

# Planned Success

*It's the man who waits for his ship to come in who's always missing the boat.*

*- Anonymous*



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## 10 Easy Steps to Successfully Graduate from the FSS Program

1. Keep your Contract of Participation (COP) with attached Individual Training & Services Plan (ITSP) accessible for easy referral.
2. Know the expiration date of your COP so you are not caught unprepared with goals that still need to be met prior to your graduation date.
3. Refer to the activities and timeline on the ITSP so you can achieve the goals by the target date(s) set.
4. Advise your caseworker in writing if you wish to add or revise any goal(s).
5. Stay committed to your goal(s)!
6. Once you have completed an assigned activity, document the date of completion and provide your FSS case worker with copies of any certificates, receipts, letters, et cetera, documenting completion.
7. Communicate with your caseworker. We want to help you through challenges as well as share in your accomplishments.
8. Meet with your case worker. Attend scheduled meetings.
9. When offered, attend Housing Authority sponsored workshops
10. Answer yes to the following questions: Have you completed your goals? Are you working full-time? Have you been welfare free of cash assistance for 12 consecutive months prior to your graduation date?



## Calling all Superstars!



We want to admire you!

How would you like to be the next star of our newsletter?

What wonderful thing is happening in your life that you would like to share with other FSS participants?

We would like to publish your good news. Only your first name will be used.

Please contact the Housing Services Team @ (925) 957-7080.

# Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

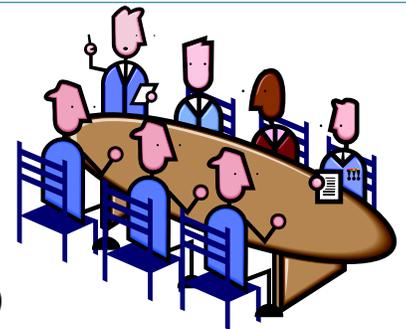


Caption describing picture or graphic.

Honesty Is The Best Policy”. I am sure you have heard this saying before. As a Housing Choice Voucher Program participant you are required to be honest and follow all of your Family Obligations. All information you provide to the Housing Authority must be true and complete. The Family Obligations form is to be signed and dated by all adult members of the household excluding live-in aides. Any violation of your Family Obligations will jeopardize your continued housing assistance and is grounds for termination. If you do not understand your Family Obligations contact your housing counselor for clarification.

*Thoughts lead on to purposes go  
forth in action: actions form habits;  
habits decide character; and character  
fixes our destiny.  
- Tryon Edwards*

## Program Coordinating Committee



Are you interested in Community Service?

The Family Self-Sufficiency Program Coordinating Committee (PCC) invites FSS participants to join the committee. The PCC is a HUD required governing party of the FSS program. It helps to guide the program and to build resources for FSS participants. We are seeking two to three FSS clients to join this committee. To learn more about this opportunity or to express an interest call 925-957-7080.

# Family Obligations and Proper Reporting

“Honesty Is The Best Policy”. I am sure you have heard this being said before. As a Housing Choice Voucher Program participant you are required to follow all of your Family Obligations. If you do not understand your Family Obligations contact your housing counselor for clarification. All information you provide to the Housing Authority must be true and complete. The Family Obligations form is to be signed and dated by all adult members of the household excluding live-in aides. Any violation of your Family Obligations will jeopardize your continued housing assistance and is grounds for termination. Once your Housing Choice Voucher assistance is terminated your FSS participation is also terminated and any escrow funds are forfeit.

One of your Family Obligations is to report all income and household member changes to the Housing Authority in a timely manner. To help you in this process the Housing Authority has an interim change form.

When turning in this form please provide supporting documentation (i.e. - pay stubs, current award letter, etc.). The form must be signed and dated. An “Authorization to Release Information” form may be required in some cases. If information you provide is incomplete or inaccurate the process to complete your interim may be delayed or denied. Please be prepared to provide additional information upon request. Unreported income and failure to provide requested documents is considered fraud and is a violation of your Family Obligations.

All program participants are required by Housing Authority policy to report any changes in family income and or composition within ten (10) days of the event. Failure to report any changes may result in reimbursement to the Housing Authority for ineligible benefits and or termination from the program for breach of your Family Obligations.

*Thoughts lead on to purposes; purposes go forth in action: actions form habits; habits decide character; and character fixes our destiny. - Tryon Edwards*

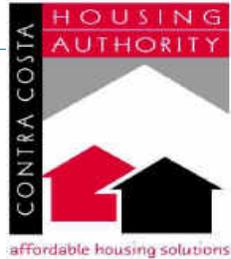
## Family Self-Sufficiency Progress Report Now Due

In February every FSS participant received a Family Self-Sufficiency Progress Report to be completed by you and returned to the Housing Authority no later than February 15. Because many of you did not return this report we have sent out reminder letters to you extending your time to return this paperwork to March 15. This report is Mandatory and failure to return this report will result in termination from Family Self-Sufficiency Program. We need to hear from you. Please complete and return your report today. Please note, if you are a brand new FSS participant who joined the program in February or March you are not required to complete this report.

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*Achieve to Succeed*



## The Challenge

*Let others lead small lives,*

*But not you.*

*Let others argue over small things,*

*But not you.*

*Let others leave their future*

*In someone else's hands,*

*But not you.*

*- Jim Rohn*

## How to build your Escrow Savings Account

Many FSS participants are not clear on how escrow is generated. Escrow is generated from **earned income**. Earned Income is money from wages from a job or self-employment. Escrow is not generated from **unearned** income such as TANF, child support, unemployment, disability, worker's compensation, social security, or any other non-wage income. Escrow is not the difference in the amount of rent paid nor is it a matching amount. Escrow is calculated based on earned income and the amount of rent you pay. However, escrow is not guaranteed. If your earnings are larger than the HUD income limit you will not be eligible for escrow.

**The best way** to earn escrow is to enter the FSS program while on still on TANF or as a low-wage earner and then to increase your earnings steadily and significantly over the 5-year term of the program.

Additionally, HUD requires that escrow is only deposited as long as the FSS participant is paying their portion of the rent. Non-payment of rent is not only a lease violation but also a violation of the FSS program and will decrease your escrow savings. Escrow is awarded to FSS participants upon successful completion of their Contract of Participation.

