffice mail or mail sensitive PII.
- Letters are addressed to individual (s) to whom the information pertains to, or is authorized to receive.
- Records are destroyed after retention requirements are met.
- Disposed PII is shredded.

The Federal Privacy Act also requires that the information be maintained in systems or records—electronic and paper—that have the appropriate administrative, technical, and physical safeguards to protect the information. Housing authorities are held to this standard.

Property listings are available online at: www.hacla.org simply click on the "Property Listings" link provided on the right-hand side of the mainpage.

You can also call the toll free phone number at 1-877-428-8844 to receive printed listings.

The Housing Authority will be closed on the following days:

Monday, February 13, 2012 for Lincoln's Day

Monday, February 20, 2012 for President's Day

Absence from Your Section 8 Unit

A Section 8 participant family can be absent from the assisted unit for any reason for up to 30 consecutive days.

The Housing Authority considers absences from the unit beyond the 30 days but not exceeding 90 consecutive days as "extended absence" and prior approval of the Housing Authority is required.

If the family returns to the unit within 90 days of its first day of absence and the unit is still available, the Housing Assistance Payment (HAP) contract may be continued.

The family will not be readmitted to the Section 8 Program or any other assisted housing program beyond the 90 day period unless the absence from the unit was due to a verifiable medical need of any family member. Medical need includes treatment in an inpatient drug or alcohol rehabilitation program. The participant must provide proof of successful completion of the program.

With adequate proof of medical treatment, the participant family may be readmitted to the Section 8 or other assisted housing program within one year of the date the HAP Contract was terminated without having to reapply.

Any absence beyond 90 consecutive days will result in termination of the Housing Assistance Payment (HAP) contract.

Exceptions to the 90-day limitation may be made if the family is required to temporarily relocate due to the primary renovation of the unit.

Section 8 Walk-In Hours

Tuesdays and Thursdays

Section 8 East and West Offices: 8:00am to 4:00pm

Section 8 Valley Office: 8:00am to 4:00pm

Section 8 South Office: 8:00am to 3:00pm

Monday through Friday

Special Programs Operations (SPO)/ Administration (SPA): 8:00am to 4:00pm

Electronic Record Management

OnBase is an electronic data storage system which allows documents to be accessed by computer and is digitally searchable. Documents relevant to your housing assistance are scanned into OnBase.

Through OnBase, authorized employees of the Housing Authority are able to retrieve, view and print historical documents pertaining to participants, owners, etc., only to perform their job duties.

The Housing Authority chose OnBase for electronic file storage to streamline work processes, and to reduce paper.

Assistance with Questions

Your Advisor is able to address many of your questions, including those related to:

1. Annual and/or Interim re-examinations
2. Determining your portion of the rent to the owner.
3. Maintaining contract between you, owner, and the Housing Authority.
4. Enforcement of HUD Housing Quality Standards.

If you do not know who your S8 Advisor is, please:

Call: **(213) 252-2500** or

E-mail: tenants.s8@hacla.org.

Section 8 Advisory Committee

The Section 8 Advisory Committee offers and opportunity for Section 8 participants to provide the Housing Authority with input on Section 8 policies, procedures, and practices.

The date, location and time of the next meeting will be posted online at www.hacla.org.

If you suspect anyone of committing fraud, you can call, (800) 461-9330, or file a report online at: www.mysafeworkplace.com Your name will remain anonymous.

You can find the Tenant Newsletter online at:

http://www.hacla.org/tnt_news_1/