

# **FREQUENTLY ASKED QUESTIONS FOR AFTER LOTTERY SUBMISSION FOR SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PRE-APPLICATIONS**

## **1. HOW DOES THE LOTTERY WORK?**

According to the preferences established for this Section 8 Housing Choice Voucher Program, selected pre-applications will be admitted to the wait list through a random computerized process.

## **2. WHEN CAN I CHECK THE STATUS OF MY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PRE-APPLICATION?**

You can check <https://Waitlistcheck.com> after **February 24, 2023**, to learn if you were selected through the lottery. You may use the same credentials to log on to this web site as you did when you filled out the pre-application.

## **3. WHAT HAPPENS IF I FORGET MY USER ID?**

Your User ID is your email address.

## **4. WHAT HAPPENS IF I FORGET MY PASSWORD?**

On the <https://Waitlistcheck.com> home page click the “Forgot Password” link and follow the onscreen instructions.

## **5. CAN I MAKE UPDATES/CHANGES TO MY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PRE-APPLICATION AFTER IT IS SUBMITTED?**

Yes. You must submit changes such as name, address, email, telephone number through an email at: [customer.service@dca.nj.gov](mailto:customer.service@dca.nj.gov) or via regular mail to: Applicant Services Unit, P.O. Box 051, Trenton, NJ 08625. However, these changes can only be made after the open enrollment period is over and if your Section 8 Housing Choice Voucher pre-application was selected via the lottery.

## **6. WHAT DOES “ACTIVE” STATUS MEAN AFTER LOTTERY?**

Active status means you **were selected** by the lottery process and are on a waiting list.

## **7. WHAT DOES AN “INACTIVE” STATUS MEAN AFTER LOTTERY?**

Inactive status means that you **were NOT selected** by the lottery process.

## **8. WHAT HAPPENS ONCE I GET ON THE WAITING LIST?**

When your name and or number is reached on the waiting list you will be contacted by one of DCA's Field Offices. DCA cannot predict how long it will take to reach your household on the waiting list. It depends on the rate of turnover of existing participants and the level of funding available. For this reason, it is very important that you keep your information current. This includes changes to your name, address, telephone number and email address. Failure to update your profile information may disqualify you. Disqualified households are removed from the waiting list. If you need to submit updates to your profile, you can send information to DCA portal at: Assistancecheck.com using the User Name that you provided when you created your waitlistcheck.com account; or email us at: [customer.service@dca.nj.gov](mailto:customer.service@dca.nj.gov) or via regular mail to: Applicant Services Unit, P. O. Box 051, Trenton, NJ 08625.

As housing assistance becomes available, DCA will contact you for an eligibility screening appointment. The screening process will determine if you meet the basic eligibility requirements to qualify for the program. If you meet the program requirements, you will receive a voucher.

## **9. HOW DO I KNOW IF I HAVE BEEN CHOSEN FOR THE WAITING LISTS?**

If you have been selected for the waiting list, the official notification that you were selected by DCA will be mailed or emailed to you after **February 24, 2023**. For your convenience, you can check your status by logging in to <https://waitlistcheck.com> starting **February 24, 2023**. If you are listed as **Active**, you were selected by the lottery. If you are listed as **inactive** you were NOT selected.

## **10. WHAT SHOULD I DO IF I DID NOT RECEIVE AN EMAIL NOTIFYING ME WHETHER I WAS SELECTED OR NOT?**

You can call DCA, Division of Housing and Community Resources at 609-292-4080, option 9 to inquire if you were selected in the lottery

## **11. IF SELECTED FOR THE WAITING LIST, DO I AUTOMATICALLY QUALIFY FOR HOUSING?**

No. If selected, you will be contacted by DCA for an eligibility screening when funding becomes available. This screening process will determine if you meet the basic eligibility requirements of the program.

## **12. IF SELECTED FOR A WAITING LIST, WHEN WILL I RECEIVE HOUSING ASSISTANCE? HOW LONG BEFORE I GET A SECTION 8 HOUSING CHOICE VOUCHER PROGRAM VOUCHER?**

Since DCA's ability to serve applicants from the waiting list is dependent on funding, DCA cannot predict when an applicant will receive a voucher. As funding becomes available for housing assistance, DCA will contact you for an eligibility screening appointment. The screening process

will determine if you meet the basic eligibility requirements to qualify for the program. If you meet the program requirements, you will receive an appointment to receive information and guidance for the program and issued a Section 8 Housing Choice Voucher.

**13. WHAT HAPPENS WHEN MY NAME REACHES THE TOP OF THE WAITING LIST?**

DCA will send a Notice to you requesting that you provide information/[documents](#) that will be needed to determine your eligibility for the program. You must respond to this letter within 15 days of the date of the letter. If you do not respond to the letter within 15 days, your name will be removed from the waiting list, unless a reasonable accommodation is necessary.

**14. CAN YOU TELL ME WHAT NUMBER I AM ON THE WAITING LIST?**

No, DCA does not provide waiting list placement numbers.

**15. MY NAME WAS PLACED ON A WAITING LIST BUT I HAVE MOVED OR MY CONTACT INFORMATION HAS CHANGED, WHAT SHOULD I DO?**

You are required to keep DCA informed of changes to your information. If you fail to keep DCA informed of your information, you may lose your place on the waitlist [or be removed from the waitlist](#). To update information on your pre-application you can log onto DCA's **Assistance Check Portal @ [Assistancecheck.com](http://Assistancecheck.com)** using the information you provided when you applied for the Section 8 HCV pre-application. You can also write to the Department of Community Affairs, Applicant Service Unit; P.O. Box 051; 101 South Broad Street, Trenton, NJ 08625-0051; or email us at [customer.service@dca.nj.gov](mailto:customer.service@dca.nj.gov).

**16. WHAT IF I DID NOT SUBMIT A SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PRE-APPLICATION?**

We cannot accept Section 8 Housing Choice Voucher pre-applications after the enrollment period for the waiting list has closed. You must wait until the next open enrollment period to apply.

**18. WHEN WILL THE SECTION 8 HOUSING CHOICE VOUCHER ASISTANCE PROGRAM WAITING LISTS BE OPENED AGAIN?**

DCA does not have an anticipated date for opening the waiting list currently. When DCA plans to open the waiting list, a [Public Notice](#) of the opening will be provided on our website and in newspapers.