



ORANGE COUNTY HOUSING AUTHORITY

Voucher Size and Term

For each family, Orange County Housing Authority (OCHA) determines the appropriate number of bedrooms under the OCHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when OCHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by OCHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;
- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under OCHA subsidy standards.

OCHA will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1-2
2 Bedrooms	2-4
3 Bedrooms	3-6
4 Bedrooms	4-8
5 Bedrooms	6-10

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Hillsborough, NC 27278

Chapel Hill Office
2501 Homestead Road
Chapel Hill, NC 27516



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According to HUD regulations, the initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

OCHA Policy

The initial voucher term will be **180** calendar days.

The family must submit a *Request for Tenancy Approval* within the 180-day period unless the OCHA grants an extension.

OCHA will approve one 90-day extension upon written request from the family only in the following circumstances:

- It is necessary as a reasonable accommodation for a person with disabilities.
- It is necessary due to reasons beyond the family's control, as determined by OCHA. Following is a list of extenuating circumstances that the OCHA may consider in making its decision. The presence of the circumstances listed below does not guarantee that an extension will be granted.
 - Serious illness or death in the family;
 - Obstacles due to employment;
 - Whether the family has already submitted Requests for Tenancy Approval (RTA) that were not approved by OCHA;
 - Whether family size or other special requirements make finding a unit difficult; or
 - Other similar circumstances identified by OCHA.

Any request for an additional extension must include the reason(s) an additional extension is necessary. OCHA may require the family to provide documentation to support the request.

All requests for extensions to the voucher term must be made in writing and submitted to the expiration date of the voucher (or extended term of the voucher).