



**JONESBORO HOUSING AUTHORITY**  
Helping today for a better tomorrow

**HCV HANDBOOK**  
Jonesboro Housing Authority

P.O. Box 458  
Jonesboro, GA 30237

**Clayton County Cities and Zip Codes**

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Atlanta	30320	30354	
College Park	30349		
Conley	30288		
Ellenwood	30294		
Fayetteville	30215		
Forest park	30297	30298	
Hampton	30228		
Jonesboro	30236	30237	30238
Lovejoy	30250		
Lake City	30260		
Morrow (Outside City Limits)	30260		
Rex	30273		
Riverdale	30274	30296	
Stockbridge	30281	30287	

**The Current Payment Standards**  
**For The Following Zip Codes effective 10/01/2024**

Zip Codes for Clayton County, Ga.  
 30236,30237,30238,  
 30260,30274,30287,  
 30288,30297,30298,  
 30320,30349,30354  
 30215,30228,30273  
 30281,30294,30296,30250

Your rental limits for each zip code will be provided by your case-worker because what you qualify for is solely based on your household income.

\*Payment Standard includes rent and utilities allowance.  
 You cannot exceed 40% of your adjusted income.

**Zip codes may cross city lines. It is important to ask the landlord what city she/he pays taxes to– it must be Clayton County.**

Please visit [www.claytoncountyga.gov](http://www.claytoncountyga.gov) to check if a unit is listed with Clayton County.



## Contact Us

Office: 770-478-7282 TDD: 770-478-4805

**Dawne Jennings** ext. 1014  
*Records Coordinator - djennings@jonesborohousing.com*

**Lawanda Hughes** ext. 1028  
*FSS Coordinator - lhughes@jonesborohousing.com*

**Shanetha Douglas** ext. 1010  
*Receptionist - sdouglas@jonesborohousing.com*

### HCV Department

**Janet Wiggins** ext. 1020  
*HCV Manager - jwiggins@jonesborohousing.com*

Portability /Port In ext. 1018  
*portability@jonesborohousing.com*

**Keisha Hills** **Caseload A-Halk** ext. 1023  
*HCV Caseworker - khills@jonesborohousing.com*

**Nora Schmidt** **Caseload- Hall-Oz** ext. 1013  
*HCV Caseworker/Assistant Manager - nschmidt@jonesborohousing.com*

**Lori Denis** **Caseload - P-Z** ext. 1012  
*HCV Caseworker - ldennis@jonesborohousing.com*

**Rebekah Simpson** ext. 1029  
*Inspections/Admin - rsimpson@jonesborohousing.com*

**McCright Inspection** - (678) 833-9049

**Lora Lee** - llee@jonesborohousing.com ext. 1021  
*Waiting List/Port Outs*

### Portability Department Out

**Betsy Bruce Port Out** ext. 1026  
*Office Manager - bbruce@jonesborohousing.com*

## Statement of Family Obligation

(24 CFR 982.551)

In order to become eligible and maintain eligibility for the federal Housing Choice Voucher/ Section 8 Program, it is necessary that a participant family fulfill the obligations established by the Department of Housing & Urban Development (HUD) and the Jonesboro Housing authority (JHA).

### THE HEAD OF HOUSEHOLD MUST:

1. Supply any information that the JHA or HUD determines to be necessary, including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition. **Notify the JHA of any income changes or changes in household composition within ten (10) business days of occurrence.**

2. Report all income to the household including the income of children that are 18 years of age and are not full time students.

3. Supply any information requested by the JHA to verify that the family is living in the unit within ten (10) business days of the request or information related to family absence from the unit within ten (10) business days of date of the occurrence.

4. Promptly notify the JHA in writing when the family is away from the unit for an extended period of time in accordance with JHA policies within ten (10) business days of the occurrence.

5. Allow JHA to inspect the unit at reasonable times and after reasonable notice.

6. Must notify JHA and owner before the family moves out of the unit or terminates the lease.

7. Promptly notify the JHA in writing of the birth, adoption, or court-awarded custody of a child. Must submit written request to JHA to get approval to add additional family members to voucher within ten (10) business days of date of the occurrence.

8. Give the JHA a copy of any owner eviction notice within ten (10) business days of the occurrence.

9. Promptly notify the JHA if any family member no longer lives in the unit within ten (10) business days of the occurrence.

10. Use the assisted unit for residence by the family. The unit must be the family's only residence.

11. Pay tenant rent, utilities, provide and maintain any appliance that the family is required to provide under the lease.

**Transferring Moving Chart**

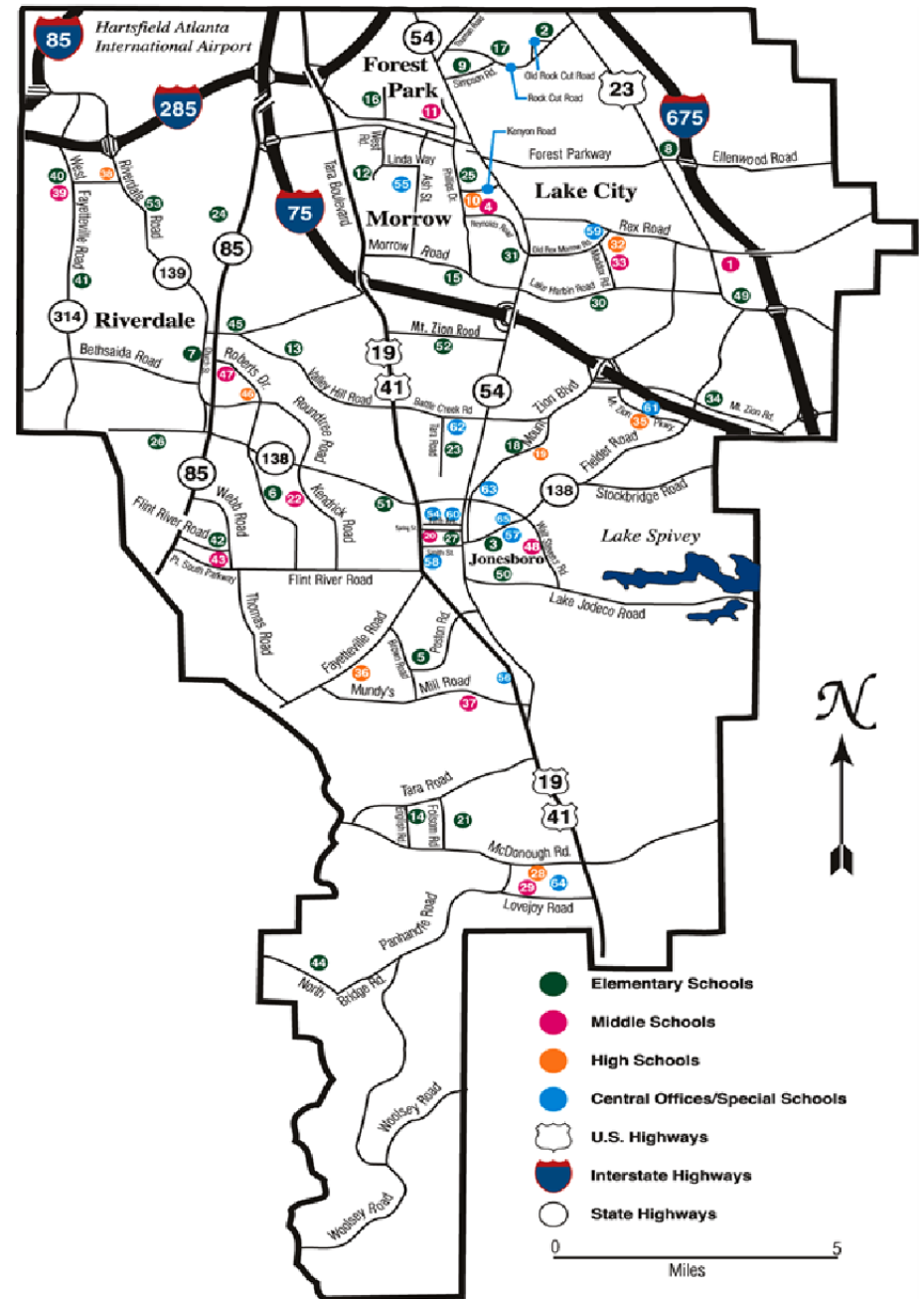
**1. VOUCHER/RTA PACKET:** When you receive your Voucher and RTA Packet, you may begin your search in Clayton County for suitable rental property. You may go to the website [affordablehousing.com](http://affordablehousing.com) to find available Section 8 rental property. A current listing on [affordablehousing.com](http://affordablehousing.com) will also be given during briefing.

**2. SUBMIT RTA PACKET TO JONESBORO HOUSING FOR APPROVAL:** You may turn in your packet anytime at the drop box. We will contact you within 5-7 business days regarding the approval or denial of your RTA packet.

**3. IF YOUR PACKAGE IS APPROVED; WHAT NEXT? : HQS INSPECTION IS UPLOADED TO MCCRIGHT AND ASSOCIATES:** McCright personnel will schedule a time to inspect the unit you have selected. If the unit does not pass HQS, you cannot move in until it does. McCright will inspect a first failed unit once more if the owner agrees to make the necessary repairs to the property. If the unit does not pass the second inspection, you may request a new package of paperwork so that you can search for another property.

**4. ONCE INSPECTION PASSES:** You may move in once the inspection passes. Do not move in if you are not sure the inspection has passed because we will not pay for any time that you occupy the unit prior to the unit passing inspection.

**5. PAYMENTS TO OWNER:** The effective date for housing assistance payments to begin shall be the day the tenant moves in, unless the owner has indicated a later move in date on the lease. The payments shall never begin prior to the unit passing the HQS inspection.



## Clayton County Social Services

### **Clayton County DFCS**

TANF, Food Stamps, & Medicaid  
877 Battlecreek Road Jonesboro, GA  
770-473-2300

**Peach Care for Kids      1-877-427-3224**

### **Clayton County Family Care**

1000 Main Street Forest Park, GA 30297  
**MUST CALL FOR AN APPOINTMENT**  
404-366-5527

**Wednesday's at 9:00 a.m.**

### **Department of Labor**

2450 Mt. Zion Parkway Jonesboro, GA  
678-479-5428

### **Battered Womens-Securus House**

770-961-7233

American Red Cross	404-876-3706
Clayton County Job Line	770-473-5800
Clayton County Legal Aid	404-366-0586
Health Department	678-610-7199
Meals on Wheels	770-603-4058
Sexual Assault Center	770-603-4045
Aging Program	770-603-4050
Kinship Care Center	770-477-3417
Social Security	800-772-1213
Travelers Aid	404-817-7070

## Portability Requirements

### **Port-In Tenants**

**BRIEFING:** All clients that are porting into the jurisdiction of Jonesboro Housing Authority are required to attend an ***Orientation Briefing***. At this meeting you will receive this **Flow Chart** along with your ***Voucher and Owner packet***; as well as other very important information that you will need as you progress through your relocation from your initial housing authority's jurisdiction into Clayton County. Please pay very close attention to both written and verbal instructions to insure a smooth transition.

### **Current JHA Tenants**

Tenants must complete a Notice to Vacate with the landlord approving the vacate date. The housing assistance payment will end on the approved vacate date.

A Portability Request Form must be submitted with the Notice to Vacate Form. All forms must be completed thoroughly. **Approved portability will be processed within 10 business days.**

### **Surrounding Housing Authorities Contact Information**

Atlanta Housing Authority  
230 John Wesley Dobbs Ave NE  
Atlanta, GA 30303  
404-685-4935

Fulton County Housing Authority  
4273 Wendell Drive  
Atlanta, GA 30303  
404-588-4950

Dept. Comm. Affairs (DCA)  
2260 Northlake Pkwy Ste 300  
Tucker, GA 30084  
770-414-3202

College Park Housing Authority  
2000 W. Princeton Ave.  
College Park, GA 30349  
404-559-2894

Marietta Housing Authority  
95 Cole Street  
P.O. Drawer K  
Marietta, GA 30061  
770-419-5107

East Point Housing Authority  
3056 Norman Berry Drive  
Atlanta, GA 30344  
404-768-0078

## Unit Searching Guide

<https://www.affordablehousing.com/>

L&B Securities LLC  
P.O. Box 86 Fayetteville, GA 30352  
678-770-3352

Total Investments Property Services  
1579-F Monroe Dr NE #135  
Atlanta, GA 30324  
404-402-2106

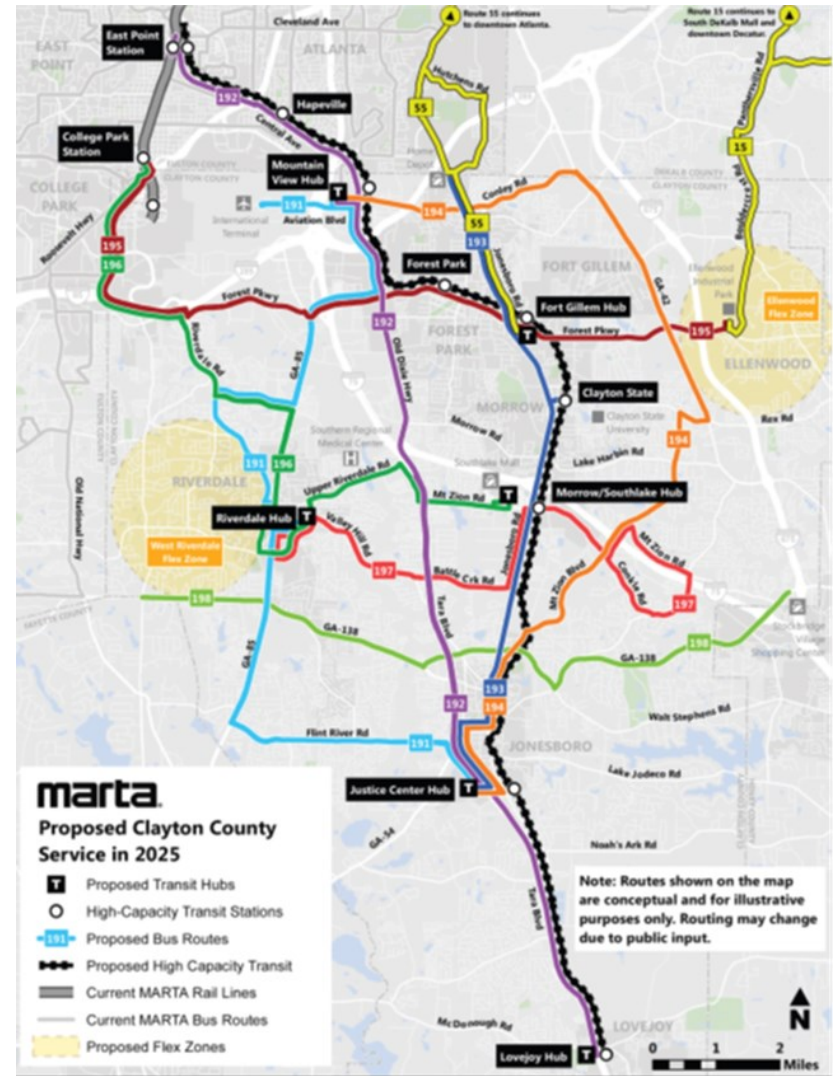
JBM Property Management  
P.O. Box 870843  
Morrow, Ga. 30260  
678-362-5894

## Rental Websites

[www.trulia.com](http://www.trulia.com)   [www.zumper.com](http://www.zumper.com)   [www.RENTCafe.com](http://www.RENTCafe.com)  
[www.zillow.com](http://www.zillow.com)   [www.Hotpads.com](http://www.Hotpads.com)   [www.Rent.com](http://www.Rent.com)  
[www.affordablehousing.com](http://www.affordablehousing.com)   [www.apartmentguide.com](http://www.apartmentguide.com)  
[Www.apartmentlist.com](http://Www.apartmentlist.com)   [www.forrent.com](http://www.forrent.com)  
[www.rently.com](http://www.rently.com)

JHA has provided a list of landlords who are willing to lease units and assist tenants in locating housing (24 CFR 982.54 (d)(5)). Tenants must complete the application process that is provided by the landlords. This list is subject to change based on housing availability.

## **MARTA TRANSPORTATION**



Hartsfield-Jackson Atlanta Airport (404) 848-3430  
3401 Browns Mill RD (404) 848-5000

Daily Rate: \$2.00-\$2.50 One-Way

For more information visit [www.itsmarta.com](http://www.itsmarta.com)