



Dakota County Community Development Agency

New Admissions Briefing Packet*

- 1. Are You a Victim of Housing Discrimination?**
- 2. What You Should Know About EIV**
- 3. Tenancy Addendum**
- 4. Dakota County CDA Housing Choice Voucher Participant Handbook**
- 5. Dakota County CDA Change Report Form**
- 6. Map of Twin Cities Area Housing Authorities**
- 7. A Good Place to Live**
- 8. Fact Sheet: How Your Rent is Determined**
- 9. Poverty Levels in Dakota County (Maps)**
- 10. Children and Family Resource Directory**
- 11. Voucher Extensions**

* For Housing Choice, VASH, Family Unification Program, Mainstream, and Emergency Housing Vouchers.

Are You a Victim of Housing Discrimination?

Fair Housing is Your Right!

If you have been denied your housing rights...you may have experienced unlawful discrimination.



U.S. Department of Housing and Urban Development

WHERE TO MAIL YOUR FORM OR INQUIRE ABOUT YOUR CLAIM

**For Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, and Vermont:
NEW ENGLAND OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8320 or 1-800-827-5005
Fax (617) 565-7313 • TTY (617) 565-5453
E-mail: Complaints_office_01@hud.gov

**For New Jersey and New York:
NEW YORK/NEW JERSEY OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 264-1290 or 1-800-496-4294
Fax (212) 264-9829 • TTY (212) 264-0927
E-mail: Complaints_office_02@hud.gov

**For Delaware, District of Columbia, Maryland,
Pennsylvania, Virginia, and West Virginia:
MID-ATLANTIC OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107
Telephone (215) 656-0663 or 1-888-799-2085
Fax (215) 656-3419 • TTY (215) 656-3450
E-mail: Complaints_office_03@hud.gov

**For Alabama, the Caribbean, Florida, Georgia, Kentucky, Missis-
sippi, North Carolina, South Carolina, and Tennessee:
SOUTHEAST/CARIBBEAN OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2808
Telephone (404) 331-5140 or 1-800-440-8091
Fax (404) 331-1021 • TTY (404) 730-2654
E-mail: Complaints_office_04@hud.gov

**For Illinois, Indiana, Michigan, Minnesota,
Ohio, and Wisconsin:
MIDWEST OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3507
Telephone (312) 353-7776 or 1-800-765-9372
Fax (312) 886-2837 • TTY (312) 353-7143
E-mail: Complaints_office_05@hud.gov

**For Arkansas, Louisiana, New Mexico, Oklahoma, and Texas:
SOUTHWEST OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
801 North Cherry, 27th Floor
Fort Worth, TX 76102
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876 or 5851 • TTY (817) 978-5595
E-mail: Complaints_office_06@hud.gov

**For Iowa, Kansas, Missouri and Nebraska:
GREAT PLAINS OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Gateway Tower II
400 State Avenue, Room 200, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
Fax (913) 551-6856 • TTY (913) 551-6972
E-mail: Complaints_office_07@hud.gov

**For Colorado, Montana, North Dakota, South Dakota,
Utah, and Wyoming:
ROCKY MOUNTAINS OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4801
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 • TTY (303) 672-5248
E-mail: Complaints_office_08@hud.gov

**For Arizona, California, Hawaii, and Nevada:
PACIFIC/HAWAII OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1300
Telephone (415) 489-6524 or 1-800-347-3739
Fax (415) 489-6558 • TTY (415) 436-6594
E-mail: Complaints_office_09@hud.gov

**For Alaska, Idaho, Oregon, and Washington:
NORTHWEST/ALASKA OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5447 • TTY (206) 220-5185
E-mail: Complaints_office_10@hud.gov

***If after contacting the local office nearest you, you still have ques-
tions – you may contact HUD further at:***

U.S. Dept. of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20410-2000
Telephone (202) 708-0836 or 1-800-669-9777
Fax (202) 708-1425 • TTY 1-800-927-9275

To file electronically, visit: www.hud.gov

PLACE
POSTAGE
HERE

MAIL TO:

Public Reporting Burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The Department of Housing and Urban Development is authorized to collect this information by Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430); Title VI of the Civil Rights Act of 1964, (P.L. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended, (P.L. 93-112); Section 109 of Title I- Housing and Community Development Act of 1974, as amended, (P.L. 97-35); Americans with Disabilities Act of 1990, (P.L. 101-336); and by the Age Discrimination Act of 1975, as amended, (42 U.S.C. 6103).

The information will be used to investigate and to process housing discrimination complaints. The information may be disclosed to the United States Department of Justice for its use in the filing of pattern and practice suits of housing discrimination or the prosecution of the person(s) who committed that discrimination where violence is involved; and to State or local fair housing agencies that administer substantially equivalent fair housing laws for complaint processing. Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.



HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

Instructions: (Please type or print) Read this form carefully. Try to answer all questions. If you do not know the answer or a question does not apply to you, leave the space blank. You have one year from the date of the alleged discrimination to file a complaint. Your form should be signed and dated.

Your Name

Your Address

City

State

Zip Code

Best time to call

Your Daytime Phone No

Evening Phone No

Who else can we call if we cannot reach you?

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

1 What happened to you?

How were you discriminated against?

For example: were you refused an opportunity to rent or buy housing? Denied a loan? Told that housing was not available when in fact it was? Treated differently from others seeking housing?

State briefly what happened.

HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

2 Why do you think you are a victim of housing discrimination?

Is it because of your:

· race · color · religion · sex · national origin · familial status (families with children under 18) · disability?

For example: were you denied housing because of your race? Were you denied a mortgage loan because of your religion? Or turned down for an apartment because you have children?

Briefly explain why you think your housing rights were denied and circle the factor(s) listed above that you believe apply.

3 Who do you believe discriminated against you?

For example: was it a landlord, owner, bank, real estate agent, broker, company, or organization?

Identify who you believe discriminated against you.

Name

Address

4 Where did the alleged act of discrimination occur?

For example: Was it at a rental unit? Single family home? Public or Assisted Housing? A Mobile Home?

Did it occur at a bank or other lending institution?

Provide the address.

Address

City

State

Zip Code

5 When did the last act of discrimination occur?

Enter the date

____ / ____ / ____

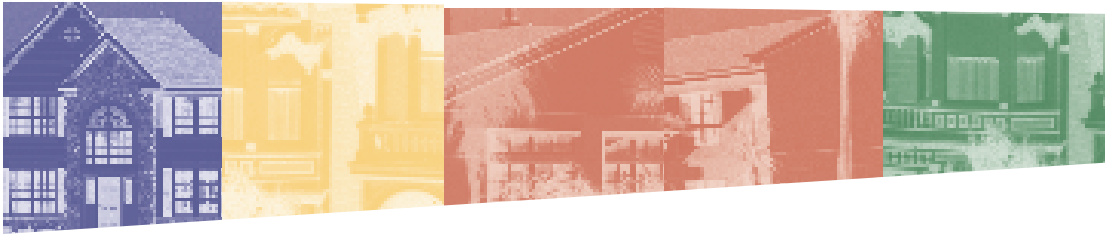
Is the alleged discrimination continuing or ongoing?

Yes No _____

Signature

Date

Send this form to HUD or to the fair housing agency nearest you. If you are unable to complete this form, you may call that office directly. See address and telephone listings on back page.



It is Unlawful to Discriminate in Housing Based on These Factors...

- Race
- Color
- National origin
- Religion
- Sex
- Familial status (families with children under the age of 18, or who are expecting a child)
- Handicap (if you or someone close to you has a disability)

If You Believe Your Rights Have Been Violated...

- HUD or a State or local fair housing agency is ready to help you file a complaint.
- After your information is received, HUD or a State or local fair housing agency will contact you to discuss the concerns you raise.

Detach here. Fold and close with glue or tape (no staples)

Keep this information for your records.

Date you mailed your information to HUD: _____/_____/_____

Address to which you sent the information:

Office _____

Telephone _____

Street _____

City _____

State _____

Zip Code _____

If you have not heard from HUD or a State or local fair housing agency within three weeks from the date you mailed this form, you may call to inquire about the status of your complaint. See address and telephone listings on back page.

ARE YOU A VICTIM OF HOUSING DISCRIMINATION?

“The American Dream of having a safe and decent place to call ‘home’ reflects our shared belief that in this nation, opportunity and success are within everyone’s reach.

Under our Fair Housing laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice — regardless of their race, color, religion, sex, national origin, family status or disability.”

Alphonso Jackson
Secretary

HOW DO YOU RECOGNIZE HOUSING DISCRIMINATION?

Under the Fair Housing Act, it is Against the Law to:

- Refuse to rent to you or sell you housing
- Tell you housing is unavailable when in fact it is available
- Show you apartments or homes only in certain neighborhoods
- Set different terms, conditions, or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Advertise housing to preferred groups of people only
- Refuse to provide you with information regarding mortgage loans, deny you a mortgage loan, or impose different terms or conditions on a mortgage loan
- Deny you property insurance
- Conduct property appraisals in a discriminatory manner
- Refuse to make reasonable accommodations for persons with a disability if the accommodation may be necessary to afford such person a reasonable and equal opportunity to use and enjoy a dwelling.
- Fail to design and construct housing in an accessible manner
- Harass, coerce, intimidate, or interfere with anyone exercising or assisting someone else with his/her fair housing rights



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



What You Should Know About EIV

A Guide for Applicants & Tenants of Public Housing & Section 8 Programs

What is EIV?

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

What information is in EIV and where does it come from?

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

What is the EIV information used for?

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. **Remember, you may receive rental assistance at only one home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

Is my consent required in order for information to be obtained about me?

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

Note: *If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.*

What are my responsibilities?

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

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Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home prior to them moving in.

What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is **FRAUD** and a **CRIME**.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to \$10,000 and/or serving time in jail.

Protect yourself by following HUD reporting requirements. When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, ask your PHA. When changes occur in your household income, contact your PHA immediately to determine if this will affect your rental assistance.

What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

Debts owed to PHAs and termination information reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

Employment and wage information reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute and request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

Unemployment benefit information reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute and request correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

Death, SS and SSI benefit information reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772-1213, or visit their website at: www.socialsecurity.gov. You may need to visit your local SSA office to have disputed death information corrected.

Additional Verification. The PHA, with your consent, may submit a third party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

Identity Theft. Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: <http://www.ftc.gov>). Provide your PHA with a copy of your identity theft complaint.

Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: <http://www.hud.gov/offices/pih/programs/pih/hiip/iv.cfm>.

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

My signature below is confirmation that I have received this Guide.

Signature

Date

TENANCY ADDENDUM
Section 8 Tenant-Based Assistance
Housing Choice Voucher Program
(To be attached to Tenant Lease)

The Tenancy Addendum is part of the HAP contract and lease. Public reporting burden for this collection of information is estimated to average 0.5 hours. This includes the time for collection, reviewing and reporting the data. The information is being collected as required by 24 CFR 982.451 which in part states the PHA must pay the housing assistance payment promptly. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless there is a valid OMB number. Assurances of confidentiality are not provided under this section.

HUD is committed to protecting the privacy of an individual's information stored electronically or in paper form in accordance with federal privacy laws, guidance and best practices. HUD expects its third-party business partners including Public Housing Authorities who collect, use, maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

1. Section 8 Voucher Program

- a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).
- b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

2. Lease

- a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
- b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

3. Use of Contract Unit

- a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.
- b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.
- c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
- d. The tenant may not sublease or let the unit.
- e. The tenant may not assign the lease or transfer the unit.

4. Rent to Owner

- a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.
- b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
- c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:

- (1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or
- (2) Rent charged by the owner for comparable unassisted units in the premises.

5. Family Payment to Owner

- a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.
- b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.
- c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.
- e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
- f. The owner must immediately return any excess rent payment to the tenant.

6. Other Fees and Charges

- a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
- b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
- c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

7. Maintenance, Utilities, and Other Services

a. Maintenance

- (1) The owner must maintain the unit and premises in accordance with the HQS.
- (2) Maintenance and replacement (including redecoration) must be in accordance with the standard practice for the building concerned as established by the owner.

b. Utilities and appliances

- (1) The owner must provide all utilities needed to comply with the HQS.
- (2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:
 - (a) Pay for any utilities that are to be paid by the tenant.
 - (b) Provide and maintain any appliances that are to be provided by the tenant.

c. **Family damage.** The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.

d. **Housing services.** The owner must provide all housing services as agreed to in the lease.

8. Termination of Tenancy by Owner

a. **Requirements.** The owner may only terminate the tenancy in accordance with the lease and HUD requirements.

b. **Grounds.** During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:

- (1) Serious or repeated violation of the lease;
- (2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;
- (3) Criminal activity or alcohol abuse (as provided in paragraph c); or
- (4) Other good cause (as provided in paragraph d).

c. Criminal activity or alcohol abuse

- (1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:
 - (a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
 - (b) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
 - (c) Any violent criminal activity on or near the premises; or
 - (d) Any drug-related criminal activity on or near the premises.
- (2) The owner may terminate the tenancy during the term of the lease if any member of the household is:

(a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or

(b) Violating a condition of probation or parole under Federal or State law.

(3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

(4) The owner may terminate the tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

d. Other good cause for termination of tenancy

(1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.

(2) During the initial lease term or during any extension term, other good cause may include:

- (a) Disturbance of neighbors,
- (b) Destruction of property, or
- (c) Living or housekeeping habits that cause damage to the unit or premises.

(3) After the initial lease term, such good cause may include:

- (a) The tenant's failure to accept the owner's offer of a new lease or revision;
- (b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or
- (c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).

(4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.

9. Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

a. **Purpose:** This section incorporates the protections for victims of domestic violence, dating violence, sexual assault, or stalking in accordance with subtitle N of the Violence Against Women Act of 1994, as amended (codified as amended at 42 U.S.C. 14043e et seq.) (VAWA) and implementing regulations at 24 CFR part 5, subpart L.

b. **Conflict with other Provisions:** In the event of any conflict between this provision and any other provisions included in Part C of the HAP contract, this provision shall prevail.

c. **Effect on Other Protections:** Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.

d. **Definition:** As used in this Section, the terms “actual and imminent threat,” “affiliated individual,” “bifurcate,” “dating violence,” “domestic violence,” “sexual assault,” and “stalking” are defined in HUD’s regulations at 24 CFR part 5, subpart L. The terms “Household” and “Other Person Under the Tenant’s Control” are defined at 24 CFR part 5, subpart A.

e. **VAWA Notice and Certification Form:** The PHA shall provide the tenant with the “Notice of Occupancy Rights under VAWA and the certification form described under 24 CFR 5.2005(a)(1) and (2).

f. **Protection for victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**

(1) The landlord or the PHA will not deny admission to, deny assistance under, terminate from participation in, or evict the Tenant on the basis of or as a direct result of the fact that the Tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the Tenant otherwise qualifies for admission, assistance, participation, or occupancy. 24 CFR 5.2005(b)(1).

(2) The tenant shall not be denied tenancy or occupancy rights solely on the basis of criminal activity engaged in by a member of the Tenant’s Household or any guest or Other Person Under the Tenant’s Control, if the criminal activity is directly related to domestic violence, dating violence, sexual assault, or stalking, and the Tenant or an Affiliated Individual of the Tenant is the victim or the threatened victim of domestic violence, dating violence, sexual assault, or stalking. 24 CFR 5.2005(b)(2).

(3) An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of the incident. Nor shall it not be construed as other “good cause” for termination of the lease, tenancy, or occupancy rights of such a victim or threatened victim. 24 CFR 5.2005(c)(1) and (c)(2).

g. **Compliance with Court Orders:** Nothing in this Addendum will limit the authority of the landlord, when notified by a court order, to comply with the court order with respect to the rights of access or control of property (including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking) or with respect to the distribution or possession of property among members of the Tenant’s Household. 24 CFR 5.2005(d)(1).

h. **Violations Not Premised on Domestic Violence, Dating Violence, Sexual Assault, or Stalking:** Nothing in this section shall be construed to limit any otherwise available authority of the Landlord to evict or the public housing authority to terminate the assistance of a Tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the Tenant or an Affiliated Individual of the Tenant. However, the Landlord or the PHA will not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, to a more demanding standard than other tenants in determining whether to evict or terminate assistance. 24 CFR 5.2005(d)(2).

i. **Actual and Imminent Threats:**

(1) Nothing in this section will be construed to limit the authority of the Landlord to evict the Tenant if the Landlord can demonstrate that an “actual and imminent threat” to other tenants or those employed at or providing service to the property would be present if the Tenant or lawful occupant is not evicted. In this context, words, gestures, actions, or other indicators will be construed as an actual and imminent threat if they meet the following standards for an actual and imminent threat: “Actual and imminent threat” refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur. 24 CFR 5.2005(d)(3).

(2) If an actual and imminent threat is demonstrated, eviction should be used only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence, developing other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents. 24 CFR 5.2005(d)(4).

j. **Emergency Transfer:** A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking may request an emergency transfer in accordance with the PHA’s emergency transfer plan. 24 CFR 5.2005(e). The PHA’s emergency transfer plan must be made available upon request, and incorporate strict confidentiality measures to ensure that the PHA does not disclose a tenant’s dwelling unit location to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant;

For transfers in which the tenant would not be considered a new applicant, the PHA must ensure that a request for an emergency transfer receives, at a minimum, any applicable additional priority that is already provided to other types of emergency transfer requests. For transfers in which the tenant would be considered a new applicant, the plan must include policies for assisting a tenant with this transfer.

k. **Bifurcation:** Subject to any lease termination requirements or procedures prescribed by Federal, State, or local law, if any member of the Tenant’s Household engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, the Landlord may “bifurcate” the Lease, or remove that Household member from the Lease, without regard to whether that Household member is a signatory to the Lease, in order to evict, remove, or terminate the occupancy rights of that Household member without evicting, removing, or otherwise penalizing the victim of the criminal activity who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program. 24 CFR 5.2009(a).

If the Landlord bifurcates the Lease to evict, remove, or terminate assistance to a household member, and that household member is the sole tenant eligible to receive assistance, the landlord shall provide any remaining tenants or residents a period of 30 calendar days from the date of bifurcation of the lease to:

- (1) Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;
 - (2) Establish eligibility under another covered housing program; or
 - (3) Find alternative housing.
- l. **Family Break-up:** If the family break-up results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, the PHA must ensure that the victim retains assistance. 24 CFR 982.315.
- m. **Move with Continued Assistance:** The public housing agency may not terminate assistance to a family or member of the family that moves out of a unit in violation of the lease, with or without prior notification to the public housing agency if such a move occurred to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and who reasonably believed they were imminently threatened by harm from further violence if they remained in the dwelling unit, or if any family member has been the victim of sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move.
- (1) The move is needed to protect the health or safety of the family or family member who is or has been a victim of domestic violence dating violence, sexual assault or stalking; and
 - (2) The family or member of the family reasonably believes that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. However, any family member that has been the victim of a sexual assault that occurred on the premises during the 90-calendar day period preceding the family's move or request to move is not required to believe that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. 24 CFR 982.354.
- n. **Confidentiality.**
- (1) The Landlord shall maintain in strict confidence any information the Tenant (or someone acting on behalf of the Tenant) submits to the Landlord concerning incidents of domestic violence, dating violence, sexual assault or stalking, including the fact that the tenant is a victim of domestic violence, dating violence, sexual assault, or stalking.
 - (2) The Landlord shall not allow any individual administering assistance on its behalf, or any persons within its employ, to have access to confidential information unless explicitly authorized by the Landlord for reasons that specifically call for these individuals to have access to the information pursuant to applicable Federal, State, or local law.
 - (3) The Landlord shall not enter confidential information into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is requested or consented to in writing by the individual in a time-limited release; required for use in an eviction proceeding; or is required by applicable law.

10. Eviction by court action

The owner may only evict the tenant by a court action.

11. Owner notice of grounds

- a. At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.
- b. The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.
- c. Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

12. Lease: Relation to HAP Contract

If the HAP contract terminates for any reason, the lease terminates automatically.

13. PHA Termination of Assistance

The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the lease terminates automatically.

14. Family Move Out

The tenant must notify the PHA and the owner before the family moves out of the unit.

15. Security Deposit

- a. The owner may collect a security deposit from the tenant. (However, the PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Any such PHA-required restriction must be specified in the HAP contract.)
- b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.
- c. The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the tenant.
- d. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

16. Prohibition of Discrimination

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex, national origin, age, familial status or disability in connection with the lease. Eligibility for HUD's programs must be made without regard to actual or perceived sexual orientation, gender identity, or marital status.

17. Conflict with Other Provisions of Lease

- a. The terms of the tenancy addendum are prescribed by HUD in accordance with Federal law and regulation, as a condition for Federal assistance to the tenant and tenant's family under the Section 8 voucher program.
- b. In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the HUD-required tenancy addendum shall control.

18. Changes in Lease or Rent

- a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any other changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must be in accordance with the requirements of the tenancy addendum.
- b. In the following cases, tenant-based assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:
 - (1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
 - (2) If there are any changes in lease provisions governing the term of the lease;
 - (3) If the family moves to a new unit, even if the unit is in the same building or complex.
- c. PHA approval of the tenancy, and execution of a new HAP contract, are not required for agreed changes in the lease other than as specified in paragraph b.
- d. The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

19. Notices

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

20. Definitions

Contract unit. The housing unit rented by the tenant with assistance under the program.

Family. The persons who may reside in the unit with assistance under the program.

HAP contract. The housing assistance payments contract between the PHA and the owner. The PHA pays housing assistance payments to the owner in accordance with the HAP contract.

Household. The persons who may reside in the contract unit. The household consists of the family and any PHA-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

Housing quality standards (HQS). The HUD minimum quality standards for housing assisted under the Section 8 tenant-based programs.

HUD. The U.S. Department of Housing and Urban Development.

HUD requirements. HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

Lease. The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by HUD.

PHA. Public Housing Agency.

Premises. The building or complex in which the contract unit is located, including common areas and grounds.

Program. The Section 8 housing choice voucher program.

Rent to owner. The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus the PHA housing assistance payment to the owner.

Section 8. Section 8 of the United States Housing Act of 1937 (42 United States Code 1437f).

Tenant. The family member (or members) who leases the unit from the owner.

Voucher program. The Section 8 housing choice voucher program. Under this program, HUD provides funds to a PHA for rent subsidy on behalf of eligible families. The tenancy under the lease will be assisted with rent subsidy for a tenancy under the voucher program.

Dakota County Community Development Agency

PARTICIPANT HANDBOOK:

**Housing Choice Voucher
Program
(Section 8)**



Dakota County Community Development Agency

1228 Town Centre Drive
Eagan, MN 55123

(651) 675-4400

Serving People and Communities

An Equal Opportunity Employer

10/2010

Introduction

The Housing Choice Voucher Program (also known as Section 8) utilizes the existing private rental market in Dakota County to provide decent, safe, and sanitary housing opportunities for low-income families, elderly and handicapped and disabled persons at an affordable cost. The CDA administers this Federal program for all of Dakota County except S. St Paul (the S. St Paul HRA administers the program for that city.) The CDA assists over 2,200 families and individuals through this program.

Program participants pay a minimum of 30% of their monthly adjusted income towards rent (and may not pay more than 40% of their monthly adjusted income when initially leasing a unit or moving with voucher assistance.) The program provides rental assistance which is the difference between the participants rent portion and the contract rent. The maximum payment the housing authority would make is the difference between the payment standard and the participants 30% of monthly adjusted income. The rent assistance is paid directly to the property owner on the first of each month once the unit passes a Housing Quality Standards (HQS) inspection, contact and leasing paperwork is in place.

Program participants choose a rental unit from the private rental market and the property owner must be willing to accept voucher assisted tenants. All assisted rental units must pass an annual inspection based on federally established Housing Quality Standards. If you are working with a landlord who has never worked with the program before and they have questions about the program they can contact the CDA at 61-675-4400. They can also find the program information and commonly asked questions on the CDA website www.dakotacda.org.

It is important that you understand the information in this handbook. If you have any questions, contact your housing representative. If you need an interpreter to have this information translated to you, contact the CDA and interpreter services will be provided. In order for the Housing Choice Voucher Program to be successful it takes cooperation from you, the property owner/landlord, and the CDA staff.

Dakota County CDA and the County

Although the name of our agency is the DAKOTA COUNTY CDA, we are not part of the County government system. We are not connected with the Dakota County Northern Service Center, Western Service Center, or Dakota County. We do not share information with the any of the county programs unless we have written permission from you. In order to provide any person or agency with information from your file or your status on any CDA program you would have to provide written authorization for us to do so.

All changes to your income, assets, expenses, and household composition must be reported to the CDA in writing. You would also need to report any changes to any and all programs that you work with or receive benefits from according to their program rules. You are responsible for reporting all changes to your household to the CDA in writing. Failure or refusal to do so could result in termination of housing benefits and require repayment of any benefits that were overpaid on your behalf.

The Housing Choice Voucher Program (Section 8) has different rules from the Dakota County programs regarding income and assets. CDA programs do not have limits regarding the value of your car and/or cash resources in your bank accounts. However, you must tell the CDA about all assets and income. Failure to do so is fraud and will result in termination of benefits or ineligibility for the program. If the CDA determines that you failed to disclose all income, assets, expenses, and household composition accurately we can determine that you must repay benefits paid on your behalf, terminate your housing benefits, and you could also be charged criminally.

CDA Owned Housing

The CDA owns several senior buildings and is a partner in several family townhome developments throughout Dakota County. You can use your voucher in a CDA owned property or in other rental units throughout the county. You can select any unit that qualifies for the program. You are not required to live in CDA owned housing.

Additional information is Available

If you would like further information not provided in this handbook such as Housing Quality Standards, Housing Assistance Payment Contract or other forms used by the CDA, please call you Housing Representative and request copies to be sent to you.

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USING THE RTA TO LEASE A UNIT WITH THE VOUCHER

The Request for Tenancy Approval (RTA) form must be completed by the Property Manager or owner of the property you want to rent. The request for Tenancy Approval (RTA) form must be completed and returned to the Dakota County CDA office by the 15th of the month at 4:30 prior to the month you want your assistance to begin.

For example: If you turn your RTA form in on September 15 your housing assistance would begin on October 1. This form must be turned in so the CDA can process your paperwork. This form will tell the CDA the address of the unit, the rent amount, landlord and other required information.

If the 15th of the month falls on a holiday or a weekend the deadline will be the next business day. If the landlord does not know their Tax ID number or are not comfortable putting that information on the RTA form the CDA will contact the landlord directly to get the information. (For small landlords this may be their social security number). You are responsible for getting the RTA to the CDA by the deadline. The landlord may offer to fax or mail the RTA form for you, but getting the form to the CDA by the deadline is your responsibility.

Eligible Housing

The voucher program is flexible and can work with many different types of housing as long as the rent the landlord is asking is reasonable, it is affordable for the voucher holder and the unit passes a HQS inspection. The voucher program can work with:

- Apartment buildings
- Duplexes or Twin homes
- Townhomes
- Single Family Homes
- Manufactured Homes (lot rent)

The landlords can chose to participate with the HVC program or not to participate at their discretion. If you find a landlord that is interested in working with the program you can refer them to the CDA's website for more information or they can call the CDA at 651-675-4550. We would always be

Rent from a Relative

You can not rent from a relative. A relative is considered to be: parents, child, grandparent, grandchild, sister or brother. You can not own or have any ownership in the unit which you are being assisted. If you own a mobile home the housing assistance will be based on the lot rent for the property, it will not include your mortgage.

Once the CDA receives your RTA we will:

- Determine that the rent and utility costs meets your 40% affordability criteria.
- Determine that the rent amount the landlord is requesting is reasonable based on other similar units in the area.
- Prepare the necessary leasing and contract paperwork to be sent directly to the landlord. (This paperwork must be returned in order for the CDA to make our payment).
- Submit an inspection request for the unit you have selected to the inspection staff. You do not need to contact the CDA to request an inspection.

Voucher

Your voucher will expire in 120 days. This is your searching period to locate a rental unit that meets the terms of the HCV program.

When issuing this voucher the PHA expects that if the family finds an approvable unit, the PHA will have the money available to enter into a HAP (Housing Assistance Payment) contact with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.

If there are not funds available to assist someone who has been issued a voucher the Housing Authority may need to suspend the issued voucher. We would contact the applicant in writing and inform them that their voucher has been suspended. When funds become available the CDA will contact the applicant in writing and inform them that funds are available and they can continue their search for appropriate rental housing.

During your search for a unit, changes in your household composition, income, assets, and expenses must be reported to the CDA immediately because it may affect the voucher size that you were issued and it may affect your 30% and 40% search criteria. You must also keep the CDA notified of your address. We will contact you in writing if we need information from you or to notify you of changes or provide you a copy of the rent breakdown.

The CDA does require that you sign a twelve month lease. If you are currently in a lease you will be required to sign a new lease that is effective with the starting date of your housing assistance with the HCV program.

Side Payments

When you are being assisted on the HVC (Section 8) program it is a program violation to make additional payments (side payments) to the landlord to cover a higher rent amount; it is a violation of the program for the landlord to charge side payments to participants of the HCV (Section 8) program. If the landlord agrees to lower the rent to meet the affordability criteria for a participant or to comply with the rent reasonable determination the rent must be reflected on the executed lease. If the CDA gains evidence that a side payment is being made the participant will lose their housing assistance and the landlord will be required to return all housing assistance payments made by the housing authority.

Other Payments (Not Rent)

The Housing assistance program does not include the cost for garages in your assistance if it is not included in the rent, we do not assist with "pet rent" rent you are required to pay for having a pet in your assisted unit, and storage units that are not part of the contract rent for the unit. The cost for garages, storage units, etc. must be voluntary and the same cost for all tenants. You cannot be forced to pay for an extra service if you do not want it. Contact your Housing Specialist if you have specific questions about side payments or additional costs outside of the contract rent for the unit.

DECIDING WHERE YOU WANT TO LIVE

There are many features to consider as you search for suitable housing, so try to select a place that meets your family's needs. Here are some suggestions.

SCHOOLS

If you have school-aged children, you will want to consider the various school districts that are available, as well as the distance from the housing unit to the school.

SAFETY

When you search for housing, consider the neighborhood and its surroundings. Try to avoid high crime areas.

WORK

Consider the distance between your workplace and the location of the housing unit.

CHILD CARE

Consider the availability of child care in the area of the housing unit. If you work, what is the distance between the housing unit, the child care provider, and your work location?

PUBLIC TRANSPORTATION

If you do not have a vehicle, what is the access to public transportation in the area of the housing unit?

Premises and Neighborhood

- Is there a place for children to play outside safely?
- Is the unit in a high crime area? Call the local police department to see how many police calls are made to the area.
- What is the general condition of the neighborhood?
- Are you close to medical services, fire department, or a police station?
- Is there adequate parking for you and your guests?
- Is the area/building well lighted at night?
- If you have pets, do they allow pets? If so, are there additional fees or increased security deposit?

EVALUATING A UNIT

- What is the rent amount?
- How much is the security deposit?
- Do they offer a 12 month lease?
- What are the costs of utilities? Is the unit energy efficient? What utilities will you be required to pay?
- Are tenant-paid utilities separately metered?
- Is the unit free from serious drafts?
- Is the building secure? Do all windows lock? Do the entrance doors have secure locks? Are there cameras on the property?
- Is there evidence that the unit has not been well maintained?
- Is the heating source adequate for the size of the unit?
- Is there enough room for your furniture?
- Does the landlord provide pest control?
- Is the unit clean and ready to move in?
- Are the refrigerator and stove large enough for your family size?
- Are there private, secure mail boxes?
- Are there restrictions on pets?
- Is there sufficient parking and storage?
- Are there sufficient amenities and facilities for your family?
- Is this a smoke-free property?

TIPS TO LOCATE SUITABLE HOUSING:

Property managers and owners advertise rental properties in different ways. Here are some ideas on where to start.

- ✓ Check the classified section of all local newspapers.
- ✓ Ask friends and neighbors.
- ✓ Drive through neighborhood where you may want to live and look for yard signs.
- ✓ Check bulletin boards in Laundromats and supermarkets.
- ✓ Check with real estate offices or rental agencies. Rental agencies sometimes charge a fee.
- ✓ If you have access to the internet, check out rental websites. Some examples;

www.housinglink.org
www.apartments.com
www.forrent.com
www.zillow.com
www.rent.com

www.rent.com
www.mynewplace.com
www.apartmentsearch.com
www.rentcafe.com
www.apartmentguide.com

APPLICATION FEES:

It's a good idea to ask about the rental policy a Landlord/Manager has.

- ✓ Rental policy can vary from landlord to landlord and is an indication of what a landlord screens for in accepting or denying applications.
- ✓ Do they accept the Housing Choice Voucher Program (Section 8)?
- ✓ Does a poor credit history effect their decision to accept or deny your application? If you are unsure of your credit report, there are resources available to assist you. For more information, contact the Consumer Credit Counseling Service at 612-617-1778 or 1-800-511-9204.
- ✓ Does a poor rental history (Unlawful Detainer or Eviction or other marks on your rental history) effect their decision to accept or deny your application?
- ✓ Does any type of criminal history affect their decision to accept or deny your application?
- ✓ How much income must you have to be accepted for the apartment rental you are applying for?
- ✓ Find out if you are likely to be denied before paying an application fee. The application fee is your responsibility and could be \$30 or more.

The application fee is usually not refundable.

WHAT SHOULD YOU LOOK FOR IN A UNIT?

In order for the unit to be approved, it must meet the following requirements:

- ❑ The rent for the unit must be **reasonable** for the type, size and condition of the unit. The CDA will determine rent reasonableness of the unit you select.
- ❑ The unit must pass a Housing Quality Standards inspection.
- ❑ The owner must be willing to enter into a contract with the CDA and comply with the program rules.
- ❑ The rent portion you are responsible for must be affordable for you. Refer to your maximum gross rent worksheet to determine affordability of the unit.

MAKE AN APPOINTMENT

If you find a property you are interested in, ask for an appointment to see it. Be sure to keep the appointment and be on time. You may want to arrive early to look around the neighborhood. Do not take a lot of friends or children with you to look at the apartment. You want to give full attention to discuss the rental unit and to present yourself at your very best.

INFORMATION TO PROSPECTIVE LANDLORDS

The CDA is required to provide prospective owners with which the following information about you:

- Your current address
- The name and address of your current landlord
- The name and address of your previous landlord (if previously assisted)

SECURITY DEPOSITS

Security deposits are set by the owner of the property. The CDA does not assist with security deposit or application fees.

- (a) The owner may collect a security deposit from the tenant.
- (b) The CDA prohibits security deposits in excess of amounts charged by the owner to unassisted tenants.
- (c) Before you move into a unit, do an inspection with the landlord. Write down any problems with the apartment, and any areas that are dirty or damaged. Have the landlord or caretaker sign the list. Ask them to make all the repairs before you move in. This is a precaution for preserving your right to your damage deposit and will increase the possibility that the HCV Housing Quality Standards inspection will pass.

RENT REASONABLE

Each assisted unit is reviewed for rent reasonable. Every year the CDA conducts an annual market survey of all the rental properties in Dakota County. We collect data on the age of the units, square footage, amenities, rent amount, location, utilities included in the rent, etc. This information is used

determine a fair rent price for a rental property based on similar units. The Federal Regulations for the HCV program require that the housing authority complete a rent reasonable test on all assisted units.

Moving out of a unit

- (a) When the tenant moves out of the assisted unit, the owner may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any damages to the unit.
- (b) Make sure to give proper notice to the owner before moving out of a unit. Failure to do so will cause you to lose your voucher as well as your security deposit. A proper notice for the HCV program is 60 plus one day. For example. If you give notice on September 30 you would be eligible to move December 1.
- (c) Conduct a move-out inspection just like the move-in inspection. Have the landlord sign your inspection notes. Then you'll have proof of the conditions you left behind. Be sure you return all the keys (get a receipt for them), leave the apartment clean, and give the landlord your forwarding address. You may want to take pictures of the unit before leaving.
- (d) The owner must give the tenant a written list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund within 21 days the full amount of the unused balance to the tenant or send a written explanation. Interest on the unused balance is also due to the tenant. You are not responsible to pay for "ordinary wear and tear" which includes worn-out carpet, chipped paint, and appliances that break because they are old.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

In order to move with continued assistance with your HCV you must leave your unit in good standing. You and the landlord must sign the mutual termination of the lease form. This is proof for the CDA that you provided a proper notice to the landlord, you have not damaged the unit beyond normal wear and tear, and you do not owe any money to the landlord for unpaid rent or unpaid utilities you were responsible for paying.

MOVING OUT OF DAKOTA COUNTY PORTABILITY

A voucher can be used anywhere in the United States of America and the US Territories that have a governing housing authority. If you are a new admission to the voucher program your voucher will indicate if you can port out. If you are not able to port out of Dakota County you must reside in Dakota County CDA's jurisdiction for twelve months. After you fulfill the twelve -month requirement you can move out of the Dakota County CDA's jurisdiction. If you plan to move out of the county, return your completed RTA to the CDA, **not** the County/City to which you want to move. If you are moving outside of the Twin Cities metro area provide the name and address in writing of the housing authority you want your file transferred to. If the move does not exceed your 40% and you are eligible

to port out of Dakota County CDA's jurisdiction the Housing Specialist will make a copy of your file and mail/fax it to the appropriate housing authority.

Here are several facts to consider if you choose to move out of Dakota County:

- The new housing authority will have different Payment Standards and utility allowances which will affect your portion of the rent. They may have different subsidy standards which would affect the voucher size that you would be issued.
- Once you move to a new jurisdiction, you must remain in that jurisdiction for a minimum of one year.
- The new housing authority may have some different deadlines, rules, policies, etc. and you may have to attend another briefing session with the new housing authority. This could result in delay of assistance. **Start early!** Submit the RTA early for metro area moves and moves outside of the metro area. We suggest that you start the transfer process 30 to 60 days before your anticipated lease start date.
- You will have to pay the full amount for the damage deposit requested by the new landlord. Your current deposit with your present landlord will not likely be returned to you until 21 days after you vacate.
- You are not eligible to move if you owe money to the Dakota County CDA. You must have any outstanding debt paid in full (from all housing authorities) before you can move. Being current on your repayment agreement is not sufficient.
- If your voucher was not issued to you by the Dakota County CDA you must get approval from your original housing authority to move. Some Housing Authority's have move restrictions, they are not allowing moves if it increases the portion of rent the housing authority would pay on your behalf.

WHAT TO DO AFTER YOU HAVE FOUND A RENTAL UNIT

1. Ask the owner or manager how much the rent is for the unit. Find out which utilities you will have to pay. For each utility paid by you (e.g. cooking stove, water heater, heat, etc.), ask if the energy source is gas, electric, or oil. Also find out which electric company and/or natural gas company will be providing your service. Once approved you will have to contact the appropriate companies and have the billing information changed to your name.
2. Discuss the Housing Choice Voucher Program (Section 8) Rent Assistance Program with the owner or manager:
 - Invite the owner to contact the Dakota County CDA if he/she desires further information. They can call the CDA or visit our website www.dakotacda.org
 - There is a special section for landlords interested in working with the voucher program.
3. If you decide that you want to rent the unit and the owner will accept you as a tenant participating in the HCV (Section 8 Program), ask the owner or manager to complete and sign his/her part of the Request for Tenancy Approval. You also need to sign it.

IMPORTANT: For the assistance to start on the 1st day of a month, you must return your Request for Tenancy Approval to the Dakota County CDA by the 15th of the preceding month. Any RTA's submitted after the 15th of a given month will result in a delay of the rental assistance until the 1st of the following month. For example,

if you submit your Request for Tenancy Approval to your Dakota County Representative by October 15th, your rent assistance could begin on November 1st. If you submit it after October 15th, your assistance could begin no sooner than December 1st. The Dakota County CDA does not offer mid-month lease up dates.

4. Return the completed Request for Tenancy Approval to the Dakota County Office. You may either mail, fax, email or drop it off in the CDA's drop box outside the front entrance.

5. **RENTAL ASSISTANCE CANNOT BEGIN UNTIL THE UNIT PASSES INSPECTION.**

INSPECTION:

Your inspection will take place according to one of the following:

- A. If you presently live in the unit where you are requesting assistance to begin, the inspection department will arrange a date and time prior to the first of the month for your unit to be inspected **if** time permits. There is no guarantee that the inspector will be available to complete the inspection prior to the first of the month. Someone is required to enter and inspect the unit. If you cannot keep this appointment you must call to reschedule with the inspector.
- B. If the unit is vacant prior to the first of the month, the inspection department will attempt to contact the owner to set up an appointment. If an inspection has **not** been completed prior to the first of the month you are required to have someone present in the unit on the first working day of the month. An inspection will take place between 8:00 a.m. - 4:30 p.m.
- C. If the unit is occupied until the end of the month prior to your move-in, the inspection will take place on the first working day on the month. Someone **must** be present to let the inspector into the unit between 8:00 - 4:30 to complete the inspection. The CDA inspection can be completed if you live in the unit or the unit is vacant. The inspection can not be completed until the previous tenants have vacated the unit.
- D. If you have on-site property management and they will be available between 8:00 AM-4:30 PM you can make arrangement with them to let the inspection in your unit in your absence. The CDA requires that you leave written permission for the CDA inspector to enter your unit in your absence.

In all cases, if the unit does not pass or the inspection is done after the 1st day of the month, the assistance will not begin until the day the inspection is passed/completed. The CDA rent portion will be prorated based on a 30 day month.

CALCULATION OF TOTAL TENANT PAYMENT

The Total Tenant Payment or (TTP) is the amount you pay monthly toward rent and utilities.

The Dakota County CDA Representative assigned to your file will compute your adjusted income giving you credit for any deductions you are entitled to including dependents, medical expenses (elderly, handicapped, or disabled households only,) and/or expense for the care of dependents, as follows:

1. \$480 deduction for dependent per year (all those 17 and under and all those 18 and over except head of household or spouse, who are full time students, handicapped or disabled).
2. Expenses for child care while you are employed or attending school, providing:
 - a) There is no adult household member capable of providing the child care during the hours the care is needed.
 - b) The amount is reasonable for the hours and type of care provided.
 - c) The amount of child care does not exceed the amount of income.
 - d) The amount is not paid by the agency or an individual outside the household.
 - e) The expense is for children that are 12 years old or younger.
 - f) You can provide verification this expense has been paid. We need copies of your cancelled checks or a receipt from a licensed child care provider. We will not accept handwritten statements of cash payments.
3. FOR ELDERLY ONLY (Head or Spouse age 62 or older, Handicapped or disabled).
 - a) \$400 Deduction per family per year.
 - b) Medical expenses which exceed 3% of the gross annual income and which are not paid by outside sources (insurance etc.).

EXAMPLE:

Annual Income (\$5.50/hr X 40hrs X 52 wks) \$11,440

Deductions

| | | |
|--|------------------|----------------|
| 3 Minor Children (\$480 X 3) | | \$1,440 |
| Care Expenses (\$50/wk X 52) | | <u>\$2,600</u> |
| | Total Allowances | <u>-4,040</u> |
| Annual Income After Allowances (11,400 - 4,040) | | 7,400 |
| Monthly Income After Allowances (7,400 \ 12) | | 617 |
| 30% of Monthly Income After Allowances (617 x 30%) | | 185* |

***NOTE:** *This is not necessarily the amount you will pay towards rent. We also have to look at the payment standard, voucher size, location of the unit, bedroom size of the unit, and the utility allowance.* The CDA will send you a rent allocation sheet once your rent portion is calculated. You and the landlord will receive a copy so you know the portion you should pay and what the CDA will pay on your behalf to the landlord.

What is the Maximum the Voucher Program will pay?

Sample Calculation:

| | |
|---|--|
| Payment Standard | |
| Minus Total Tenant Payment (TTP) | |
| Maximum Voucher Subsidy (estimate) | |

Look at your worksheet from your briefing session to do this calculation with *your* income.

What is the Maximum rent I can pay when I am moving or using the program for the first time?

- 1) You can not pay more than 40% of your adjusted income toward your rent and utilities.
- 2) If the unit you select costs more than 40%, the CDA will not approve the unit.
- 3) This means you have a rent limit based on your income.
- 4) The CDA calculates 40% of your household income.
- 5) Then we add the maximum subsidy.
- 6) Then we subtract the utility allowance.
- 7) This is your estimated Maximum Rent Limit, (IMPORTANT: your rent limit may change if your estimated income is different from your verified income information or if you choose a unit outside Dakota County.

| | |
|--|--|
| 40% of Income | |
| Plus Maximum CDA Subsidy | |
| Utility Allowance (see Utility Schedule) | |
| Estimated Maximum Rent Limit | |

LOCALITY: DAKOTA COUNTY CDA February 2024

MONTHLY DOLLAR ALLOWANCE

| | 0 BR | | | 1 BR | | | 2 BR | | | 3 BR | | | 4 BR | | | 5 BR | | |
|------------------------------|------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|
| | M | T/D | SF | M | T/D | SF | M | T/D | SF | M | T/D | SF | M | T/D | SF | M | T/D | SF |
| HEATING | | | | | | | | | | | | | | | | | | |
| Natural Gas | 24 | 30 | 34 | 28 | 35 | 40 | 33 | 41 | 47 | 38 | 47 | 55 | 43 | 53 | 61 | 48 | 59 | 68 |
| Bottle Gas | 56 | 68 | 79 | 65 | 82 | 94 | 77 | 96 | 109 | 87 | 109 | 127 | 99 | 123 | 142 | 113 | 137 | 159 |
| Fuel Oil | 87 | 111 | 125 | 104 | 132 | 150 | 122 | 153 | 174 | 143 | 174 | 202 | 160 | 195 | 226 | 177 | 219 | 254 |
| Electricity | 27 | 39 | 66 | 32 | 46 | 77 | 44 | 61 | 91 | 56 | 76 | 104 | 68 | 90 | 117 | 80 | 105 | 131 |
| COOKING | | | | | | | | | | | | | | | | | | |
| Natural Gas | | 3 | | | 3 | | | 4 | | | 5 | | | 7 | | | 8 | |
| Bottle Gas | | 5 | | | 5 | | | 9 | | | 12 | | | 15 | | | 17 | |
| Electricity | | 6 | | | 7 | | | 10 | | | 13 | | | 16 | | | 19 | |
| LIGHTS/REFRIGERATION | | | | | | | | | | | | | | | | | | |
| Electricity | 22 | 28 | 33 | 26 | 33 | 39 | 36 | 46 | 54 | 47 | 59 | 69 | 57 | 72 | 84 | 67 | 85 | 99 |
| WATER HEATING | | | | | | | | | | | | | | | | | | |
| Natural Gas | 6 | 8 | 8 | 7 | 9 | 9 | 10 | 13 | 13 | 13 | 17 | 17 | 17 | 21 | 21 | 19 | 24 | 24 |
| Electricity | 16 | 20 | 20 | 19 | 24 | 24 | 24 | 30 | 30 | 29 | 37 | 37 | 35 | 43 | 43 | 40 | 50 | 50 |
| Bottle Gas | 14 | 17 | 17 | 15 | 21 | 21 | 22 | 27 | 27 | 29 | 38 | 38 | 38 | 46 | 46 | 43 | 55 | 55 |
| Fuel Oil | 21 | 28 | 28 | 24 | 31 | 31 | 35 | 45 | 45 | 49 | 59 | 59 | 59 | 73 | 73 | 70 | 87 | 87 |
| WATER/SEWER | | | | | | | | | | | | | | | | | | |
| Water | | 16 | | | 16 | | | 19 | | | 23 | | | 27 | | | 31 | |
| Sewer | | 32 | | | 32 | | | 39 | | | 47 | | | 54 | | | 61 | |
| Trash | | 23 | | | 23 | | | 23 | | | 23 | | | 23 | | | 23 | |
| RANGE/REFRIGERATOR | | | | | | | | | | | | | | | | | | |
| Range | | 11 | | | 11 | | | 11 | | | 11 | | | 11 | | | 11 | |
| Refrigerator | | 12 | | | 12 | | | 12 | | | 12 | | | 12 | | | 12 | |
| ELECTRIC SURCHARGE | | | | | | | | | | | | | | | | | | |
| | | 10 | | | 10 | | | 10 | | | 10 | | | 10 | | | 10 | |
| NATURAL GAS SURCHARGE | | | | | | | | | | | | | | | | | | |
| | | 10 | | | 10 | | | 10 | | | 10 | | | 10 | | | 10 | |

TOTAL

Participant Name _____

Unit Address _____

City, State, Zip _____

Heating Codes:

M = 3 or More Attached Units

T/D = Duplex or 2-Family Home

SF = Single Family & Mobile Homes

**Payment Standards
Effective
01/01/2024**

| Unit Size | Dakota County |
|------------------|---------------|
| 0 Bedroom | 1290 |
| 1 Bedroom | 1325 |
| 2 Bedroom | 1620 |
| 3 Bedroom | 2190 |
| 4 Bedroom | 2480 |
| 5 Bedroom | 2850 |
| 6 Bedroom | 3220 |
| | |

SUBSIDY STANDARDS

The CDA will determine the appropriate Voucher size by applying the following criteria:

1. The bedroom size assigned should not require more than two persons to occupy the same bedroom.
2. The CDA will assign the first bedroom to head of household and spouse/co-head, if applicable.
3. Thereafter, the CDA will assign one bedroom for each two persons within the household, as shown in the following chart.

These principles result in the following standards:

| Subsidy Standard Number of Bedrooms | Number of Persons |
|--|----------------------|
| 1 | 2 |
| 2 | 4 |
| 3 | 6 |
| 4 | 8 |

In individual cases of need or hardship, the CDA has the ability to deviate from this schedule. If you feel you have a need for a larger size Voucher, you must submit a written request for a reasonable accommodation to the CDA with documentation (i.e. doctor's statement) supporting this need. These requests will be reviewed by the Director of Housing Assistance. The applicant or participant will be mailed the decision.

The regulations for the HCV program provide that a family may rent a unit with more bedrooms than stated on the voucher, but the family's subsidy will be based on the applicable payment standard for the unit size for which the family is eligible. If a family rents a unit with fewer bedrooms, it must comply with the HQS requirements (not more than 2 persons per living/sleeping room). The subsidy will be based on the unit size in this case.

REASONABLE ACCOMMODATION

A HCV (Section 8) applicant/participant (or household member) who has a handicap or disability may ask for an exception to the Dakota County CDA's rules, policies, or procedures as a REASONABLE ACCOMMODATION of his/her disability if compliance with the existing rules constitutes a hardship in light of the person's disability. The CDA may make an accommodation if it does not create an undue financial or administrative burden, or fundamentally change the nature of the program. A disability does not include alcohol or illegal drug dependence.

You may request a REASONABLE ACCOMMODATION at any time. You must send your written request to: **Dakota County CDA; 1228 Town Centre Drive; Eagan, MN 55123**. It is your right and responsibility to decide when and if you want to request a REASONABLE ACCOMMODATION.

INSPECTION STANDARDS

The home you choose must meet the Housing Quality Standards. It can be any type of unit. The CDA must inspect and approve your choice.

CAUTION! If the unit was built before 1978 and you have children under age 6, there must not be any chipped or peeling paint inside or outside of the property.

FYI: Lead Base Paint Exposure Testing

See your family physician or call Dakota County Public Health. Intake 651-552-3115. They will refer you to low cost medical clinics for lead based paint testing.

DWELLING UNIT MUST INCLUDE:

Living room, kitchen, bathroom, and one (1) living/sleeping room for every two (2) family members.

ALL ROOMS MUST HAVE:

Ceilings and walls must be in good condition. There must not be any large cracks or any peeling and/or chipped paint or loose plaster.

Floors must be in good condition. The floor covering must not be curling or have loose edges or holes.

Windows must be in good condition and must open and close. The sills and frames must not be rotting. There can be no cracked, broken or missing window panes. Windows that are within six feet of the ground must have adequate locks that are permanently attached to the window. Window screens should be in good condition.

All rooms must have two (2) sources of power, except the bathroom which only requires a permanently installed light fixture. Kitchen must have one (1) permanently installed light fixture and one (1) outlet. All outlets and switches must have covers that are not cracked or broken with no exposed, frayed wiring. There must be no open, exposed electrical boxes or wires.

KITCHEN: - Must have a range, oven and refrigerator

Stove - all burners of the stove must work with the pilot light or electric range.

Refrigerator - the door gasket must be attached to the door securely, forming a proper seal.

Sink - must have hot and cold running water, a drain with trap, properly hooked to a waste line, with no leaks.

There must be adequate food preparation and storage areas, with adequate means to dispose of food waste.

BATHROOM: - Must be inside unit

There must be a private flush toilet that is fastened tight to the floor. There must be a sink with hot and cold running water with no leaks. There must be a tub or shower. There must be a fan or a window that opens. There must be no rotten or weak areas on the floor or any water damage to the ceiling.

BEDROOM:

There must be either two (2) outlets or one (1) light and one (1) outlet. The window(s) must open and be large enough to use for an emergency exit. There must be a source of heat.

HEATING:

The dwelling unit must have a heating system that will heat the unit to a comfortable temperature and must meet local codes.

STEPS/PORCHES:

Any porches, balconies or decks which are more than 30 inches above ground must have a rail 36” high. All stairs (inside and outside) with four (4) or more steps must have a handrail. All steps must be sturdy.

SITE:

There must be no hazards in the area such as broken down buildings or large amounts of trash or junk.

INFESTATION:

There must be no insects or rodents in the unit.

SMOKE DETECTORS:

A working smoke detector with a live battery must be installed on every level of the unit, including the basement and outside of sleeping rooms. If any members of the family are hearing impaired, a detector for the hearing impaired must be installed.

CARBON MONOXIDE DETECTORS:

There must be one approved and operational carbon monoxide alarm within 10 feet of each bedroom. Apartment complexes that have a monitored Centralized Carbon Monoxide System should mail or fax the CDA a statement from the monitoring computer so that the complex can be listed as exempt from this requirement.

Each unit must have adequate garbage storage facilities.

MOST COMMON “FAIL” CONDITIONS

| | |
|---|--|
| Nonfunctioning smoke detectors | Missing or cracked electrical switch plate and outlet covers |
| Inoperable bath fan | Peeling and/or chipping exterior and interior paint |
| Leaking faucets/plumbing | Burners on kitchen stove/range not operating as designed |
| Cracked and/or broken window panes | Railings on four or more steps not present |
| Carpet and vinyl conditions—safety issues | Missing Carbon Monoxide detectors |
| Missing or damaged window screens | |

FRAUD NOTICE

The Department of Housing and Urban Development is seriously concerned about fraud in the HVC (Section 8) Housing Program and has asked the CDA to send this reminder to all families in the program. Going along with these simple rules will help you stay in the HCV (Section 8) Housing Program and help the program run fairly and honestly. Not following these rules could result in referral of the matter for investigation, termination of your assistance, and you being accused of a Federal crime.

We review your income, assets, expenses and household composition annually to make sure that you are paying the proper rent to your landlord and that you have been issued the appropriate voucher size for your household composition. When we ask for this information be sure to:

1. Let us know about all income received by members of your household and income that you expect to receive in the next year. Remember to include income from second jobs, overtime, part-time jobs, social security, MFIP, General Assistance and income received for child support.
2. Let us know the names of everyone expected to live in your household in the next year. You must report anyone moving in out of your household with in ten days. You must get prior approval to add members to your household. You must request to add members to your household in writing.

Your rent payment to your landlord must not be more than the amount in your lease that we calculated at the time of our review. If you are now paying (or if your landlord asks for) any money in addition to this payment, please report this to us at once. We will determine if these extra payments are legal. Most of these payments are illegal and appropriate action will be taken against the landlord. Exceptions would be for pet fees, charges for the garage or parking space the CDA does not assist with these additional expenses.

It is very important that you report all income, assets, and expenses in your household and any changes in the number of people living with you. You are obligated to notify the CDA within ten days of any change. The CDA must approve any additions to your assisted household. We urge you to be sure that you are meeting these responsibilities so that you will continue to receive assistance.

If you know of any cases of fraud by landlords, other families, or if you have any questions on this subject, please call or write the Dakota County CDA at 1228 Town Centre Drive, Eagan, MN 55123, 651-675-4400. If you know of any cases of fraud by CDA employees, write the Department of Housing and Urban Development, Minnesota Office, 220 South Second Street, Minneapolis, MN 55401 Attention: Housing Management Specialist or call (612) 370-3072.

INFORMAL HEARING PROCEDURES

The Dakota County CDA will give the program participant an opportunity for an informal hearing to consider whether decisions relating to the individual circumstances of the family are in accordance with law, HUD regulations, and CDA rules, in the following cases:

A determination of the computation of the amount of housing assistance payment for the family;

A decision to deny or terminate assistance on behalf of the participant;

A determination of the number of bedrooms entered on the certificate/voucher under the CDA standards for a family who wants to move to another dwelling with continued participating in the program.

Written notice of these determinations by the CDA will state that if the participant does not agree with the decision, they may request an informal hearing on the decision within 10 days of the date of mailing.

The guidelines for the informal hearing include:

The hearing may be conducted by any person designated by the CDA other than a person who made or approved the decision under review or a subordinate of such person.

At their own expense, the participant may be represented by a lawyer or other representative.

The CDA and the participant shall be given the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules and evidence applicable to judicial proceedings.

Participants will be given the opportunity to examine before the CDA hearing any CDA documents that are directly relevant to the hearing. The participant will be allowed to copy any such document at their expense. If the CDA does not make the document available for examination on request of the participant, the CDA may not rely on the document at the hearing.

The CDA will be given the opportunity to examine any documents that the Participant intends to submit at the hearing before the hearing, and will be permitted to copy such documents at its own expense. If the Participant does not make any document available for examination by the CDA, the Participant may not rely on the document in the hearing.

If the participant does not attend a hearing or is more than (15) minutes late, the right to review by a hearing officer is forfeited. Only ONE opportunity will be provided for a participant to attend an informal hearing.

The person who conducts the hearing shall issue a written decision stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the participant shall be based on evidence presented at the hearing. A copy of the hearing decision shall be furnished promptly to the participant.

The CDA is not bound by a hearing decision:

Concerning a matter for which the CDA is not required to provide an opportunity for an informal hearing or otherwise in excess of the authority of the person conducting the hearing under the CDA hearing procedures, or contrary to HUD regulations or requirements or otherwise contrary to Federal, State or local law.

If the CDA determines that it is not bound by a hearing decision, the CDA will promptly notify the participant of the determination and of the reasons for the determination.

REASONS YOU COULD LOSE YOUR HOUSING BENEFITS

The Dakota County CDA wants you to be successful in keeping your voucher. Please remember the most common reasons that participants lose their benefits:

- Skipping out on the lease (vacating without a proper notice to the CDA and the landlord).
- Eviction for a lease violation. The landlord takes you to court and wins an action against you.
- Failing to report all people who are living in the assisted unit.
- Failing to report all income for all household members in the assisted unit.
- Failing to attend scheduled appointments at the CDA office and with the CDA inspector.
- Failing to supply information needed by CDA staff that is required to calculate your proper rent amount.
- Failing to provide true and complete information when completing the CDA paperwork.
- Failing to cooperate with the inspection.
- Having household members on your application who are assisted on another person's assisted household.
- Participation in illegal drug related or violent criminal activity. (This includes all members and visitors to your home.)
- Conducting your self in a manner that is threatening or abusive to CDA personnel.

SUBSIDIZED HANDICAP ACCESSIBLE HOUSING

The following is a list of handicap accessible housing in Dakota County. For more information about accessible housing units in Dakota County or other counties, call The Metropolitan Center for Independent Living at 651-646-8342.

Apple Villa South Townhomes (Family Housing)
Apple Valley,
952-432-4644

Hidden Valley (Family Housing)
Hastings
651-437-6565

Apple Valley Villa (Senior Housing)
Apple Valley
952-236-2600

Oak Ridge Manor (Senior Housing)
Hastings
651-437-1367

Cliff Hill Townhomes (Family Housing)
Burnsville
952-890-0212

Prairie Estates (Family Housing)
Inver Grove Heights
651-451-2662

Horizon Heights Townhomes (Family Housing)
Burnsville
952-890-0233

Fairfield Terrace (Senior Housing)
Lakeville
952-469-1414

Glen Pond Estates (Family Housing)
Eagan
651-454-6911

Rosemount Greens (Family Housing)
Rosemount
651-423-4636

Royal Oaks (Family Housing)
Eagan
651-452-8067

Rosemount Plaza (Senior Housing)
Rosemount
651-423-5995

Eagan Gardens (Family Housing)
Eagan
651-454-5667

Camber Hill Townhomes (Family Housing)
South St. Paul
651-451-1487

Westview Apartments (Family Housing)
Farmington
651-463-7369

John Carroll (Senior Housing)
South St. Paul
651-554-3273

Spruce Place (Senior Housing)
Farmington
651-463-2511

Westwood Ridge (Senior Housing)
West St. Paul
651-455-2211

Red Oak Manor (Senior Housing)
Farmington
651-460-6644

Nan McKay (Senior Housing)
South St. Paul
651-554-3273

SCHOOLS IN DAKOTA COUNTY

Burnsville-Eagan-Savage (I.S.D. #191)
100 River Ridge Court
952-887-7300

Randolph (I.S.D. #195)
Randolph, MN 55065
507-263-2151
651-332-2997

Cannon Falls (I.S.D. #252)
East Minnesota Street
Cannon Falls, MN 55009
507-263-3562

Rosemount (I.S.D. #196) 820
14445 Diamond Path
Rosemount, MN 55068
651-423-9400

Farmington (I.S.D. #192)
510 Walnut Street
Farmington, MN 55009
651-463-7193

South St. Paul (I.S.D. #6)
700 North 2nd Street
South St. Paul, MN 55075
651-457-9490

Hastings (I.S.D. #200)
9th and Vermillion
Hastings, MN 55033
651-437-6111

West St. Paul (I.S.D. #197)
1897 Delaware Avenue
West St. Paul, MN 55118
651-681-2300

Inver Grove Heights (I.S.D. #199)
9875 Inver Grove Trail
Inver Grove Heights, MN 55077
651-457-7210

Dakota County Area Vo-Tech
1300 East 145th Street
Rosemount, MN 55068
651-423-2281

Lakeville (I.S.D. #194)
8670 - 210th Street West
Lakeville, MN 55044
952-469-4461

Inver Hills Comm. College
8445 East College Trail
Inver Grove Heights, MN 55075
651-455-9621

Northfield (I.S.D. #659)
301 Union Street
Northfield, MN 55057
507-663-0629



To report a changes to your household information, composition and/or income, complete this form and return it to:
Dakota County CDA, Attn: Housing Assistance, 1228 Town Centre Drive, Eagan, MN 55123 or fax it to 651-287-8063

IMPORTANT: All household changes must be reported *in writing* within 30 days of the change. If you do not provide information in a timely manner, you may be required to repay any overpaid assistance. It may also delay reduction in your rent portion or could result in your name being removed from the waiting list.

Please check a box: I am a Voucher Participant

Family ID# _____

I am on the Voucher Waiting List

Application # _____

HEAD OF HOUSEHOLD INFORMATION

Make any changes to your address or phone number.

| | | | | | |
|---|-------|-------------|------------------------|----------|--|
| First Name | | Middle Name | Last Name | | |
| Phone Number | | | Social Security Number | | |
| Current/Old Address | Apt # | City | State | Zip Code | |
| <input type="checkbox"/> I am reporting an address change | | | | | |
| New Address | Apt # | City | State | Zip Code | |

CHANGES TO HOUSEHOLD COMPOSITION

List any changes to the members of your household that live with you. Check any that apply.

If more than one person is moving in or out of the unit, please attach the information requested below on a separate sheet of paper.

Please note: no one can reside in the assisted unit prior to CDA approval.

| | | | |
|---|---|------------------|-------------------------------|
| <input type="checkbox"/> Remove from Household | Name | | Move-out Date |
| | Moved to | | |
| <input type="checkbox"/> Birth/Adoption of a Child | Name | | |
| | Social Security # | Birth Date & Age | Gender (M/F) |
| | You must have PRE-APPROVAL from the CDA and your landlord to add someone to your household. | | |
| <input type="checkbox"/> Add Additional Person to Household | Name | | Relation to Head of Household |
| | Social Security # | Birth Date & Age | Gender (M/F) |
| | You must have PRE-APPROVAL from the CDA and your landlord to add someone to your household. | | |
| <input type="checkbox"/> Add Additional Person to Household | Name | | Relation to Head of Household |
| | Social Security # | Birth Date & Age | Gender (M/F) |

CHANGES TO HOUSEHOLD INCOME or STUDENT STATUS

List any changes to your household income. Include all income sources.

Example: Wages, Child Support, MFIP, Social Security, SSI, Pensions, Disability Compensation, Unemployment Compensation, Interest Income on Assets, Babysitting, Alimony, Annuities, Dividends, Income from Rental Property, etc.

| | | | |
|--|--|------------------|--|
| <input type="checkbox"/> Wages <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> New Job <input type="checkbox"/> No longer employed* <i>*Provide supporting documentation (ie. separation letter or termination notice.)</i> | Employer Name | | Phone Number |
| | Address | | |
| | New Income Amount \$ | How often per | <input type="checkbox"/> Week <input type="checkbox"/> Month |
| | If you are reporting a loss in wages, you must identify a source of replacement income by selecting one of the following: <input type="checkbox"/> Unemployment <input type="checkbox"/> MFIP (Welfare) <input type="checkbox"/> Looking for Work <input type="checkbox"/> Other: _____ | | |
| <input type="checkbox"/> MFIP <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | New Income Amount \$ | How often per | <input type="checkbox"/> Week <input type="checkbox"/> Month |
| | | | |
| <input type="checkbox"/> Child Support <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | New Income Amount \$ | How often per | <input type="checkbox"/> Week <input type="checkbox"/> Month |
| | | | |
| <input type="checkbox"/> Child Care Costs <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | Provider Name | | Phone Number |
| | Address | | |
| | New Expense Amount \$ | How often per | <input type="checkbox"/> Week <input type="checkbox"/> Month |
| <input type="checkbox"/> Student Status (Head, Spouse or Co-Head) | Name of School | | Date of Enrollment |
| | Address | | |
| <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> No longer enrolled in school | | | |
| <input type="checkbox"/> Other Income Changes | Please explain the change: | | |

APPLICANT CERTIFICATION

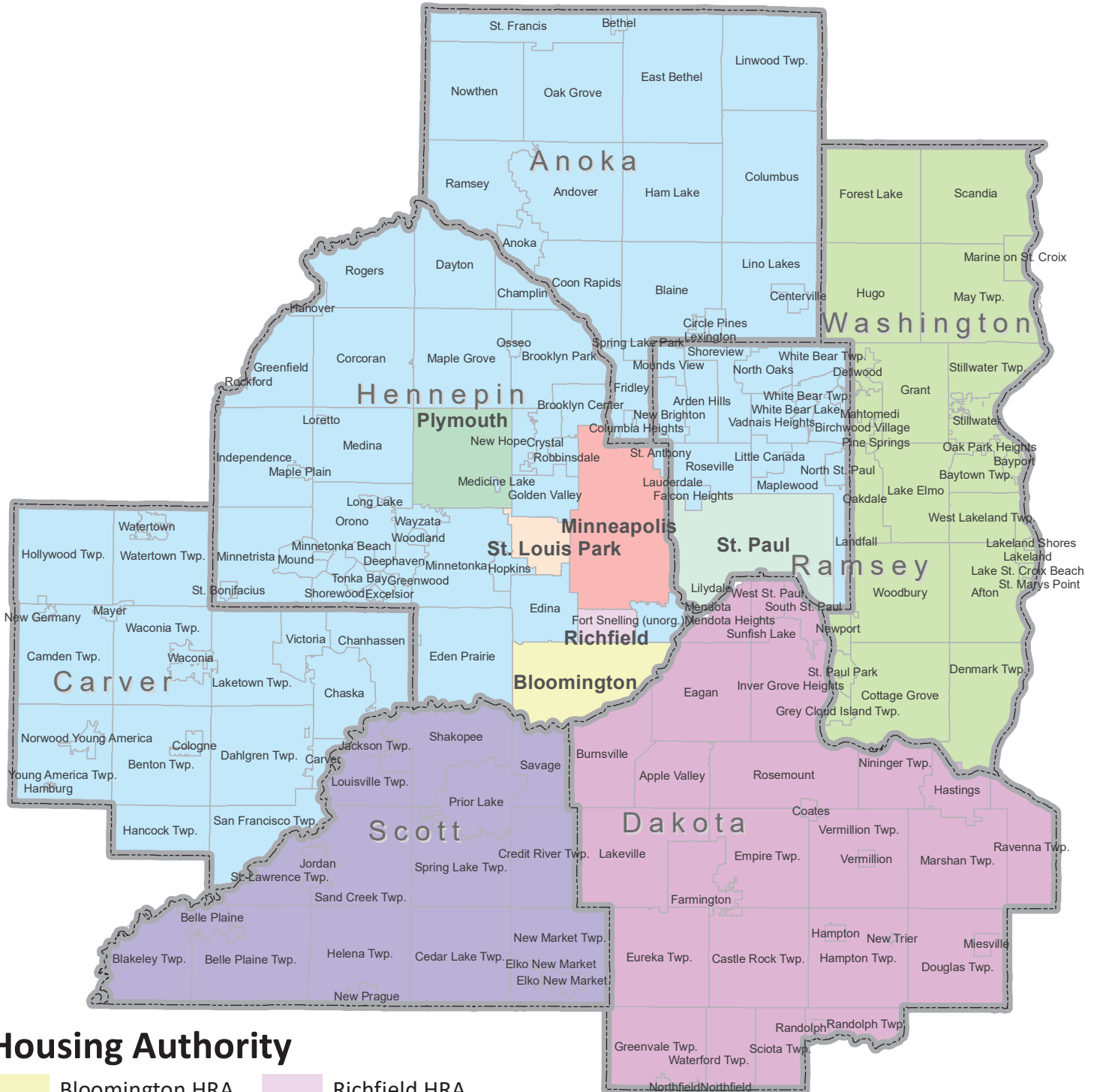
I certify that the information given is accurate and complete to the best of my knowledge and belief. I understand that providing false information is punishable under Federal and State law and is grounds for denial of my application or termination of my lease. I also understand that changes in my student status, address and employment could impact my status on the waiting list.

Head of Household Signature: _____ Date: _____











If you need help completing this form, call 651-675-4534.

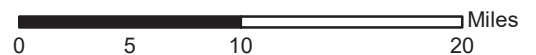
Twin Cities Metropolitan Area

Section 8 Programs



Housing Authority

- | | |
|--|---|
|  Bloomington HRA |  Richfield HRA |
|  Dakota County CDA |  Scott County HRA |
|  Metro HRA |  St. Louis Park HRA |
|  Minneapolis PHA |  St. Paul PHA |
|  Plymouth HRA |  Washington County HRA |



**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

A Good Place to Live!

Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and

Additional things that you should think about for the special needs of your own family. These are items that you can decide.

The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read *A Good Place to Live*. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

1. Living Room

The Living Room must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Window

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock

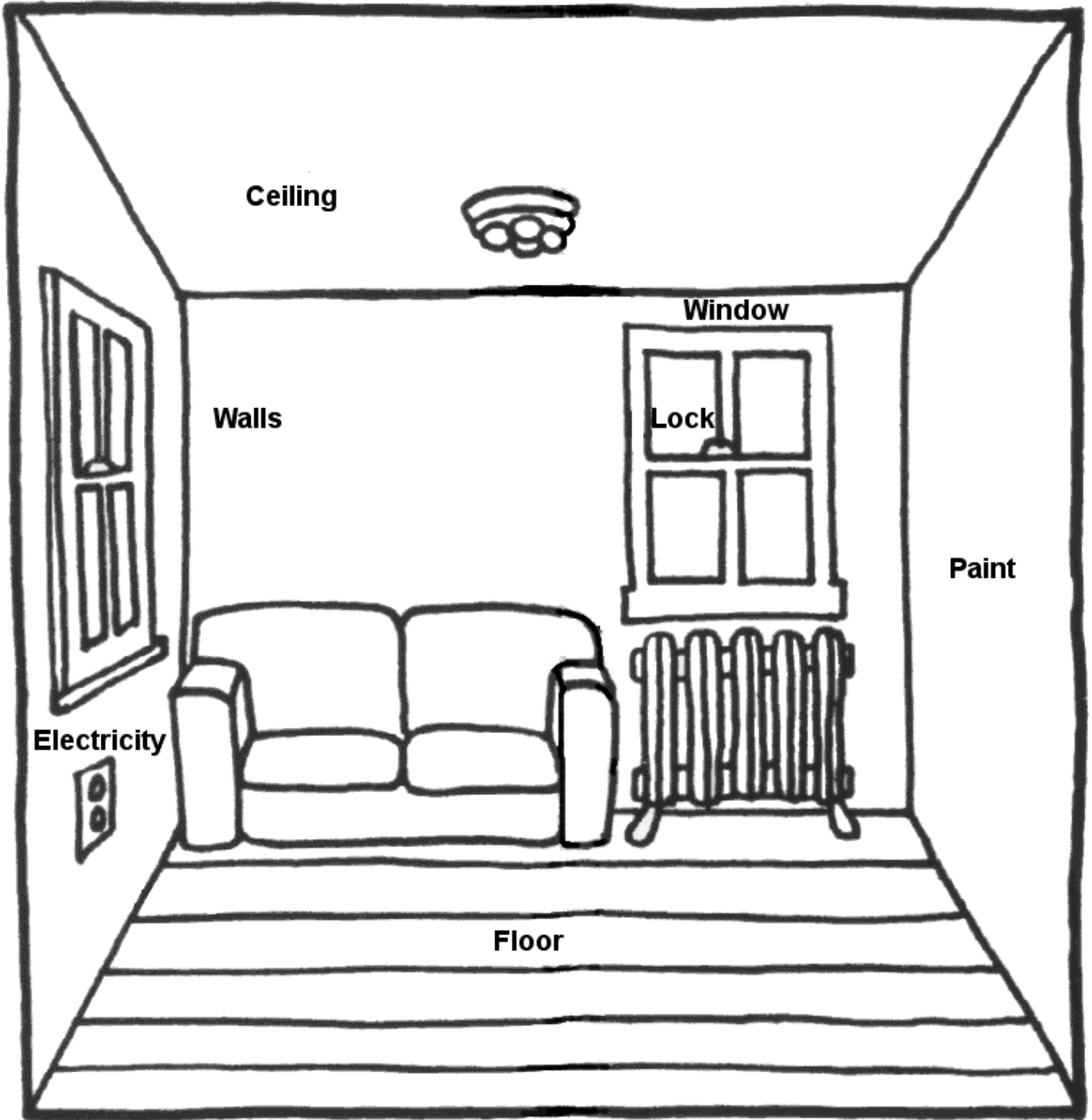
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

Paint

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

You should also think about:

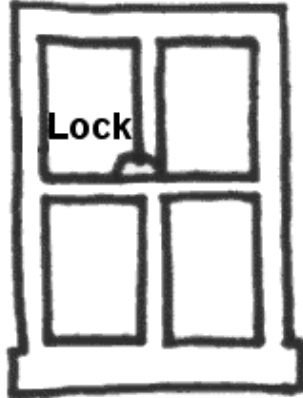
- The types of locks on windows and doors
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
 - Are there storm windows?
 - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floor.
 - Is it scratched and worn?



Ceiling



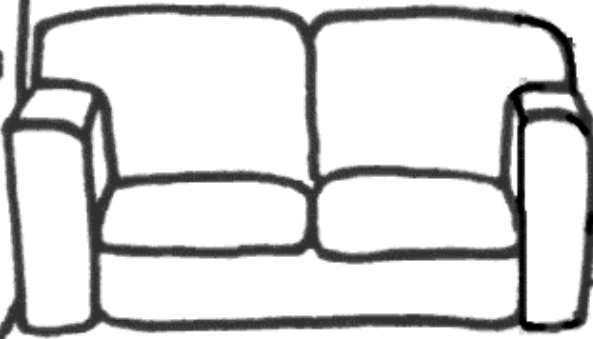
Window



Lock

Walls

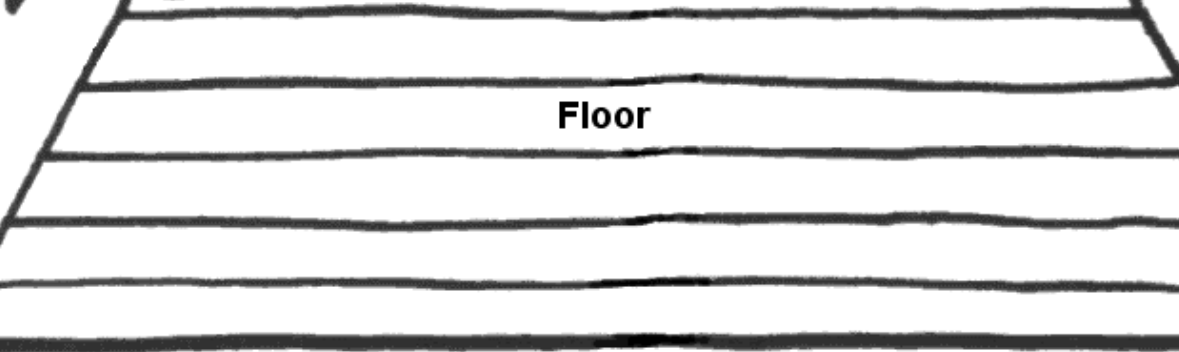
Paint



Electricity



Floor



2. Kitchen

The Kitchen must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage

Some space to store food.

Electricity

At least one electric outlet and one permanent light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven

A stove (or range) and oven that works (This can be supplied by the tenant)

Floor

A floor that is in good condition.

Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area

Some space to prepare food.

Paint

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window

If there is a window, it must be in good condition.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

Refrigerator

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

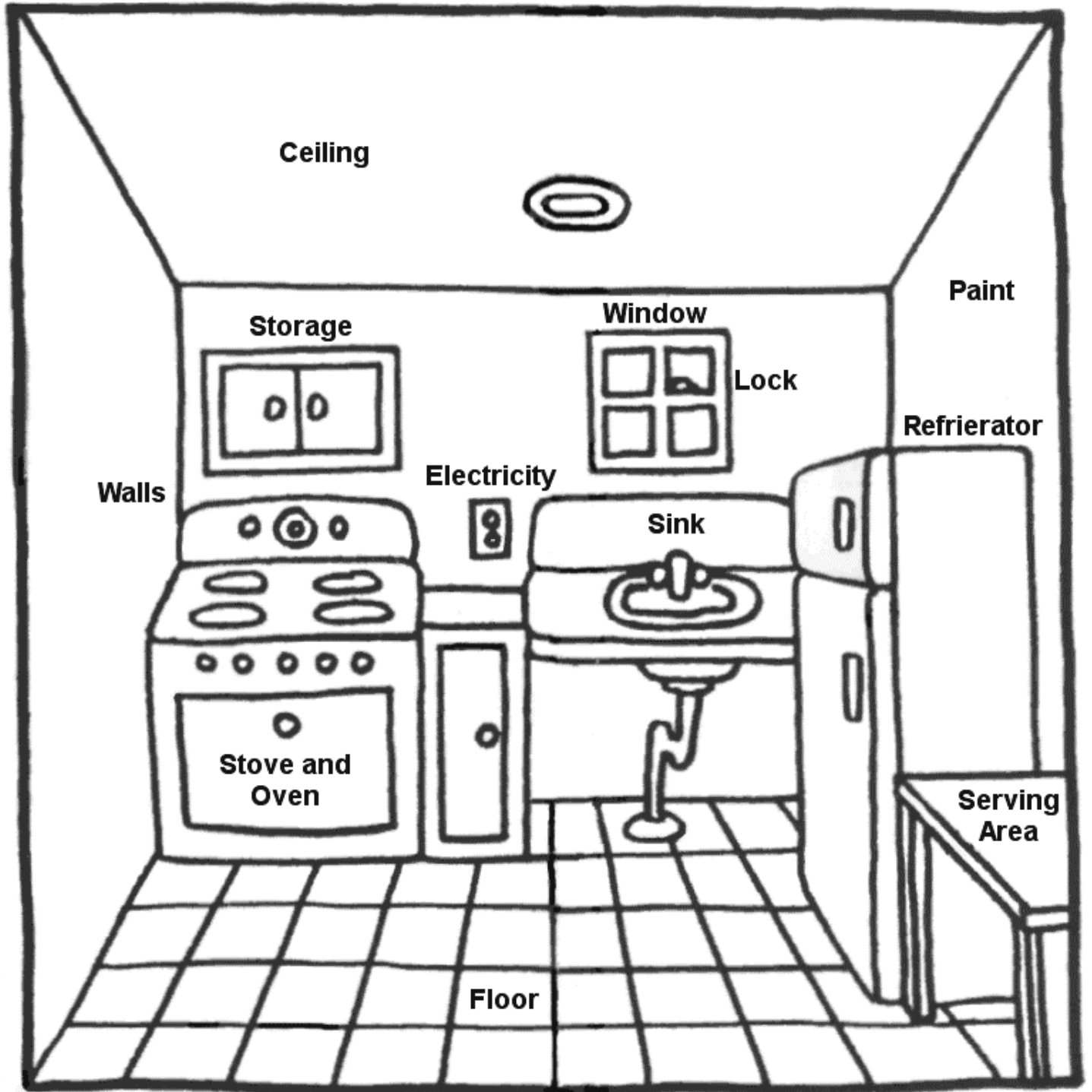
Sink

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

You should also think about:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



3. Bathroom

The Bathroom must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window

A window that opens or a working exhaust fan.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet

A flush toilet that works.

Tub or Shower

A tub or shower with hot and cold running water.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

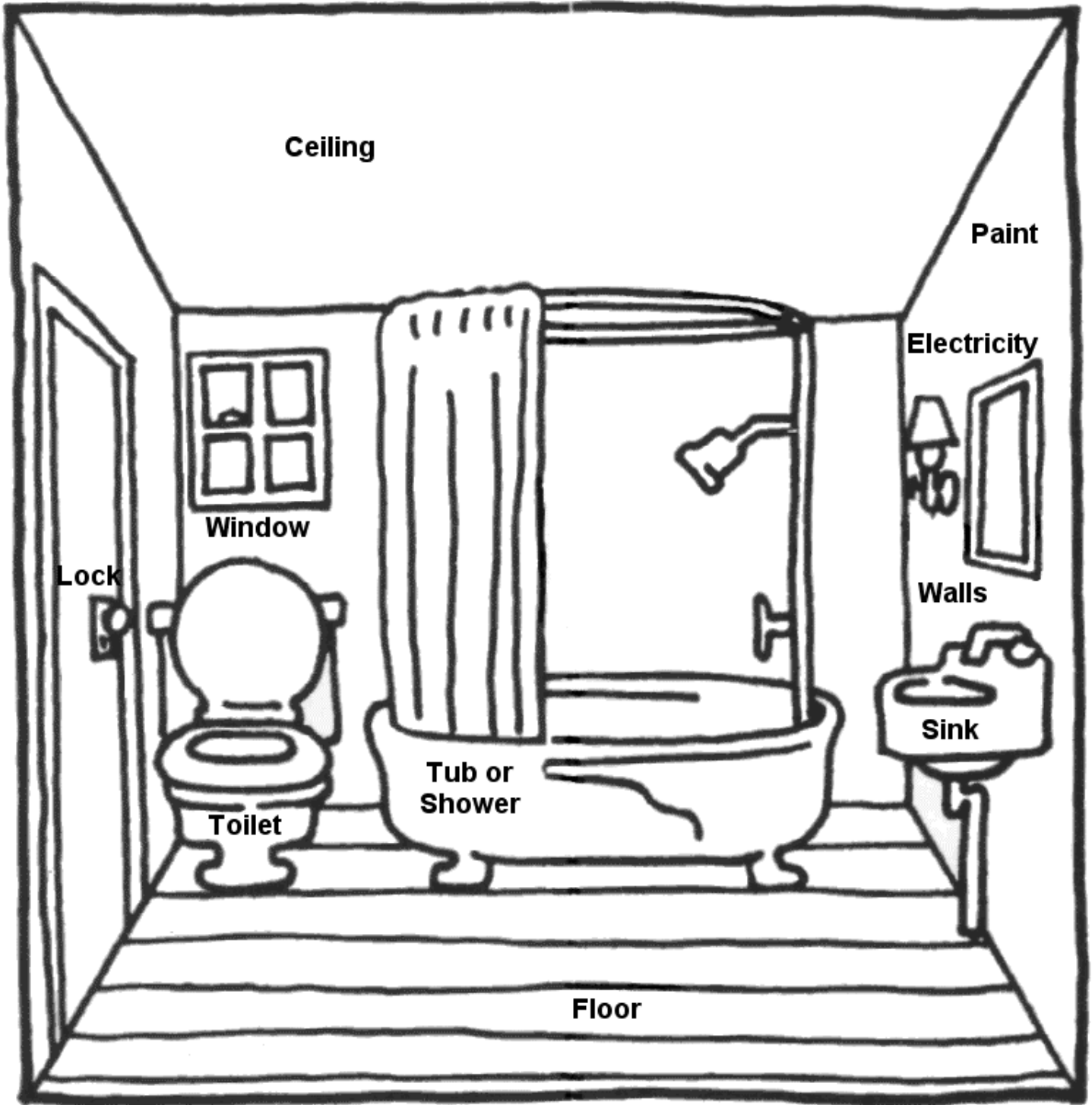
Sink

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

You should also think about:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.



Ceiling

Paint

Electricity

Window

Lock

Walls

Toilet

Tub or Shower

Sink

Floor

4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window

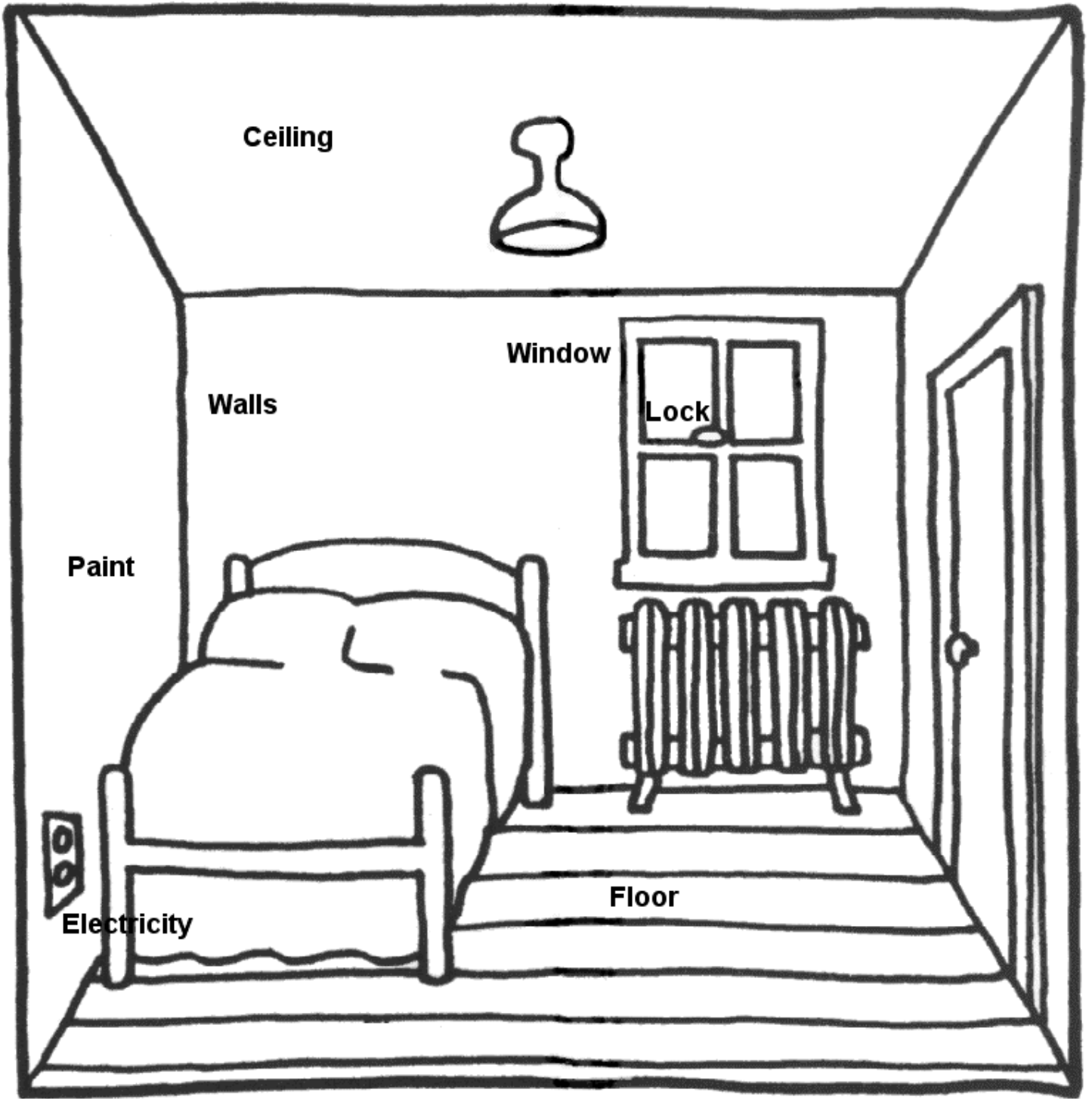
At least one window, which must be openable if it was designed to be opened, in every rooms used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

You should also think about:

- What you would like to do with the other rooms.
 - Can you use them the way you want to?
- The type of locks on windows and doors.
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization windows.
 - Are there storm windows?
 - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floors.
 - Are they scratched and worn?



Ceiling

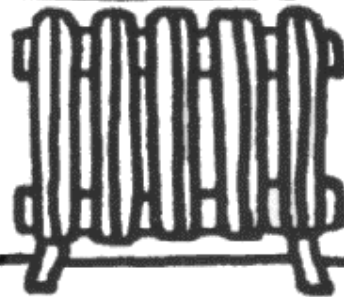
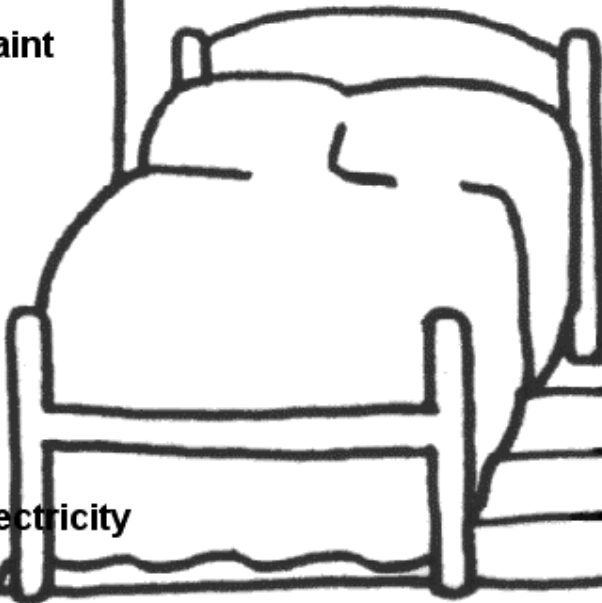


Window

Walls

Lock

Paint



Electricity

Floor

5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation

A foundation in good condition that has no serious leaks.

Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

Cooling

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

Water Heater

A water heater located, equipped, and installed in a safe manner. Ask the manager.

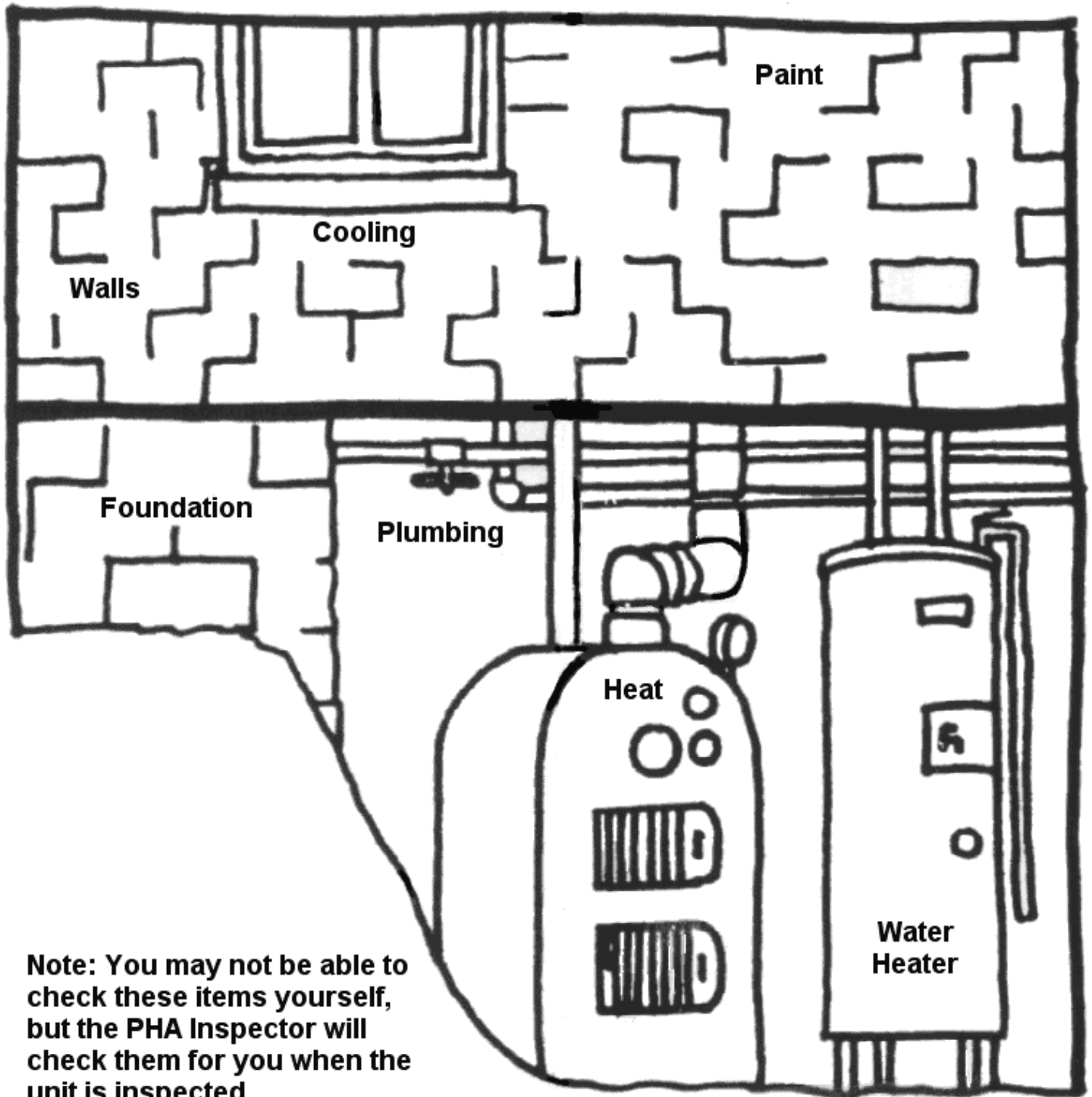
Heat

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

You should also think about:

- How well maintained the apartment is.
- The type of heating equipment.
 - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its affect on utility costs.
 - Is there insulation?
 - Are there storm windows?
 - Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
 - Will the unit be cool enough for you in the summer?



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

6. Health and Safety

The Building and Site must have:

Smoke Detectors

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

Fire Exits

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

Elevators

Make sure the elevators are safe and work properly.

Entrance

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

Neighborhood

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

Garbage

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

Lights

Lights that work in all common hallways and interior stairs.

Stairs and Hallways

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

Pollution

No serious air pollution, such as exhaust fumes or sewer gas.

Rodents and Vermin

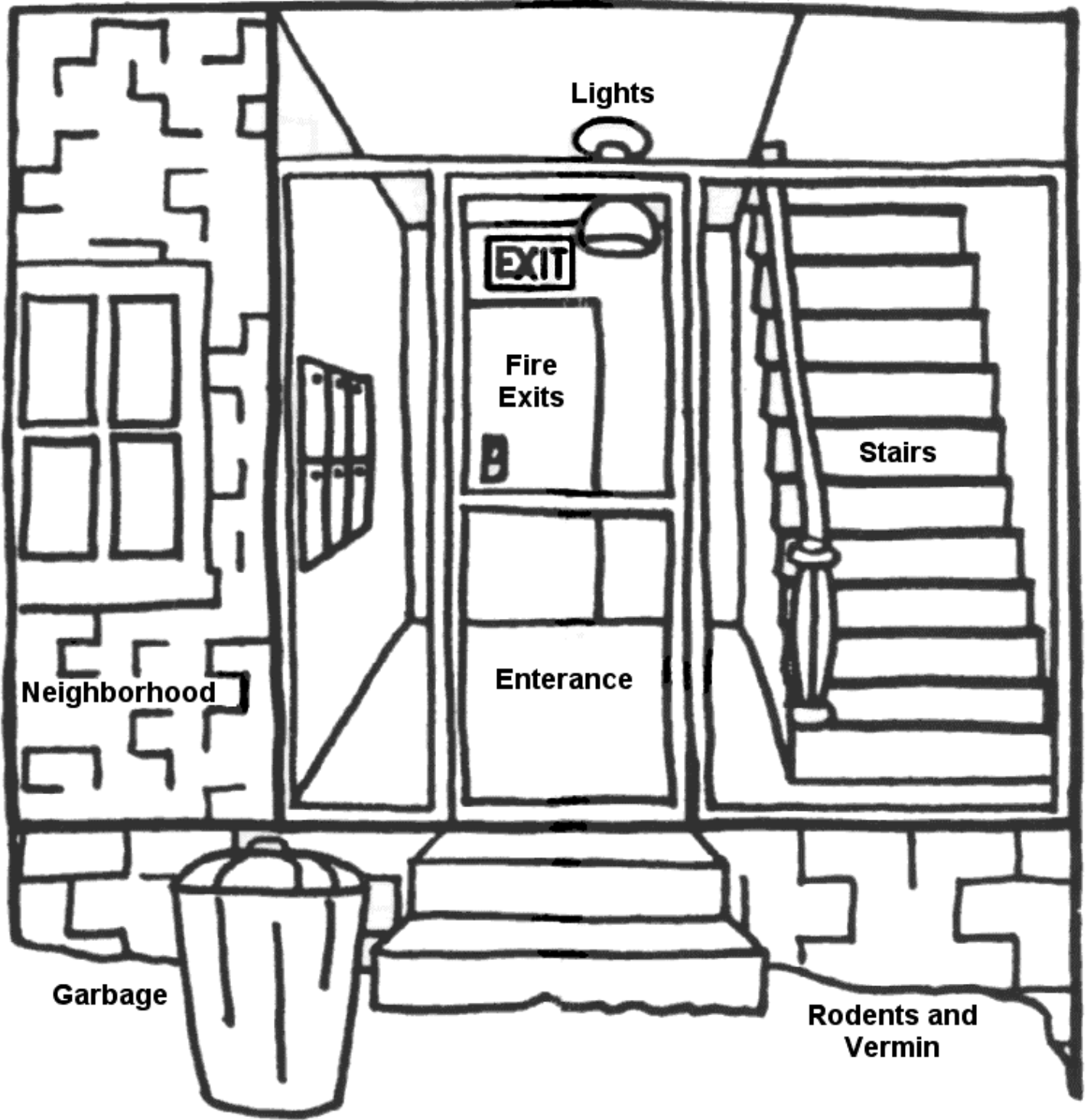
No sign of rats or large numbers of mice or vermin (like roaches).

For Manufactured Homes: Tie Downs

Manufactured homes must be placed on the site in a stable manner and be free from hazards such as sliding or wind damage.

You should also think about:

- The type of fire exit.
--Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.
--Are there stores nearby?
--Are there schools nearby?
--Are there hospitals nearby?
--Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure given to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).



Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the *Request for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

Responsibilities of the Public Housing Authority:

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

Responsibilities of the tenant:

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.

FACT SHEET

For HUD ASSISTED RESIDENTS

Project-Based Section 8

“HOW YOUR RENT IS DETERMINED”

Office of Housing

September 2010

This Fact Sheet is a general guide to inform the Owner/Management Agents (OA) and HUD-assisted residents of the responsibilities and rights regarding income disclosure and verification.

Why Determining Income and Rent Correctly is Important

Department of Housing and Urban Development studies show that many resident families pay incorrect rent. The main causes of this problem are:

- Under-reporting of income by resident families, and
- OAs not granting exclusions and deductions to which resident families are entitled.

OAs and residents all have a responsibility in ensuring that the correct rent is paid.

OAs' Responsibilities:

- Obtain accurate income information
- Verify resident income
- Ensure residents receive the exclusions and deductions to which they are entitled
- Accurately calculate Tenant Rent
- Provide tenants a copy of lease agreement and income and rent determinations Recalculate rent when changes in family composition are reported
- Recalculate rent when resident income decreases
- Recalculate rent when resident income increases by \$200 or more per month
- Recalculate rent every 90 days when resident claims minimum rent hardship exemption
- Provide information on OA policies upon request
- Notify residents of any changes in requirements or practices for reporting income or determining rent

Residents' Responsibilities:

- Provide accurate family composition information
- Report all income
- Keep copies of papers, forms, and receipts which document income and expenses
- Report changes in family composition and income occurring between annual recertifications
- Sign consent forms for income verification
- Follow lease requirements and house rules

Income Determinations

A family's anticipated gross income determines not only eligibility for assistance, but also determines the rent a family will pay and the subsidy required. The anticipated income, subject to exclusions and deductions the family will receive during the next twelve (12) months, is used to determine the family's rent.

What is Annual Income?

Gross Income – Income Exclusions = Annual Income

What is Adjusted Income?

Annual Income – Deductions = Adjusted Income

Determining Tenant Rent

Project-Based Section 8 Rent Formula:

The rent a family will pay is the **highest** of the following amounts:

- 30% of the family's monthly *adjusted* income
 - 10% of the family's monthly income
 - Welfare rent or welfare payment from agency to assist family in paying housing costs.
- OR
- \$25.00 Minimum Rent

Income and Assets

HUD assisted residents are required to report **all** income from all sources to the Owner or Agent (OA).

Exclusions to income and deductions are part of the tenant rent process.

When determining the amount of income from assets to be included in annual income, the actual income derived from the assets is included except when the cash value of all of the assets is in excess of \$5,000, then the amount included in annual income is the higher of 2% of the total assets or the actual income derived from the assets.

Annual Income Includes:

- Full amount (before payroll deductions) of wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services
- Net income from the operation of a business or profession
- Interest, dividends and other net income of any kind from real or personal property (See Assets Include/Assets Do Not Include below)
- Full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except for deferred periodic payments of supplemental security income and social security benefits, see Exclusions from Annual Income, below)
- Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for lump-sum additions to

family assets, see Exclusions from Annual Income, below Welfare assistance

- Periodic and determinable allowances, such as alimony and child support payments and regular contributions or gifts received from organizations or from persons not residing in the dwelling
- All regular pay, special pay and allowances of a member of the Armed Forces (except for special pay for exposure to hostile fire)
- For Section 8 programs only, any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965, shall be considered income to that individual, except that financial assistance is not considered annual income for persons over the age of 23 with dependent children or if a student is living with his or her parents who are receiving section 8 assistance. For the purpose of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

Assets Include:

- Stocks, bonds, Treasury bills, certificates of deposit, money market accounts
- Individual retirement and Keogh accounts
- Retirement and pension funds
- Cash held in savings and checking accounts, safe deposit boxes, homes, etc.
- Cash value of whole life insurance policies available to the individual before death
- Equity in rental property and other capital investments
- Personal property held as an investment
- Lump sum receipts or one-time receipts
- Mortgage or deed of trust held by an applicant
- Assets disposed of for less than fair market value.

Assets Do Not Include:

- Necessary personal property (clothing, furniture, cars, wedding ring, vehicles specially equipped for persons with disabilities)
- Interests in Indian trust land
- Term life insurance policies
- Equity in the cooperative unit in which the family lives
- Assets that are part of an active business
- Assets that are not effectively owned by the applicant

or are held in an individual's name but:

- The assets and any income they earn accrue to the benefit of someone else who is not a member of the household, and
- that other person is responsible for income taxes incurred on income generated by the assets
- Assets that are not accessible to the applicant and provide no income to the applicant (Example: A battered spouse owns a house with her husband. Due to the domestic situation, she receives no income from the asset and cannot convert the asset to cash.)
- Assets disposed of for less than fair market value as a result of:
 - Foreclosure
 - Bankruptcy
 - Divorce or separation agreement if the applicant or resident receives important consideration not necessarily in dollars.

Exclusions from Annual Income:

- Income from the employment of children (including foster children) under the age of 18
- Payment received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone
- Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses
- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member
- Income of a live-in aide
- Subject to the inclusion of income for the Section 8 program for students who are enrolled in an institution of higher education under Annual Income Includes, above, the full amount of student financial assistance either paid directly to the student or to the educational institution
- The special pay to a family member serving in the Armed Forces who is exposed to hostile fire
- Amounts received under training programs funded by HUD
- Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and

benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS)

- Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program
- Resident service stipend (not to exceed \$200 per month)
- Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs and training of a family member as resident management staff
- Temporary, non-recurring or sporadic income (including gifts)
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era
- Earnings in excess of \$480 for each full time student 18 years old or older (excluding head of household, co-head or spouse)
- Adoption assistance payments in excess of \$480 per adopted child
- Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts
- Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit
- Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home

Federally Mandated Exclusions:

- Value of the allotment provided to an eligible household under the Food Stamp Act of 1977
- Payments to Volunteers under the Domestic Volunteer Services Act of 1973
- Payments received under the Alaska Native Claims Settlement Act
- Income derived from certain submarginal land of the US that is held in trust for certain Indian Tribes

- Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program
- Payments received under programs funded in whole or in part under the Job Training Partnership Act
- Income derived from the disposition of funds to the Grand River Band of Ottawa Indians
- The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the US. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands
- Payments received from programs funded under Title V of the Older Americans Act of 1985
- Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in *In Re Agent-product* liability litigation
- Payments received under the Maine Indian Claims Settlement Act of 1980
- The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990
- Earned income tax credit (EITC) refund payments on or after January 1, 1991
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation
- Allowance, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990
- Any allowance paid under the provisions of 38U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran
- Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act
- Allowances, earnings and payments to individuals participating under the Workforce Investment Act of 1998.

Deductions:

- \$480 for each dependent including full time students or persons with a disability
- \$400 for any elderly family or disabled family
- Unreimbursed medical expenses of any elderly family or disabled family that total more than 3% of Annual Income
- Unreimbursed reasonable attendant care and auxiliary apparatus expenses for disabled family member(s) to allow family member(s) to work that total more than 3% of Annual Income
- If an elderly family has both unreimbursed medical expenses and disability assistance expenses, the family's 3% of income expenditure is applied only one time.
- Any reasonable child care expenses for children under age 13 necessary to enable a member of the family to be employed or to further his or her education.

Reference Materials

Legislation:

- Quality Housing and Work Responsibility Act of 1998, Public Law 105-276, 112 Stat. 2518 which amended the United States Housing Act of 1937, 42 USC 2437, et seq.

Regulations:

- General HUD Program Requirements; 24 CFR Part 5

Handbook:

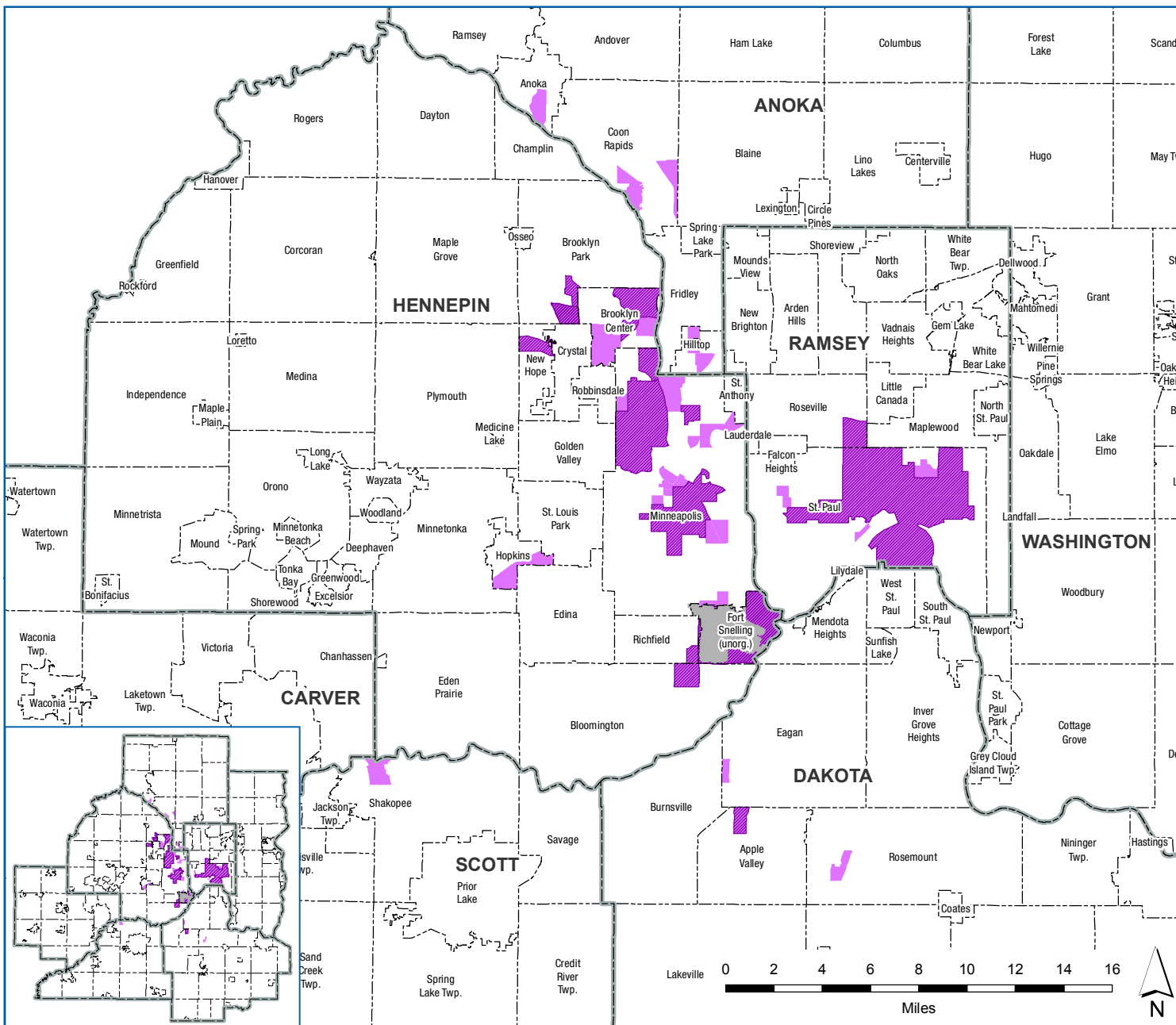
- 4350.3, Occupancy Requirements of Subsidized Multifamily Housing Programs

Notices:

“Federally Mandated Exclusions” Notice 66 FR 4669, April 20, 2001

For More Information:

Find out more about HUD's programs on HUD's Internet homepage at <http://www.hud.gov>



Areas of Concentrated Poverty by Census Tract, 2011-2015

- Area of Concentrated Poverty
- Area of Concentrated Poverty where at least half the residents are people of color
- Cities and townships
- Counties
- Airports

Source: Metropolitan Council analysis of U.S. Census Bureau, American Community Survey Five-Year Estimates, 2011-2015.



Areas of Concentrated Poverty (ACP) are census tracts where 40% or more of the residents live with incomes below 185% of the federal poverty threshold. (We remove census tracts that meet this poverty threshold but have a high number of enrolled college or graduate students.) For context, 185% of the federal poverty threshold in 2015 was \$44,863 for a family of four.

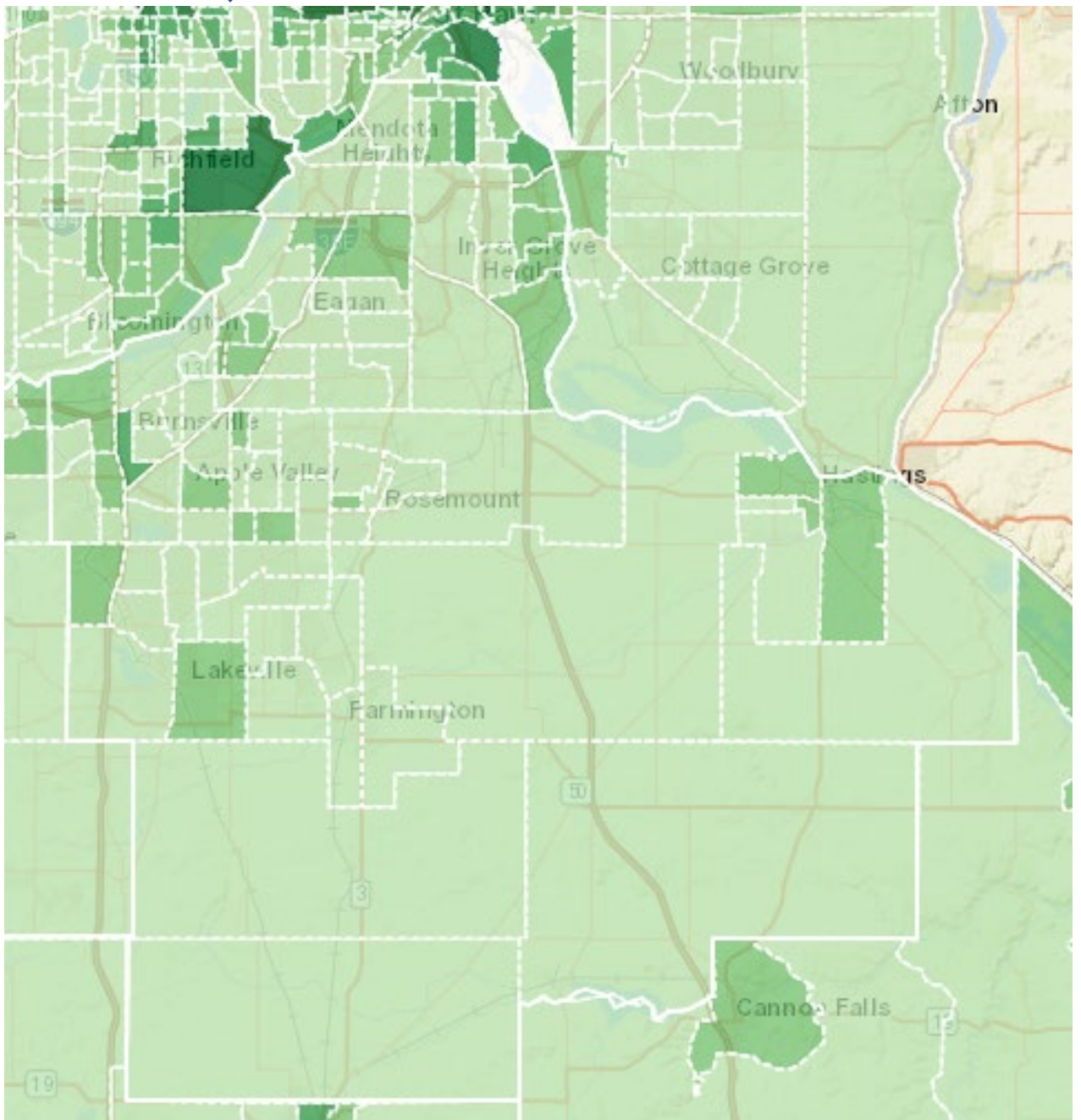
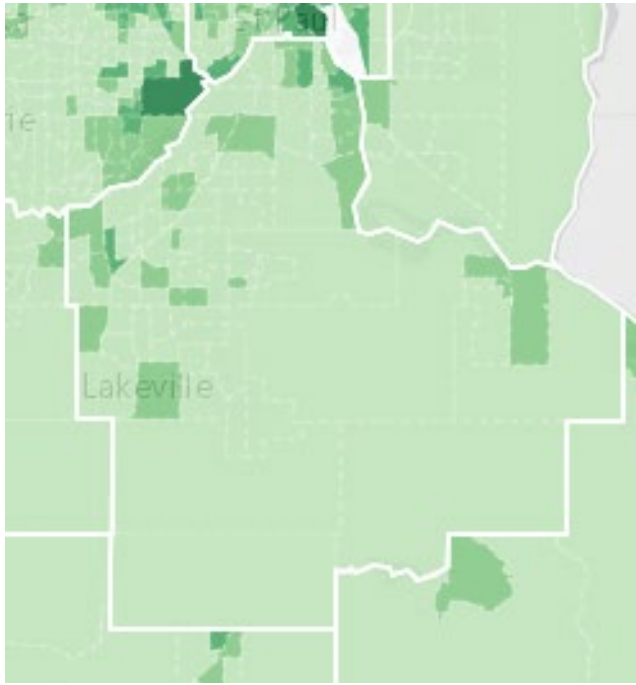
Just over 370,000 people (about 12.6% of the region's population) lived in the 108 census tracts identified as Areas of Concentrated Poverty in 2011-2015. The number of residents living in the region's Areas of Concentrated Poverty has more than doubled since 2000.

People of color face race-specific barriers that can limit their housing choices (see Metropolitan Council's report, *Choice, Place and Opportunity: An Equity Assessment of the Twin Cities region* for a full discussion). As a result, people of color are more likely to live in Areas of Concentrated Poverty. Eighty-three of the 108 census tracts identified as Areas of Concentrated Poverty are majority people of color (ACP50s).

Areas of Concentrated Poverty are not just census tracts—they are neighborhoods with unique histories and built environments that people call home. That many residents living in Areas of Concentrated Poverty are low-income does not diminish the vibrancy or strength of these communities. Nonetheless, Areas of Concentrated Poverty are different from other places: research consistently links high-poverty places to negative effects on people's physical and mental health. Studies also find living in high-poverty neighborhoods reduces the cognitive abilities of children, making them more likely to have lower incomes as adults than their parents, and more likely to live in poverty across generations. For these reasons, Areas of Concentrated Poverty remain a concern.

We promote a balanced approach to Areas of Concentrated Poverty: 1) creating options for safe, stable, and affordable homes to people of all economic means, 2) investing in Areas of Concentrated Poverty and in their residents, and 3) improving how low-income residents access opportunities across the Twin Cities region.

Dakota County – Percentage of People Living in Poverty





Children and Family Resource Directory

January 2020

This resource directory is not a recommendation, or an endorsement of the services, programs or events described. It is not a comprehensive list of all services and programs available to Dakota County residents. Best efforts are made to update this annually. For up-to-date resource information, First Call for Help at 211. If you are a Social Service or Mental Health Provider, please update your information in the fast tracker 211 directory. If you have suggestions or additions for future editions, please contact Janell Schilman at 952-891-7449 or janell.schilman@co.dakota.mn.us

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HELPLINES AND HOTLINES

(INFORMATION AND REFERRAL)

Greater Twin Cities First Call for Help

- 1-800-543-7709
- Local 651-291-0211
- Free and confidential
- Available 24-7 in all languages
- Texting available Monday-Friday 8-7 text your zip code to 898-211
- **COVID-19 Resource Hotline: If you know someone is in need, dial 211 or text the letters MNCOVID to 898-211***
- [Click Here](#) to access website

MinnesotaHelpNetwork: www.mnhelp.info

- Minnesota's largest data base of social service programs.
- How to Videos
- Chat Features Monday-Friday 8:00-4:30
- This data base supports three major help lines.
- Disability HUB 1-866-333-2466 [click here](#) to access online resources
- Senior Linkage Line 1-800-333-2433 [click here](#) for more information
- LinkVET 1-888-546-5838 [click here](#) for more information

Fast Tracker www.fasttrackermn.org

- Fast-Tracker-Is an online data base to look for mental health and substance disorder resources

ADDITIONAL HELPLINES AND HOTLINES

| | | |
|--|--|----------------|
| AA (Intergroup) | www.aaminneapolis.org | 952-922-0880 |
| Bridge to Benefits | www.mn.bridgetobenefits.org/Home2 | |
| Beyond the Yellow Ribbon- Family Assistance Centers (for military families facing deployment) | Beyond the Yellow Ribbon | 1-888-234-1274 |
| National Suicide Prevention Lifeline | www.suicidepreventionlifeline.org | 1-800-273-8255 |
| Minnesota Food Helpline | www.hungersolutions.org | 1-888-711-1151 |
| Metro Shelter Hotline | www.openaccessconnections.org | 1-888-234-1329 |
| Think Small (Child Care Search) | www.thinksmall.org | 651-641-0332 |
| | | |

| | | |
|---|--|--|
| Minnesota Child Care Resource and Referral Network | www.childcareawaremn.org | 651-665-0150 Parent Aware 888-291-9811 MN Hotline |
| Minnesota Adult Abuse Reporting Center | Vulnerable Adult Protection and Elder Abuse | 1-844-880-1574 |
| Pregnancy and Postpartum Support Helpline and Online resource | www.ppsupportmn.org | 612-787-7776 |

Minnesota Health Care Programs Provider Directory

[MHCP Provider Directory](#). Use this directory to locate health care providers who accept clients on a Minnesota Health care Plan. Use this directory to locate health care providers that serve [fee-for-service](#) MHCP clients. If you have questions, please call the MHCP Member Help Desk at 651-431-2670 or 1-800-657-3739.

If you receive health care services through a health plan, please do not use this directory. Please call the health plan customer service number on the back of your health plan ID card or use the provider directory your health plan mailed to you.

ADVOCACY ORGANIZATIONS

| | | |
|----------------------------|--|--------------|
| The Arc Minnesota | www.arcminnesota.org | 952-920-0855 |
| Better Business Bureau | www.bbb.org/minnesota/ | 651-699-1111 |
| Minnesota Attorney General | www.ag.state.mn.us | 651-296-3353 |
| NAMI Minnesota | www.namihelps.org | 651-645-2948 |
| PACER | www.pacer.org | 952-838-9000 |
| Ombudsman for MH & DD | www.mn.gov/omhdd/ | 651-757-1800 |

ADULT BASIC EDUCATION (ABE), GED & ESL CLASSES

| | | |
|--|--|--------------|
| Apple Valley/Rosemount/Eagan | ISD 196 ABE | 952-431-8316 |
| Burnsville/Eagan/Savage | www.communityed191.org | 952-707-4150 |
| Farmington | www.farmington.k12.mn.us | 651-463-5000 |
| Hastings ABE | www.hastings.k12.mn.us | 651-480-7000 |
| Lakeville Area Learning Center | www.pathwaysadulthoodeducation.org/ | 952-232-2080 |
| Randolph | www.randolph.k12.mn.us | 507-645-4773 |
| West St. Paul/Mendota Heights, South St. Paul and Inver Grove Heights. | www.abe.tridistrictce.org | 651-306-3632 |

CAR REPAIR AND CAR DONATIONS

| | | |
|---|---|--------------|
| Auto Technical Incorporated Car donations, low cost repair, and low to free car purchases | http://autotechnical.org/ | 612-919-5526 |
| St. Croix Valley Christians in Action – Car Care Grants for cars, budget class, and accept car donations | http://www.carcaresaturday.org/ | 651-321-3547 |
| The Lift Garage Low-income low-cost car repair – Qualifying participants | https://theliftgarage.org/ | 612-866-5840 |
| Newgate School Financial Assistance for car repairs | http://www.newgateschool.org/wheelsforwomen.htm | 612-378-0177 |
| Dakota County Technical Support – Auto service and repair | http://www.dctc.edu/support-services/auto-service-and-repair/ | 651-423-8000 |
| Neighbors Inc. | http://www.neighborsmn.org/emergency-services/ | 651-455-5000 |

CHILD CARE

| | | |
|--|--|----------------|
| Dakota County Child Care Assistance Program (CCAP) | www.co.dakota.mn.us | 651-554-5611 |
| Dakota County Day Care Licensing | www.co.dakota.mn.us | 952-891-7400 |
| Early Learning Scholarships Dakota County Children | www.familiesfirstmn.org/ | 507-287-2020 |
| Operation Military Child Care | www.childcareawaremn.org | 1-800-424-2246 |
| Parent Aware Ratings | www.parentaware.org | 1-888-291-9811 |

| | | |
|---|--|--------------|
| (child care search and licensing look up) | | |
| Center for Inclusive Child Care | www.inclusivechildcare.org Provider coaching & training for children with special needs & behavioral problems | 651-641-8339 |

CHILDREN'S SAFETY CENTERS

*Supervised visitation and supervised drop off and pick up-various in St. Paul and Lakeville

| | | |
|---------------------------|--|--------------|
| Children's Safety Centers | www.familywiseservices.org | 651-774-4990 |
|---------------------------|--|--------------|

CRISIS NURSERY

*There is no emergency crisis nursery program in Dakota County

| | | |
|---|--|--------------|
| Safe Families for Children Twin Cities *Faith Based Program through local churches | www.safe-families.org | 612-518-5986 |
| Together for Good Faith Based Program through local churches | www.tfgood.org | 651-440-4058 |

CLOTHING

| | | |
|---|---|--------------|
| CAP Agency Thrift Store | www.capagency.org | 952-496-2125 |
| CHAP Value Store | www.thechapstore.com | 952-890-8222 |
| Community Clothes Closet Hosanna Lutheran Church | www.hosannalc.org | 952-435-3332 |
| Hastings Family Service | www.hastingsfamilyservice.org | 651-437-7134 |
| Kaitlyn's Kloset - MN | kaitlynsklosetmn kaitlynsklosetmn@gmail.com (Helps people with infant, toddler and children's clothing/toys/supplies. They serve living in Burnsville, Rosemount, Apple Valley. | |
| Mission Outpost (Prince of Peace Lutheran Church) | www.princeofpeaceonline.org | 952-898-9311 |
| Neighbors Clothes Closet | www.neighborsmn.org | 651-455-1508 |
| Ready for Success (Social Worker referral required) | www.readyforsuccessmn.org | 612-872-1509 |

| | | |
|---|---|--------------|
| Treasures Galore the Indoor Garage Sale Store-. | A Non-profit thrift store benefiting the schools of ISD 196 | 651-500-9554 |
| Wakota Life Care Center (Birth-3T) | www.guidingstarwakota.org | 651-457-1195 |
| Clothed in Faith – Free clothes closet | https://www.faithinyourheart.org/ | 651-460-6110 |
| | | |

COMMUNITY ORGANIZATIONS

| | | |
|------------------------|--|--------------|
| United Way of Hastings | https://www.unitedwayofhastings.org/ Resource Guide http://unitedwayofhastings.org/documents/2018_19YouthandFamilyResourceGuide.pdf | 651-438-3337 |
| 360 Communities | www.360communities.org 24 hours a day | 952-985-5300 |


- Emergency Food Shelves in Dakota County
- Information and Referral to community resources
- Lewis House-24 Hour domestic abuse safe shelters in Dakota County
- Child Care Resource and Referral
- Partners for Success Program
- Domestic Violence outreach and education series
- Sexual Assault Services-24-hour crisis service
- Armful of Love-Holiday Giving Program
- Dakota County Healthy Families

| | | |
|--|--|---------------------|
| CAP Agency Dakota County  | www.capagency.org | 651-322-3500 |
|--|--|---------------------|

- Head Start and Early Head Start
- Emergency Assistance Programs
- Dakota County Healthy Families
- Weatherization Programs
- Senior Dining
- Meal on Wheels
- Housing Support

| | | |
|--------------------------------|--|---------------------|
| Hastings Family Service | www.hastingsfamilyservice.org | 651-437-7134 |
|--------------------------------|--|---------------------|

- Clothes Closet
- Meals on Wheels
- Furniture Bank
- Food Shelf
- Emergency Assistance
- School Supply Assistance
- Holiday Assistance

| | | |
|---|--|---------------------|
|  Neighbors Inc. | www.neighborsmn.org | 651-455-5000 |
|---|--|---------------------|

- Serving Northern Dakota County
- Furniture assistance (match program)
- Emergency Food Shelf & Bakery Products
- Emergency Assistance & Grants
- Holiday Assistance
- Clothes Closet
- Telephone Reassurance
- Transportation
- "Come as You Are" Group
- Nutritional Assistance Providing Food for Seniors



Salvation Army-Dakota County

13901 Fairview Drive Burnsville

Located in Prince of Peace Church

| | | |
|----------------|--|--------------|
| Salvation Army | www.thesalarmy.com | 952-898-9367 |
|----------------|--|--------------|

- **Clothing**
- **Utilities**
- **Food Support**
- **Financial Assistance**
- **Information and Referral**

CHILD PROTECTION INTAKE

| | |
|----------------------|---------------------|
| Anoka County | 763-324-1440 |
| Dakota County | 952-891-7459 |
| Hennepin County | 612-348-3552 |
| Ramsey County | 651-266-4500 |
| Rice County | 507-332-6115 |
| Scott County | 952-445-7751 |
| Washington County | 651-430-6457 |

CHEMICAL DEPENDENCY RESOURCES

MEDICAL ASSISTANCE HEALTH PLANS CHEMICAL DEPENDENCY SERVICES-

Families on a Medical Assistance Health Plan (PMAP) should contact member services to determine what services are covered and what provider they are to access to obtain chemical health services.

DAKOTA COUNTY SOCIAL SERVICES CHEMICAL DEPENDENCY SERVICES (RULE 25)

Phone number: 651-554-6000

*For persons with no health insurance, not on a medical assistance health care plan, or on straight MA. Income guidelines apply. [Dakota County Chemical Health Information](#)

| | | |
|--|--|----------------|
| Avalon Programs, LLC & Odyssey Programs, LLC (youth and adult) | www.meridianprograms.com | 877-367-1715 |
| Anthony Lewis Center (adolescents) | www.anthonylouiscenter.com | 952-890-8879 |
| Community Drug and Alcohol Services (adolescents) | www.optionsfamily.com | 952-564-3000 |
| CLUES | www.clues.org | 651-379-4200 |
| Cochran (adult) | www.detoxone.org | 651-437-4209 |
| CREATE-South (adult) | www.chemicalhealth.org | 612-874-9811 |
| Dakota Treatment Center (opiate dependency treatment) | https://www.newseason.com | 952-890-4480 |
| Haven in Shakopee | www.havenchemicalhealth.com | 952-496-3366 |
| Hazelden Center for Youth and Families (youth and adults) | www.hazelden.org | 763-509-3800 |
| Fairview Recovery Services (youth and adults) | www.fairview.org | 612-672-2736 |
| Faith Family Recovery Center (adult) | www.ffrcllc.com | 651-437-1628 |
| Ramsey County Detox (Dakota County uses this one) | | 651-266-4009 |
| Meridian Behavioral Health (Avalon and Tapestry, adults) | www.meridianprograms.com | 1-877-367-1715 |
| Minnesota Adult and Teen Challenge | www.mntc.org | 612-373-3366 |
| River Ridge Treatment Center (youth and adults) | www.riverridgemn.com | 952-894-7722 |
| Sage Prairie Recovery | www.sageprairie.org | 1-877-915-7243 |
| The Haven Chemical Health Systems (adult) | www.havenchemicalhealth.com | 651-734-9633 |
| Nystrom and Associates | www.nystromcounseling.com | 952-997-3020 |

DAKOTA COUNTY COMMUNITY SERVICES INTAKE PHONE NUMBERS

www.co.dakota.mn.us

| | |
|--|---|
| <p><u>Children and Family Intake 952-891-7459</u></p> <ul style="list-style-type: none"> • Child Protection • Parent Support Outreach Program • Children's Mental Health Services • Truancy Intervention • Minor Parent Services • Information and referral • Foster Care Recruitment Licensing and Adoption Recruitment and Placement 952-891-7400 • Child Care Licensing 952-891-7400 | <p><u>Community Living Services Intake 651-554-6336</u></p> <ul style="list-style-type: none"> • Intake for aging and disability services (children and adults) • MN Choices Assessment • Consumer Support and Family Support Grants • Developmental Disability Services (DD) • Personal Care Assistance (PCA) • Housing with services <p>Senior Linkage Line 1-800-333-2433 Disability Linkage Line 1-866-333-2466</p> |
| <p><u>Dakota County Housing Crisis Line 651-554-5751</u></p> <ul style="list-style-type: none"> • Homeless prevention and intervention for individuals and families <p><u>Dakota County Crisis Response Unit 952-891-7171</u></p> <ul style="list-style-type: none"> • 24-hour crisis call center | <p><u>Dakota County Adult Services Intake 651-554-6424</u></p> <ul style="list-style-type: none"> • Adult Mental Health Services • Chemical Health Services (Rule 25) • Information and referral • Pre-petition screening requests <p><u>Minnesota Adult Abuse Reporting Center 1-844-880-1574</u></p> <ul style="list-style-type: none"> • State wide intake for suspected maltreatment of a vulnerable adult by any person. |
| <p><u>Public Health Intake 651-554-6115</u></p> <ul style="list-style-type: none"> • Prenatal and Post-Partum Referrals • Maternal Child Health Home Visiting • Dakota Healthy Families Home Visiting • Child and Teen Health Check-Ups • Children with Special Needs Ages Birth to Three • Asthma Education | <p><u>Public Health Programs</u></p> <ul style="list-style-type: none"> • WIC 952-891-7525 • Immunization Clinics 651-891-7999 • Children's Dental Services 612-746-1530 • Refugee Health 952-891-7500 • Tuberculosis Testing & treatment 952-891-7500 • Mental Health Promotion, Substance Use and Suicide Prevention 651-554-6100 • Follow Along Program 651-554-6178 |

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| <p><u>Employment and Economic Assistance</u> 651-554-5611 Mendota Road, West Saint Paul</p> <ul style="list-style-type: none"> • Food Assistance • Cash and Emergency Assistance • Child Care Assistance • Medical Assistance & MNsure Lab • To schedule appointment at the Burnsville Work force Center, call 651-554-5611 and ask to speak to a cash information and referral worker. | <p><u>Dakota County Child Support-651-554-5909</u></p> <p><u>CareerForce Burnsville</u> 952-703-3100 28000 County RD 42 W Burnsville MN 44557</p> <p><u>CareerForce West St. Paul</u> 651-554-5955 1 Mendota Road, West St. Paul MN 55118</p> |
| <p><u>Veterans Services 651-554-5601</u></p> <ul style="list-style-type: none"> • Benefit Counseling, Information and Referral • Veterans Linkage Line 1-888-546-5838 | <p>Dakota County Child Support 651-554-5909</p> |

DENTAL SERVICES

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| Children's Dental Services | www.childrensdentalservices.org Diamondhead Clinic in Burnsville 2 nd Friday of the month. | 612-746-1530 |
| Mobile Dental Care-West Saint Paul | | 651-457-3373 x 19 |
| Prince of Peace Dental Clinic | Serving Southern Dakota County At Prince of Peace Lutheran Church | 952-898-9318 |


DISABILITY SERVICES

| | | |
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| Autism Society of Minnesota (AUSM) | www.ausm.org | 651-647-1083 |
| DHS SMRT Hotline | | 651-431-2493 |
| Discapacitados Abriendose Caminos-South St. Paul MN | | 651-293-1748 |
| PACER | www.pacer.org | 952-838-9000 |
| The ARC Minnesota | www.arcminnesota.org . | 833-450-1494 |
| Dakota County Community Transition Interagency Council (CTIC) | www.isd917.k12.mn.us | 952-891-7328 |
| Vocational Rehabilitation Services offices | www.mn.gov/deed | <u>West St. Paul</u> Adult-651-554-5642 |

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| Isurroon-Parent Support | www.isurroon.org/ | 612-886-2731 |
| Navigation (Dakota County) | www.co.dakota.mn.us | 651-554-6956 |



DISABILITY RESOURCE GROUPS

| | | |
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| The ARC Minnesota | www.arcminnesota.org | 952-920-0855 |
| Shepard of the Valley-Parents of Children with Down Syndrome Group | www.sotv.org | 952-891-5082 |
| Proof of Alliance | www.proofalliance.org | 651-917-2370 |
| United for Autism | www.autismunited.org  | |

DIVORCE EDUCATION, SUPPORT AND MEDIATION SERVICES

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| Parents Forever Classes U of M Extension Service | Parents Forever Classes | 952-252-1492 (Dakota County Contact) |
| Minnesota Judicial Branch Self Help Center | www.mncourts.gov/selfhelp/ | |
| Headway Emotional Health Services (Co-Parenting Plus & Divorce Education) | www.headway.org | 612-861-1675 Intake - 763-746-2411 |
| The Minnesota Center for Co-Parenting | www.minnesotacoparenting.com | 952-303-4354 |
| Dakota County Family Court Self Help Center | Free legal advice for Dakota County Residents who are going through family court but do not have an attorney | Apple Valley location 952-891-7135 Hastings location 651-438-8080 |
| Life Development Resources (Mediation, Parenting Consultant, Parenting Time Expeditor) | www.lifedrs.com/ | 952-898-1133 |

DOMESTIC VIOLENCE ADVOCACY & SUPPORT SERVICES

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| Asian Women United Minnesota | www.awum.org | 612-724-8823 |
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| Casa de Esperanza | www.casadeesperanza.org | 651-772-1611 |
| 360 Communities *Advocacy *Support Groups *Shelter Services | www.360communities.org | 952-985-5300 |
| Cornerstone | www.cornerstonemn.org | 952-884-0330 |
| Tubman | www.Tubman.org | 612-825-0000 West Metro 651-770-0777 East Metro |
| Dakota County Order for Protection Line | www.co.dakota.mn.us | 651-438-4700 |
| Cashman Center-Domestic Violence Therapy Group | cashmancentermn.com | 952-715-6776 |

DOMESTIC VIOLENCE and ANGER MANAGEMEN GROUPS

***If court ordered please check with the courts and probation office to ensure you are attending an approved program.**

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| Associated Clinic of Psychology (Men's Group held in Brooklyn Center) | www.acp-mn.com | 612-925-6033 |
| Domestic Abuse Project (Minneapolis) | www.domesticabuseproject.org | 612-874-7063 |
| Division of Indian Work | www.gmcc.org | 612-722-8722 |
| Resource Center for Fathers and Families (Adults) | www.mnfathers.org | |
| Life Development Resources *Men and Women's Relational Health Program | www.lifedrs.com | 952-898-1133 |
| La Oportunidad, Inc. | www.oportunidad.org | 612-872-6165 |
| The Men's Center (Minneapolis) | www.tcmc.org | 612-229-3102 |
| People Inc. <ul style="list-style-type: none"> • Anger management (Adults and Youth) • Domestic Abuse men and women's groups | www.peopleincorporated.org <i>These programs were formerly provided by Children's Home Society</i> | |
| Robert (Bob) Kelly <ul style="list-style-type: none"> • Men's Groups | www.bobkellyprograms.com | 651-430-8005 |
| Ronald Pietig, MA (individual and group work in Apple Valley) | | 952-431-1515 |
| Minnesota Mental Health – Eagan | www.mnmentalhealthclinics.com | 651-454-0114 |


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| <ul style="list-style-type: none"> • Anger Management Group • Men's Group | | |
| Tubman-Minnesota Family Crisis and Support Services | www.tubman.org | 612-871-0118 |
| Vietnamese Minnesota Association <ul style="list-style-type: none"> • Men's Group (non-English Speaking) | | 651-290-4791 |


Free, Drop-In 'After Care' Group

After care group for men who have completed a required domestic violence program which offers continued support, a place to check-in with other guys working on similar goals. DCCC requires offender's to attend aftercare upon completion of their primary programming. After care offers a safe and welcoming place to talk to other men about new skills, coping with life stressors, and celebrating life successes.

When: Every Monday night from 6:30-8:30pm (except holidays) Where: Apple Valley Courthouse: Room 104, 14955 Galaxie Avenue, Apple Valley, MN 55124

EMPLOYMENT, VOCATIONAL AND JOB SKILL RESOURCES

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| Minnesota CareerForce Center Dakota County - Burnsville  | CareerForceMN.com | <p>Street Address: 2800 County Road 42 West, Burnsville, 55337</p> <p>Telephone: 952-703-3100</p> <p>Email: careerforce.burnsville@state.mn</p> <p>Hours of Operation: 8:00 a.m. - 4:30 p.m. Monday - Friday</p> |
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| Minnesota CareerForce Center Dakota County - West St Paul  | CareerForceMN.com | Street Address: 1 Mendota Road W, Suite 170 West St. Paul, MN 55118 Telephone: 651-554-5955 Hours of Operation: 8:00 a.m. - 4:30 p.m. Monday - Friday |
| Tree Trust | www.treetrust.org | 952-767-3880 |
| MN E&EA Job seekers with disabilities | mn.gov/deed/job-seekers/disabilities/ | 651-379-5800 |
| Good Will Easters | https://www.goodwilleasterseals.org/services | |
| Hubert H. Humphrey Job Corps | https://huberthumphrey.jobcorps.gov/ | 651-642-1133 |

SCHOOL DISTRICT EARLY CHILDHOOD PROGRAMS AND CONTACTS 2019-2020

[Early Childhood Resource Directory](#)

| District | School District Name | Early Childhood Screening age 3.5-4 (pre-school Screening) | Early Intervention/Early Child Special Education (ECSE) Intake Numbers | Early Childhood Family Education (ECFE) | School District Community Pre-school Programs & School Readiness Programs |
|----------------|-------------------------|--|--|---|---|
| ISD 6 | South St. Paul | 651-288-6897 | Birth to 3 651-306-3682 3 to 5 651-457-9497 | 651-457-9418 | 651-457-9418 |
| ISD 191 | Burnsville/Eagan/Savage | 952-707-4100 | 952-895-6652 952-707-6262 (fax) | 952-707-4150 | 952-707-4150 |
| ISD 192 | Farmington | 651-460-3200 | Birth to 3 651-463-5067 3 to 5 651-463-5066 | 651-460-3200 | 651-460-3200 |

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|----------------|---|------------------------------|--|------------------------------|------------------------------------|
| ISD 194 | Lakeville | 952-232-3000 | Birth to 3 952-232-3054 3 To 5 952-232-3043 | 952-232-3006 | 952-232-3001 |
| ISD 195 | Randolph | 507-645-4773 507-263-2151 | Birth to 5 507-645-5959 | 507-645-4773 507-263-2151 | 507-645-4773 or 507-263-2151 |
| ISD 196 | Apple Valley/ Rosemount/ Eagan | 651-423-7899 | 952-388-1900 952-388-1948 (fax) | 952-388-1953 | 952-388-1960 |
| ISD 197 | WSP/Mendota Heights/ Northern Eagan | 651-403-8363 | 651-403-8390 651-403-8310 (fax) | 651-403-8353 | 651-403-8353 |
| ISD 199 | Inver Grove Heights | 651-306-7520 | Birth to 3 651-306-7575 3 to 5 651-306-7313 | 651-306-7503 | 651-306-7503 |

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|  | HelpMeGrowMN.org | 1-866-693-4769 |
| CAP Agency Head Start Program | capagency.org/ | 651-322-3500 |
| Public Health – Follow Along Program | www.health.state.mn.us | 651-554-6178 |
| Families First Early Learning Scholarships | www.familiesfirstmn.org | 507-287-2020 |
| Parent Aware | www.parentaware.org | 1-888-291-9811 |
| Support and Navigation for Children with Special Needs | | |
| AUSM-Autism Society of Minnesota | https://arcminnesota.org/ | 651-647-1083 |
| The ARC Minnesota | arcminnesota.org/ | 942-920-0855 |
| Children & Youth with Special Health Needs Navigator | Click here for website Disability Hub MN | 1-877-333-2466 |
| Isuroon-Dakota County Parent Support Program | www.isuroon.org/ *Serves East African and Somali Communities | 612-866-2731 |
| Minnesota Hands and Voices | www.mnhandsandvoices.org | 651-265-2434 |
| Early Childhood Day Treatment Programs (Preschool Ages 3-6) | | |
| FACTS-Preschoolers Achieving Skills for | www.facts-mn.org | 651-379-9800 |

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| Success Day Treatment Program-Savage | | |
| Fraser Eagan: Preschool Mental Health Day Treatment & Autism Day Treatment | www.fraser.org | 612-767-7222 |
| Clinic Based Early Childhood Mental Health Providers | | |
| Associated Clinic of Psychology (ACP) *West St. Paul and Apple Valley | www.acp-mn.com | 651-450-0860 WSP 952-432-1484 Apple Valley |
| Canvas Health *West St. Paul and Cottage Grove | | 651-351-3121 |
| Cedar Valley Center for Child and Family Therapy *Eagan | www.cedarvalleytherapy.com | 651-688-0488 |
| Fraser-Eagan | www.fraser.org | 612-767-7222 |
| Family Adolescent Children's Therapy Services (FACTS) *Mendota Heights | 651-379-9800 www.facts-mn.org | 651-379-9800 |
| Secure Base Counseling Center *Lakeville, Northfield, New Prague * In-home services for children (CTSS) | www.securebasecounselingcenter.com | 507-301-3412 |
| Twin Cities Play Therapy *Eagan | www.twincitiesplaytherapycenter.com | 651-452-2305 |
| Amherst H. Wilder Foundation-Clinic Services *St. Paul | www.wilder.org | 651-280-2310 |
| Washburn Center for Children *Minneapolis | www.washburn.org | 612-871-1454 |
| Early Childhood Mental Health Providers | | |
| Nystrom and Associates | www.nystromcounseling.com | 763-767-3350 |
| Family Innovations | www.familyinnovations.com | Home Based: 651-748-5019 ext. 1201 |
| In-Home Early Childhood Mental Health Providers | | |
| Family Adolescent Children's Therapy Services – (FACTS) | www.facts-mn.org | 651-379-9800 |

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| Associated Clinic of Psychology (ACP) | Online Referral: www.acp-mn.com | Referral Coordinator: 612-455-8643 |
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FAITH BASED RESOURCES

***These programs may be able to assist with basic needs such as food, clothing, community meals, support groups, parenting, youth support groups. Please contact the churches directly or go to the website to determine dates and times of events.**

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|---|--|--|
| All Saints Catholic Church (Lakeville) | Dinner on f the Hill | 952-469-4481 |
| Augustana Lutheran Church (West St. Paul) | Care and Support: Grief Ministry, Memory Loss Support, | 651-457-3373 |
| Bethel Baptist Church | | |
| Easter Lutheran Church (Eagan) | Connect: Community Meals, Job Transitions Group, Depression Support, , AA/Al-Anon, Tree House | 651-452-3680 |
| Crossroads Church Eagan & Lakeville | Lakeville -Community Meals Inver Grove Heights -Grocery Giveaway | 952-469-7729 Lakeville 651-414-9756 Inver Grove Heights |
| Grace Lutheran Church (Apple Valley) | Grace Lutheran Community Meals, The Link Drop in Shelter for Teens, AA meetings, SE Asian Elders Meeting | 952-432-7273 |
| Hosanna! Lutheran Church-Care Ministries (Lakeville) | Care Ministries Life Hurts, Career Connections, Community Clothes Closet & New Friends, Celebrate Recovery, Grief Share and Divorce Care | 952-435-3332 |
| Resurrection United Methodist Church of Hastings (Hastings) | https://www.rezumc.org/ Community Meal, Celebrate Recovery, Moms Group, Homeschoolers Coop, AA/NA, and Gamblers Anonymous | 651-437-4398 |
| Berean Baptist Church- (Burnsville) | Berean Care : Support groups for Anxiety & Depression, Cancer, Career, Caregivers, Grief and Loss, Divorce, Marriage, Mental Illness & Military | 952-223-1848 |
| Light House Christian Church (Rosemount) | Loveshare : Community Meal and Grocery Giveaway, free bread rack | 651-423-2566 |
| River Heights Vineyard Church- (Inver Grove Heights) | Missions: Loaves and Fishes Community Meal, Celebrate Recovery Group, Christmas Day Dinner | 651-457-7644 |

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| Prince of Peace Church- Mission Outpost (Burnsville) | www.popmn.org Mission Outpost, Dental Care, AA, ACA, Grief Support, Divorce Care, Job Connections, Depression Support Group, PFLAG, Memory Loss | 952-435-8102 |
| Shepard of the Valley Lutheran Church (Apple Valley) | Support Groups Infertility & Loss, Job Connection, Suicide Bereavement, Compassionate Friends, Down Syndrome Group, Depression Support Coalition, Divorce Cater, ADHD/ASD and other Disabilities Group | 952-432-6351 |
| South Suburban Evangelical Free Church- Apple Valley | https://www.ssefc.org/ | |
| Trinity Church- (Lakeville) | Care Ministries and Support Groups : Caregiver Support, Chronic Illness, Divorce Care, Grief Care, Adoption Ministry, Military Support | 952-435-5548 |
| St. Elizabeth Ann Seaton Catholic Church (Hastings) | Ministries : Divorce & Separated Group, Grief Support Services, Rainbow Grief and Loss Group for Children and Youth | 651-437-4254 |
| Church of Saint Mathew (West Saint Paul) | Ministries : Loaves and Fishes Community Meal, St. Mary's Health Clinic | 651-224-9793 |
| Saint John Neuman (Eagan) | Support Groups : AA, Al-Anon, Capstone, Caregivers Support, Depression Support, Growing Through Loss. | 651-454-2079 |

FATHER'S RESOURCES

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| Fatherhood Education Program-Amnion Pregnancy Center | https://amnioncpc.org/ | 952-898-4357 |
| Minnesota Father's Adoption Registry (MFAR) | MFAR | 651-201-5994 |
| National Fatherhood Initiative | www.fatherhood.org/ | 301-948-0599 |
| The MEN'S LINE | www.mnfathers.org | 612-379-6367 or 1-866- 379-6367 |
| The Good Father Program,-Pregnancy Choices | www.mypregnancychoices.com | 952-997-2229 |

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| Resource Center for Fathers and Families | www.mnfathers.org/resources/fathers/ | 763-783-4938 |
| Father Project a Program of the Good Will Easter Seals | www.goodwilleasterseals.org/fatherproject | |
| Associated Clinic of Psychology (Men's Group held in Brooklyn Center) | www.acp-mn.com Is a full-service, multi-specialty mental health group practice. We strive to treat the entire spectrum of mental health needs in our communities. | 612-925-6033 |
| Domestic Abuse Project (Minneapolis) | www.domesticabuseproject.org Provides immediate assistance for survivors of domestic violence and their families. Works with adult male perpetrators of domestic violence, adult female survivors of violence, and children and adolescents who have witnessed or experienced abuse. | 612-874-7063 |
| Resource Center for Fathers and Families (Adults) | www.resrouceforfathers.org Provides resources that will help men become better parents and better parenting partners regardless of marital status, and to provide the model that all children deserve. | 763-783-4938 |
| The Men's Center (Minneapolis) | www.tcmc.org Provides resources for men seeking to grow in body, mind and spirit, and from that foundation advocates for healthier family and community relationships. | 612-822-5892 |
| People Inc. | https://www.peopleincorporated.org/ People Incorporated Mental Health Services is a Twin Cities-based nonprofit providing a spectrum of services through more than 60 programs in the greater metro area. | 651-774-0011 |
| Ronald Pietig, MA | Provides individual and group therapy to help individuals avoid the tremendous potential costs that so frequently are associated with these problems | 952-431-1515 |
| Minnesota Mental Health-Eagan- | http://www.mnmentalhealthclinics.com/ providing client centered service, client stabilization, community integration and empowerment, and assist clients in achieving the highest level of functional capacity and personal growth | 651-454-0114 |

FETAL ALCOHOL SYNDROME RESOURCES

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| Proof of Alliance | www.proofalliance.org | 651-917-2370 |
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FINANCIAL EDUCATION, BUDGETING RESOURCES, DEBT COUNSELING

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| Family Means Consumer Credit Counseling | www.familymeans.org | 651-789-4014 |
| Lutheran Social Services Financial Counseling Services | www.lssmn.org/debt/ | 1-888-577-2227 |
| University of Minnesota Extension Service | www.extension.umn.edu | |
| Exodus Lending | If you see that a client has payday loans, or they mention it to you, I would refer them to Exodus Lending @ https://exoduslending.org/ They can help with up to \$1,000 in payday loans. Minnesota Organization that helps folks get out of payday loan debt (they refinance the loan at %0 interest). | |
| Prepare + Prosper | https://prepareandprosper.org/money-mentors/ Financial coaching program called Money Mentors. | |

Dakota County Financial Empowerment Services. Free financial counseling for residents to improve their financial wellness. [Financial Empowerment Services](#) 651-554-5736

FURNITURE

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| BRIDGING (FOR FAMILIES WHO HAVE AN OPEN CASE WITH DAKOTA COUNTY SOCIAL SERVICES ONLY) | www.bridging.org | 952-888-1105 (Bloomington) |
| PRINCE OF PEACE CHURCH-MISSION OUTPOST-Salvation Army Has Bridging Contract | www.popmn.org | 952-435-8102 |
| Hastings Family Service-Furniture | www.hastingsfamilyservice.org (serving those who live in ISD 200 boundaries) | 651-437-7134 |

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| Twin Cities Free Market – Reuse Resources | eurekarecycling.org/free-market | |
| Neighbors Inc. Furniture Match Program | www.neighborsmn.org *Serving Northern Dakota County | 651-554-5000 |
| Facebook-Local Community or Garage Sale Sites | www.facebook.com | |

***Thrift stores often have low cost furniture available. Craigslist is also an option to locate low cost or free furniture. Facebook has local community garage sale sites where residents post items for sale or free or residents can post a request or need.**

FOOD SHELVES, COMMUNITY MEALS AND NUTRITION EDUCATION-

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| Minnesota Food Helpline | www.hungersolutions.org | 1-888-711-1151 |
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DAKOTA COUNTY FOOD SHELVES

***Listed by location, many of the food shelves do serve several communities in their geographic area.**

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| APPLE VALLEY/ROSEMOUNT | | |
| 360 Communities-Shepard of the Valley Church Tuesday and Thursday 3-6 p.m. | 12650 Johnny Cake Ridge Rd., Apple Valley www.360communities.org | Call Rosemount Family Resource Center for Appointments 651-322-5113 |
| 360 Communities Rosemount Family Resource Center (hours vary) | 14521 Cimarron Ave. W, Rosemount | Apple Valley and Rosemount Residents call Resource Center to place food order at 651-322-5113 |
| The Lord's Cupboard- Rosemount | 16120 Cedar Avenue S Rosemount MN | 952-898-9367 |
| BURNSVILLE/SAVAGE | | |
| Ruby's Pantry – Multiple Locations | www.rubyspantry.org | |
| Salvation Army & Prince of Peace Church-Mission Out Post *Thursdays, 2 times a month by appointment 2:30 – 3:30 p.m. | 13901 Fairview Dr. Burnsville www.popmn.org or www.salvationarmynorth.org | 952-898-9367 |
| 360 Communities-Burnsville Neighborhood Office M-F 9:30-3:30 p.m. pick up | 501 E. Hwy 13, Suite 112, Burnsville www.360communities.org | 952-985-5300 |
| CHAPs Food Shelf-Burnsville Monday-Saturday 10-5 p.m. | 2020 E. Hwy 13 Burnsville www.thechapstore.com | 952-890-8222 |

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| Discover Church-Food Market *Food Distribution 3 rd Wednesday of the month 1:00-2:30 p.m. | 14300 W. Burnsville Pkwy Burnsville www.zchurch.org | 952-736-2500 |
| Faith Covenant Church- Faith Food Outreach *2 nd Monday of every month 4-7 p.m. | 12921 Nicollet Ave S, Burnsville http://faithcovenant.org | 952-890-3110 |
| Ruby's Pantry Food Distribution Glendale United Methodist Church, Savage MN *3 rd Monday of the Month 4-6 p.m. Bring your own boxes or baskets for food. | 13550 Glendale Rd. Savage www.rubyspantry.org | 952-894-5394- Church |
| EAGAN | | |
| Open Door | 3904 Cedar Grove Pkwy, Eagan www.theopendoorpantry.org | 651-686-0787 |
| FARMINGTON/LAKEVILLE | | |
| 360 Communities Farmington Food Shelf Tuesday & Thursday noon-6 p.m. | Instructional Service Center 510 Walnut St., Farmington www.360communities.org | Call 360 Communities for Appointments 651-463-5019 |
| 360 Communities Partnership with Messiah Lutheran Church-Feed My Sheep Food Shelf Tuesday & Thursday 1-6 p.m. | 16725 Highview Ave., Lakeville www.messiahonline.org | Call 360 Communities for appointments 952-985-5300 |
| Northern Dakota County Serving WSP, SSP, IG & MH | | |
| Neighbors Inc. | 222 Grand Avenue West, South Saint Paul www.neighborsmn.org | 651-455-5000 |
| Crossroad Church-Grocery Giveaway (IGH Campus) *First Saturday 12:30-2 p.m. | 5590 Babcock Trail Inver Grove Heights www.crossroadschurch.org | 952-469-7729 |
| Bethel Baptist Church- Loaves of Hope *4 th Saturday of every month 9-12 p.m. | 2100 Delaware, Sunfish Lake www.bethelmn.org | 651-450-9575 |
| Hastings Family Services | www.hastingsfamilyservice.org | 651-437-7134 |

SUPPLEMENTAL FOOD AND NUTRITION EDUCATION PROGRAMS

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|----------------------------|--|----------------|
| Dakota County WIC Program | www.co.dakota.mn.us | 952-891-7525 |
| FARE for ALL | www.fareforall.org | 763-450-3880 |
| Mothers and Children (MAC) | www.2harvest.org | 1-888-339-3663 |

COMMUNITY MEALS

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| All Saints Catholic Church-Lakeville | www.allsaintschurch.com | 952-469-4481 |
| Cross of Christ Church-Lakeville | www.crossofchristchurch.org | 952-469-3113 |
| Episcopal Church of the Nativity-Burnsville | www.nativitymn.org | 952-435-8687 |
| Grace Lutheran Church-Apple Valley | www.graceofav.org | 952-432-7273 |
| Hosanna! Lutheran Church-Lakeville | www.hosannalc.org | 952-435-3332 |
| Mount Calvary Lutheran Church-Eagan | www.mtcalvary.com | 651-454-2344 |
| Easter Lutheran Church-Eagan | www.easter.org | 651-452-3680 |
| Loaves and Fishes-Dining Sites in the Metro Area | www.loavesandfishesmn.org | 612-377-9810 |
| Mary Mother of the Church | MMOTC | 952-890-0045 |

Low Cost & Sliding Fee Medical Resources

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| St. Mary's Health Clinic | www.stmaryshealthclinics.org | 651-287-7777 |
| West Side Community Health Services-La Clinica | www.westsidechs.org | 651-602-7500 |
| Diamond Head Clinic-Burnsville Residents | | 952-707-4171 |
| Portico Healthnet | www.porticohealthnet.org | 651-489-2273 |
| Crown Medical Center-Minneapolis | Crown Medical Support Services | North Office (Brooklyn Park): 763-566-4535 South Office (Minneapolis): 612-871-4354 |
| Dakota County Public Health Immunization Clinic | Immunization Clinic | 952-891-7500 |
| Dakota Child & Family Clinic | Dakota Child & Family Clinic | 651-209-8640 |

GAMBLING

| | | |
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| Associated Clinic of Psychology | www.acp-mn.com | 612-925-6033 |
| Minnesota Problem Gambling Helpline | www.getgamblinghelp.com | 1-800-333-HOPE(4673) |

HOUSING RESOURCES

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| Dakota Housing Crisis Line | www.co.dakota.mn.us | 651-554-5751 #1-SHU #2-The Link (Youth) #3 Victims of Domestic Violence and Sexual Assault |
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Shelter Options


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| Matrix Emergency Shelter | <ul style="list-style-type: none"> • Temporary shelter for 50 adults in Dakota County from November to April • Shelter opens nightly at 6:00 p.m. and closes at 8:00 a.m. • Shelter is on a rotation schedule moving to different churches in Dakota County | 651-319-2153 |
| Salvation Army Emergency Hotel Shelter Program | <ul style="list-style-type: none"> • Single adults or adult couple • Homeless and living outside or residing in a place not meant for human habitation • One member of the household must have a verifiable disabling condition | 952-898-9367 press option 2 and leave a voicemail with the name and phone number where the individual can be reached. The call will be returned within 24 hours |
| Dakota Woodlands | <ul style="list-style-type: none"> • Must be a Dakota County resident with eligible immigration status • A family with minor children or single adult woman who is 18+ • Must be homeless or provide proof of threat of homelessness | Contact the Housing Crisis Line to access Dakota Woodlands waiting list at 651-554-5751 press option 1 |

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| | <ul style="list-style-type: none"> Income eligible for GRH or willing to pay for stay using own funds | |
| The Lewis House | <ul style="list-style-type: none"> Emergency shelter for woman with children/or single women who are fleeing domestic violence | <p>651-452-7288 Eagan 651-437-1291 Hastings</p> |


Homeless Drop in Centers

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| C.O.R.E. Drop in Center | <ul style="list-style-type: none"> Youth who are homeless or at risk of homelessness within the week can get help with basic needs including food, clothes, shower, toiletries, laundry, transportation and connections to case management M-F 2:00 to 5:00 No appointment necessary | <p>Located at Grace Lutheran Church 7800 W County Road 42 Apple Valley, MN 55124 The building is currently locked but there is a number to call on the doors to get in.</p> |
| The Matrix Resource Center | <ul style="list-style-type: none"> Support includes access to computers, phones, printers, social workers, addiction support, veteran services, pet care, laundry, showers, haircuts and more | <p>***Due to the pandemic clients need to call 612790-3409 to be seen by appointment only M-F from 9:00 to 5:00</p> |

Housing Search

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|  | <ul style="list-style-type: none"> List of open housing authority section 8 and public housing waiting lists View a list of available affordable housing units | <p>Click Here</p> <p>612.522.2500</p> |
| <p>Housing Access Resource Team (HART)</p> | <ul style="list-style-type: none"> To be eligible a household adult must be diagnosed with a serious mental illness and be experiencing one of the following <ul style="list-style-type: none"> Long-term homeless Exiting an institution like a hospital, IRTS or jail with imminent homelessness upon discharge An imminent risk of losing housing | <p>Click Here</p> <p>651-291-0067, ext 6500</p> |
| <p>Zillow Community Pillar</p> | <ul style="list-style-type: none"> Program that identifies landlords and property managers who are willing to rent to people with rental barriers Able to search for Income restricted properties only | <p>Click Here</p> |

Affordable Housing/Housing Programs

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| <p>Dakota County CDA</p>  | <ul style="list-style-type: none"> Senior Housing Rental Assistance Workforce Housing Public Housing | <p>Click Here</p> <p>651-675-4400</p> |
| <p>CommonBond Communities</p> | <ul style="list-style-type: none"> Affordable Housing Senior Housing Project-based Section 8 Housing | <p>Click Here</p> <p>651-291-1750</p> |
| <p>Lifestyle Inc.</p> | <ul style="list-style-type: none"> Market rate and subsidized apartment buildings for families, elderly, disables or low-income residents | <p>Click Here</p> <p>507-451-8524</p> |

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| | <ul style="list-style-type: none"> All housing is in rural communities | |
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Legal Aid Agencies

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| Southern Minnesota Regional Legal Services | Click Here 1-888-575-2954 |
| Volunteer Lawyers Network | Click Here 612-752-6677 |
| Homeline | Click Here 612-728-5767 |

Homeless Street Outreach

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| Ally Supportive Services | <ul style="list-style-type: none"> Advocates engage with homeless individuals who struggle with mental health and/or substance use disorders Housing support services to help individuals access and sustain housing Housing stability services to assist participants in sustaining housing | Click Here Main office: 651-302-4471 Outreach cell: 612-875-9683 |
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Eviction Prevention Resources

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| Dakota County Emergency Assistance or Emergency General Assistance | Must have applied for and been denied for Emergency Assistance to access this funding | Click Here or call 651-554-5611 |
| CAP Agency | For households in <ul style="list-style-type: none"> South St Paul Inver Grove Heights Mendota Heights Mendota Sunfish Lake Lilydale | Click Here Or call 651-322-3500 |

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| | <ul style="list-style-type: none"> • West St Paul | |
| Neighbors Emergency Assistance | For households in <ul style="list-style-type: none"> • Burnsville • Eagan | 651-455-5000 Request to speak to a Client Engagement Specialist |
| 360 Communities Burnsville Resource Center | For households in <ul style="list-style-type: none"> • Rosemount • Farmington • Lakeville • Apple Valley | 952-985-5300 |

LEGAL RESOURCES

Dakota County Family Court Self-Help Center: <http://www.dakotalegal.org/>

MEDICAL ASSISTANCE

MNsure-Minnesota's One stop Health Insurance Online Market Place

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|  | www.Mnsure.org | Contact Center Line 1-855-366-7873 |
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MNsure Navigation (in-person assisters). The agencies below have staff to assist families apply for any of Minnesota's Health Care Programs through MN Sure

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| Dakota County E&EA Computer Lab | Computer lab is available for residents from 8:30-3:00 pm. Monday-Friday on the Second Floor of the Dakota County Northern Service Center in West Saint Paul. No appointment is necessary, and staff will be on hand to assist residents. Child care available. www.co.dakota.mn.us | 651-554-5611 |
| 360 Communities Burnsville | 501 E. Hwy 13, Suite 112 Burnsville www.360communities.org | 952-985-5300 |
| 360 Communities Rosemount | 14521 Cimarron Ave W. Rosemount | 651-322-5113 |

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| | www.360communities.org | |
| Hastings Family Service | 301 2 nd St. E. Hastings www.hastingsfamilyservice.org | 651-437-7134 |
| Neighbors Inc. SSP | 222 Grand Ave W. South St. Paul www.neighborsmn.org | 651-455-5000 |
| Protico Health Net. Saint Paul *Has Spanish Speaking Staff | 1600 University Ave. W. Suite 211 www.porticohealthnet.org Or Western Service Center Contact Ally Astor-Ramirez Appointments 8AM-3PM | 651-489-2273 |
| Somali Health Solutions | Navigators fluent in Somali, English, Ormo and Amharic. Assistance is done over the phone or in-person at the Minneapolis office. www.somalihealthsolutions.com | 612-333-3056 |

SPECIALTY ASSISTANCE MNSURE NAVIGATION: TEFRA, MA, AND MA-EPD

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| ARC Minnesota | www.arcminnesota.org Assistance in Spanish & Hmong | 952-920-0855 |
| NAMI-Minnesota | They have two navigators available to assist individuals with a mental health diagnosis apply for Health Care Programs including TEFRA, via phone support and in-office help in St. Paul. 800 Transfer Rd. #31 St. Paul www.namihelps.org | 651-645-2948 |
| Protico Health Net. Saint Paul *Has Spanish Speaking Staff | 1600 University Ave. W. Suite 211 www.porticohealthnet.org Or Western Service Center Contact Ally Astor-Ramirez Appointments 8AM-3PM | 651-489-2273 |

MEDICAL ASSISTANCE & MEDICAL ASSISTANCE HEALTH CARE PLANS IN DAKOTA COUNTY (PMAPS)

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| Health Partners Care | 952-967-7998 Member Services & Mental Health 952-883-7400 Ride Care (Transportation) 952-883-7501 Behavioral health |
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| | 952-967-7998 Interpreter Services 952-883-5168 Health Partners Dental |
| Medica choice Care | 952-992-2322 Member Services 1-800-848-8327-Mental Health 952-992-2292 Provide-A-Ride 651-406-5919 Delta Dental 952-992-2322 Interpreter Services |
| Blue Plus | 651-662-5545 Member Services 1-800-711-9862 Mental Health/BHSI Interpreter Services 651-406-5901-Delta Dental (Civic Smiles_ 651-662-8648 Blue Ride |

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| Minnesota Health Care Programs Help Desk | | 651-431-2670 |
| TEFRA Parental Fee Unit | www.pfestimator.dhs.mn.gov | 651-431-3806 |
| SMRT Hotline – Referral Process | State Medical Review Team | 651-431-2493 or 1-800-235-7396 |

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| MNET Call Center | Minnesota Non-Emergency Transportation Program for those on Medical Assistance | 1-866-467-1724 |
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Appointment Scheduling

Clients can schedule an appointment by calling the location where they want an appointment. Scheduling for appointments will start 7 days prior to the session. Phone calls will be accepted starting at 8:00 am.

Apple Valley location 952-891-7135

Hastings location 651-438-8080

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| Call for Justice | www.callforjustice.org | |
| MN Courts Online Self-Help Center | www.mncourts.gov/selfhelp/ | |
| Immigrant Law Center of Minnesota | www.ilcm.org | 651-641-1011 |
| Legal Assistance of Dakota County, LTD | www.dakotalegal.org | 952-431-3200 |
| LawHelpMN.org | www.Lawhelpmn.org | Chat online w/ expert |
| Southern Minnesota Regional Legal Services | www.smrls.org | 1-888-575-2954 |
| Minnesota State Bar Member Directory | www.mnbar.org/member-directory/find-a-lawyer | 612-333-1183 |

MENTAL HEALTH RESOURCES

Dakota County Contracted Sliding Fee Clinics.

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| Associated Clinic of Psychology | www.acp-mn.com | 952-432-1484-Apple Valley 612-925-6033-Minneapolis 651-450-0860-West St. Paul |
| Dakota Child and Family Clinic | www.dakotachildandfamily | 651-209-8640 |
| Minnesota Mental Health Clinics-Eagan | www.mnmentalhealthclinics.com | 651-454-0114 |

SCHOOL LINKED & CO-LOCATED MENTAL HEALTH SERVICES


Many schools in Dakota County schools' partner with mental health agencies to provide clinical mental health services to eligible students at their school. Contact your child's social worker or school counselor to determine if your child is eligible for these services. Insurance and medical assistance are the primary payment source for these services. A sliding fee may be available to support uninsured or underinsured students.

Adult Rehabilitative Mental Health Services-ARHMS

Medical Assistance includes coverage for adult rehabilitative mental health services (ARMHS) and mental health crisis response services. Note these services are not limited to people with serious and persistent mental illness (SPMI). The adult rehabilitative mental health services (ARMHS) may only be provided by an agency that has been certified using the provider certification process developed by the Department of Human Services in consultation with counties and others. [Dakota County ARHMS Providers](#)

Mental Health Clinics and Services in Dakota County

This listing of Clinics and Resources is not a recommendation, or an endorsement of the providers listed. It is not a comprehensive list of all mental health providers in Dakota County. These clinics **may** accept Medical Assistance (MA), insurance or private pay or offer a sliding fee scale. Please inquire with the provider as to the specific services provided and cost of services. [Minnesota Health Care Programs Provider Directory](#)

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|  Associated Clinic of Psychology <ul style="list-style-type: none"> • Testing • In-home series • ARHMS & CTSS • Psychiatric Services • Somali Family and Youth Services • Early Childhood Mental Health | www.acp-mn.com DAKOTA COUNTY DESIGNATED SLIDING FEE CLINIC FOR THOSE WITH NO INSURANCE | 952-432-1484 Apple Valley 612-925-6033- Minneapolis 651-450-0860-West St. Paul *call Minneapolis office for all in-home services |
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| Behavioral Health Services Inc. (BHSI)-Eagan | www.bhsiclinics.com/eagan.html | 651-769-6200 |
| Allina Health Clinics Mental Health Services | Lakeville Clinic, Eagan, West St. Paul, Hastings, Farmington Clinics | |
| Aslan Institute *Independent Mental Health Therapists | www.aslaninst.com | 651-686-8818 |
| Lorenz | https://lorenzclinic.com/ | 952-443-4600 |
| Alliant Behavioral Pediatrics | www.alliantbehavioral.com | 651-295-7440 |
| Behavioral Dimensions <ul style="list-style-type: none"> Intensive in-home behavioral intervention therapy | www.behavioraldimensions.com | 952-814-0207 |
| Both/And Resources | www.bothandresources.com | 952-432-0043 |
| Cashman Center | www.cashmancentermn.com *Burnsville | 952-224-8990 |
| Christian Family Solutions | www.christianfamilysolutions.org | 1-800-438-1772 |
| Counseling Care Burnsville Location | www.counselingcare.us | 952-892-8495 |
| CLUES- St. Paul | www.clues.org | 651-379-4200 (W. St. Paul) |
| Canvas Health formerly known as HSI-West St. Paul Office <ul style="list-style-type: none"> In-home series ARHMS & CTSS Early Childhood Services | www.canvashealth.org | 612-676-1604 (Dakota County Intake) |
| Caring Path Counseling Justin less, LLC. | www.caringpathcounseling.com | 651-200-8788 |
| Dakota Valley Psychologists (Apple Valley) | www.d-valley-psych.com | 952-432-3220 |
| Ellie Family Services *St. Paul & Lakeville | elliefamilyservices.com | 651-313-8080 |
| Farmington Family Mental Health Care Mary Anderson, MA, LAMFT | | 612-743-0714 |
| Family Adolescent Therapy Services (F.A.C.T.S) <ul style="list-style-type: none"> Outpatient therapy Early Childhood Services In-home services Intensive in-home services Parenting Series | www.facts-mn.org/ | 651-379-9800 |

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| Fraser-Eagan Location *Autism and Mental Health Services | www.fraser.org NEW LOCATION IN EAGAN | 612-767-7222 (professional contact line) |
| Foundations Family Therapy (Burnsville) | wwwFOUNDATIONSMN.com | 612-382-8651 |
| Ellison and Associates, Inc. Dr. Robert J. Ellison, | | |
| Fairview Counseling Center-Burnsville | www.fairview.org | 1-855-324-7843 |
| Family Attachment Counseling Center-Deephaven | www.familyattachment.com | 952-475-2818 |
| Family Innovations Inc. • In-home Services • CTSS | www.familyinnovations.com | 952-224-2282 (Eden Prairie) |
| Life Development Resources • CTSS | www.lifedrs.com | 952-898-1133 |
| Health Partners Clinics | Health Partners Behavioral Health | 952-967-7992 appts |
| Iris Reproductive Mental Health • Burnsville | www.irisrepro.com | 612-548-4266 |
| LifeSpan • Youth Transition Program (YTP) | www.lifespan.com | 952-562-8500 |
| • Lopno and Associates, LLC | www.RobertLopno.com | 612-702-5094 |
| Lutz and Associates (Hastings) • ADHD/psychological evaluations • Men's Sexual Addiction Group • Psychotherapy for children, adolescents' and adults | www.lutztherapy.com | 651-500-0905 |
| Nystrom and Associates-Apple Valley • Clinic based services • Psychiatry Services • In-home services • ARMHS & CTSS | www.nystromcounseling.com | 952-997-3020 |
| Minnesota Mental Health Eagan & Apple Valley • Psychiatric services • Adolescent Short-Term Treatment Program • DBT Groups • Adult Programs • Autism Programs | www.mnmentalhealthclinics.com DAKOTA COUNTY CONTRACTED SLIDING FEE CLINIC FOR THOSE WITH NO INSURANCE | 651-454-0114 |



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| Lakeville Behavioral Health, LLC | www.lakevillebehavioralhealth.com | 952-435-0022 |
| Options Family and Behavioral Health Services <ul style="list-style-type: none"> • ARHMS & ILS • Day Treatment • Clinic Services • Substance Abuse Treatment | www.optionsfamily.com | 952-564-3000 |
| Oak Ridge Center Psychiatric Services <ul style="list-style-type: none"> • Psychiatric Care • Medication Management • Psychological testing • Individual and Couples Counseling | www.oakridgecenter.org | 952-431-6033 |
| Prairie Care <ul style="list-style-type: none"> • Psychiatric Care • In-patient program • Intensive out-patient program • Clinic based services • Psychological Testing | www.prairie-care.com | 952-826-8475 |
| Owakihi, Inc. The Common Link-West St. Paul Location <ul style="list-style-type: none"> • Clinic based • In-home | www.owakihi.com | 651-450-6005 |
| Pregnancy and Postpartum Support Minnesota | www.ppsupportmn.org | Help Line: 612-787-7776 |
| Professional Rehabilitation Consultants <ul style="list-style-type: none"> • Mental Health Occupational Therapy for Adults | www.prcmn.com | 651-603-8774 |
| South Suburban Psychological Services | www.drmaichaelferrarese.com | 651-454-0684 |
| Strength and Healing *St. Paul | www.strengthandhealing.com | 651-925-6315 |
| Roger A Olsen, Psy D. Psychological Testing & Psychotherapy. | www.roger-olsen.com | 651-882-6299 |
| Secure Base Counseling Center <ul style="list-style-type: none"> • CTSS • Lakeville & Northfield | www.securebasecounselingcenter.com | 507-301-3412 |

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| River Valley Behavioral Health & Wellness Center LLC • (Savage) | www.rivervalleybhwc.com *offers Psychiatric medication management by Nurse Practitioners | 952-746-7664 |
| Twin Cities Play Therapy-Eagan Location | www.twincitiesplaytherapycenter.com | 651-336-4557 |
| Sarah Leitschuh Counseling, PLLC | www.sarahleitschuhcounseling.com . | 952-457-2322 |
| Water's Edge Counseling and Healing Center *Intensive Outpatient Programs for adolescents and adults | www.watersedgechc.com | 952-898-5020 |
| West Side Community Health Services-La Clinica | www.mncare.org/ | 651-602-7500 |
| University of Minnesota-Amplatz Children's Hospital Behavioral Health Services | www.mhealth.org/childrens | Inpatient Programs 612-672-6600 Outpatient, Day, Partial and Residential Programs 612-672-2736 Fairview Counseling Services 612-672-6999 All Programs 1-800-233-7503 |

MENTAL HEALTH SUPPORT, SUPPORT GROUP AND EDUCATION SERVICES

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| Discapacitados Abriendose Caminos-South St. Paul MN | www.dacfamlycenter.org | 651-293-1748 |
| MN Adopt | www.mnadopt.org | 612-861-7115 |
| Depression Support Coalition | www.depressionsupportcoalition.org | 952-432-6351 |
| Fairview Youth Grief Services-Ridges Hospital | www.fairview.org | 952-892-2111 |
| Hosanna Care at Hosanna Lutheran Church-Lakeville • Youth-Life Hurts Group | www.hosannalc.org | 952-435-3332 |
| ADHD, Autism and Other Disabilities on the Spectrum Shepard of the Valley Church | www.sotv.org | 952-322-2176 |



[Dakota County Children's Mental Health Services](#) -952-891-7459

[Dakota County Adult Mental Health Services](#) -651-554-6424

MENTOR RESOURCES

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| Kids-N-Kinship  | www.kidsnkinship.org | 952-892-6368 |
| MOMS Program | www.momsprogram.org | 952-890-5072 |
| NAMI-MN Dakota County Parent Resource Program | www.namihelps.org | 651-645-2948 |
| Big Brothers and Big Sisters Greater Twin Cities <i>(Specifically the Cities of Burnsville, Eagan, Mendota, Mendota Heights, Lilydale, West St. Paul, South St. Paul, Sunfish Lake, and Inver Grove Heights)</i> | www.Bigstwincities.org | 651-789-2400 |
| Tree House | treehousehope.org/ | 952-238-1010 |

ON-SITE HEALTH CARE PROVIDER

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| Livio Health Care Group | www.liviohealth.com | 651-571-0000 |
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PREGNACNY AND NEW PARENT RESOURCES

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| Amnion Pregnancy Center | www.amnioncpc.org | 952-898-4357 |
| Planned Parenthood-Apple Valley Clinic | www.plannedparenthood.org | 952-890-0940 |
| Pregnancy Choices Life Care Center | www.mypregnancychoices.com | 952-997-2229 |
| Prairie Care Perinatal Mental Health Clinic *Brooklyn Park | Perinatal Mental Health Clinic | 612-274-7494 |
| Wakota Life Care Center | www.guidingstarwakota.org | 651-457-1195 |
| Dakota County Public Health | www.co.dakota.mn.us | 952-891-7500 |
| Park Nicollet Healthy Beginnings-Burnsville Clinic | www.healthpartners.com | 952-993-8700 |
| Pregnancy Choices | mypregnancychoices.com | 952-997-2299 |

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| TLC of Hastings | www.tlchastings.com <ul style="list-style-type: none"> • Pregnancy testing and counseling • STI/STD Education and referrals • Diapers • Children's Clothing • Crib's and Pack "N' Plays • Car Seats and baby equipment | 651-437-4200 |
| Bundles of Love | www.bundlesoflove.org Use community partner to provide handmade baby bundle for newborns (clothes, wash clothes, diapers, shampoo, wipes etc.) | |
| Everyday Miracles- Minneapolis | www.everyday-miracles.org <ul style="list-style-type: none"> • Childbirth education, parenting classes, • Chiropractic appointments • Core Doula Program • Breast Pumps • Car seats for those on state funded insurance plans | |
| Hastings Family Service | www.hastingsfamilyservice.org <ul style="list-style-type: none"> • Food Shelf • Emergency Assistance River Town Treasures (emergency clothing vouchers) call 652-437-7134 for an appointment. | 651-437-7134 |
| Cradle of Hope | www.cradleofhope.org This agency partners with local groups to aid with pregnant and parenting mothers. | |
| Together for Good Clothing Closet | http://tfgood.org/ | 651-440-4058 |
| Dakota County Early Childhood Mini Grants for Young Children with Special Needs | <ul style="list-style-type: none"> • For children birth to five with special needs, grants can be used to purchase specialty car seats, safety equipment, adaptive equipment, respite care • Contact Janell Schilman. | 952-891-7459 |
| Milo Mom | www.Milkmoms.com <ul style="list-style-type: none"> • Assist women in obtaining breast pumps, uses insurance coverage. • Offers discounts for pumps in which a client may not be eligible for one or insurance does not pay. | 763-413-0129 |

PARENTING RESOURCES

*Contact your school district Early Childhood Family Education (ECFE) program for a listing of classes and events for parents and children age birth to age five. Your local school district community education program may also provide parenting events and activities throughout the school year.

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| Ellie Family Services-Co-Parenting Institute | elliefamilyservices.com | 651-313-8080 |
| MNAdopt.org | www.mnadopt.org | 612-861-7115 |
| Life Track - Working Family Resource Center-Online Parenting Webinars | www.lifebalance-solutions.org/ | |
| Families First Coaching | www.getparentinghelpnow.com | 612-810-8687 |
| FACTS (monthly parenting classes) | www.facts-mn.org | 651-379-9800 |
| Hosanna Lutheran Church-Lakeville | www.Hosannalc.org | 952-435-3332 |
| Interconnections | www.interconnections.us.com | 952-381-7519 |
| Options Family and Behavior Services-Parenting Skills Program | www.optionsfamily.com | 952-564-3000 |
| Life Development Resources | www.lifedrs.com | 952-898-1133 |
| Wakota Parenting classes | www.guidingstarwakota.org | 651-457-1195 |
| Mom Enough-Web Series | www.momenough.com | Web Series |
| Speaking of Kids Parenting Series Lakeville/Farmington Schools | Speaking of Kids | 651-460-3200 |

U of MN Extension Family Resources

Research and Trainings, Resources for Parents and Professionals

- [Partnering for School Success](#)
- [Families with Teens](#)
- [Parents Forever](#) for separated/divorced parents

RECREATION AND ENRICHMENT

*Contact your school district community education program for a recent catalog of classes and events for youth and adults. These programs also provide programs for children and adults with special needs.

*Contact your City Park and Recreation Program and Local Athletic Association for a Listing of activities and events for youth and adults.

STATE OF MINNESOTA

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| Attorney General's Office | www.ag.state.mn.us | 651-296-3353 |
| Minnesota Department of Human Services (DHS) | www.mn.gov/dhs/ | 651-431-2000 |
| Minnesota Department of Education (MDE) | www.education.state.mn.us | 651 582 8200 |
| Minnesota Department of Health (MDH) | www.health.state.mn.us | 651-201-5000 |

SOCIAL SECURITY ADMINISTRATION

WWW.SSA.GOV



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| Work Incentives Connection a Program of Goodwill Easter Seals | www.goodwilleasterseals.org/services/WIC | 651-632-5113 |
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TELEPHONE ASSISTANCE

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| The Telephone Assistance Program (TAP) | Several landline providers and wireless (or cell phone providers offer telephone services to income qualifying households. Click here for more information |
| Open Access Connections Free voicemail to participants in need | www.openaccessconnections.org |

TRANSPORTATION

[Dakota County Transportation Directory](#)

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| Dakota County Transportation | www.co.dakota.mn.us | |
|  | www.metrotransit.org *Transit Routes *Ride Share/Car Pool *Transit Link | 612-373-3333 |
|  | www.mvta.com | 952-882-7500 |

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|--------------------------------|--|----------------|
| D.A.R.T.S | https://dartsconnects.org/ | 651-455-1560 |
| GAPP Services, Inc. | | 952-953-9299 |
| Hastings Family Services | www.hastingsfamilyservice.org | 651-437-7134 |
| Neighbors. Inc.-South St. Paul | www.neighborsmn.org | 651-455-5000 |
| Metro Mobility | Metro Mobility | 651-602-1111 |
| MNET Call Center | Minnesota Non-Emergency Transportation Program | 1-866-467-1724 |

*Persons on a Prepaid Medical Assistance Health Plan should call member services to obtain information as to transportation services provided through the assigned health plan. See page 15.

TUTORING AND COACHING

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| Dakota County Library Homework Help Tutor - Apple Valley (Age 18 +) | www.handsontwincities.org | |
| Help Now Free Online Tutoring | www.icarol.info *Child needs a library card | Free homework helps from online tutors' grades k-12 |
| Learning RX | www.learningrx.com/eagan/ | 651-686-1066 |
| Living Well with ADHD Robin Nordmeyer | www.centerforlivingwellwithadhd.org | 952-921-5870 |



Receive Monthly Resource Updates from the Dakota County Collaborative

Resources change frequently, to address this issue the Dakota County Collaborative sends out bi-monthly resource updates. These updates include information on resource events, classes, programs and trainings that are relevant to families living in Dakota County. If you would like to receive these updates, please email janell.schilman@co.dakota.mn.us

Voucher Extensions

The Dakota County CDA only offers Voucher term extensions as a Reasonable Accommodation for persons with disabilities. A Reasonable Accommodation is a modification to a policy or procedure that would allow a person with disabilities equal access to the program that they would otherwise not enjoy without the Accommodation.

In order for a Reasonable Accommodation to be approved, there must be a direct connection between the Accommodation and the disability.

A Reasonable Accommodation can be requested by having a Health Care Provider attest to the person's disability and why the change in policy or procedure is necessary to accommodate the disability. A Reasonable Accommodation Request form can be requested, if the Health Care Provider would prefer to complete a form document.

Below is the Dakota County CDA's policy on Voucher Extensions:

Extensions of Voucher Term [24 CFR 982.303(b)]

The CDA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the CDA can approve. Discretionary policies related to extension and expiration of search time must be described in the CDA's administrative plan [24 CFR 982.54].

The CDA must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for this purpose.

The family must be notified in writing of the CDA's decision to approve or deny an extension. The CDA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

CDA Policy

- Applicants and Participants exhausting their 120 days of search time may request up to two 30-day extensions of the voucher as a reasonable accommodation of disabilities. The CDA will approve extensions only if it is necessary as a reasonable accommodation for a person with disabilities.
- For consideration of an extension, the CDA must be provided documentation showing the nexus between the disability and the request for additional search time. The request should be provided prior to the expiration date.
- The CDA will decide whether to approve or deny any extension request and will immediately provide the family written notice of its decision.