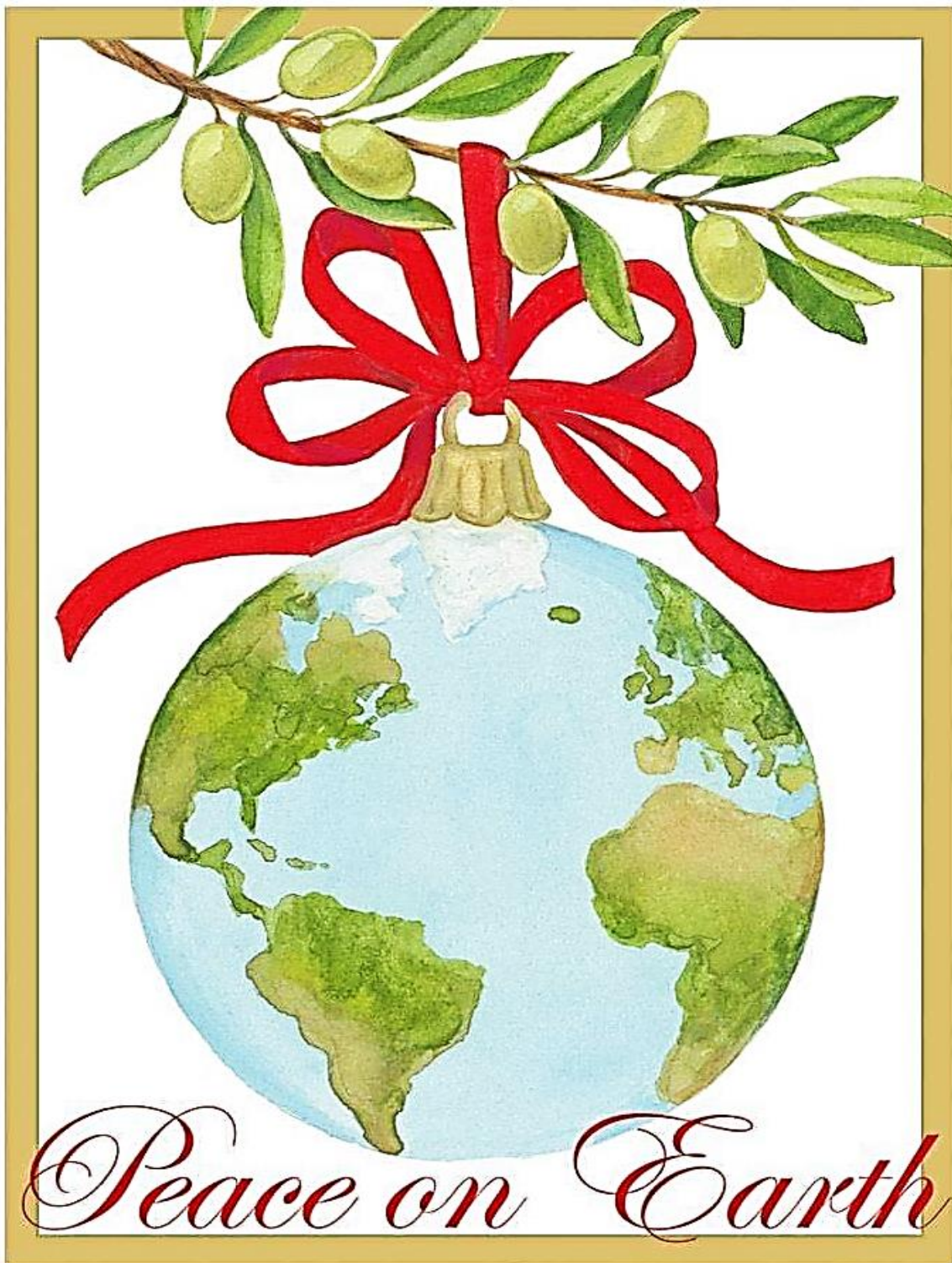


Buford Housing Authority
"The Interview"
December 2019, Newsletter



"Interview"

A newsletter for the Residents of the
Buford Housing Authority
Calendar of Events for December 2019

**LAST DAY TO PAY RENT IS
MONDAY, December 9, 2019.**



Buford Housing Authority

office will be closed

**Tuesday, December 24th
Wednesday, December 25th**

**for the Christmas holiday
And**

**Wednesday, January 1st
New Year's Day**

NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of **December on the 2nd, 3rd, 4th, 5th, & 6th** to replace furnace filters and to check the vent systems. Maintenance will be going into each room to check every vent. This is your NOTICE that Maintenance personnel will be coming into your apartment.

Please make sure your maintenance closet is not blocked with furniture or other personal belongings.

All is calm, all is bright...

December 21st

WINTER SOLSTICE

The shortest day

AND the longest
night of the year.



Buford Housing Authority Resident Association
would like to remind families who signed up for the

Children's Holiday Party

Saturday, December 14th from 12:00-4:00pm

**For resident children
who's family pre-registered**


**Housing Authority
Community Building
100A Circle View
Buford, GA 30518**

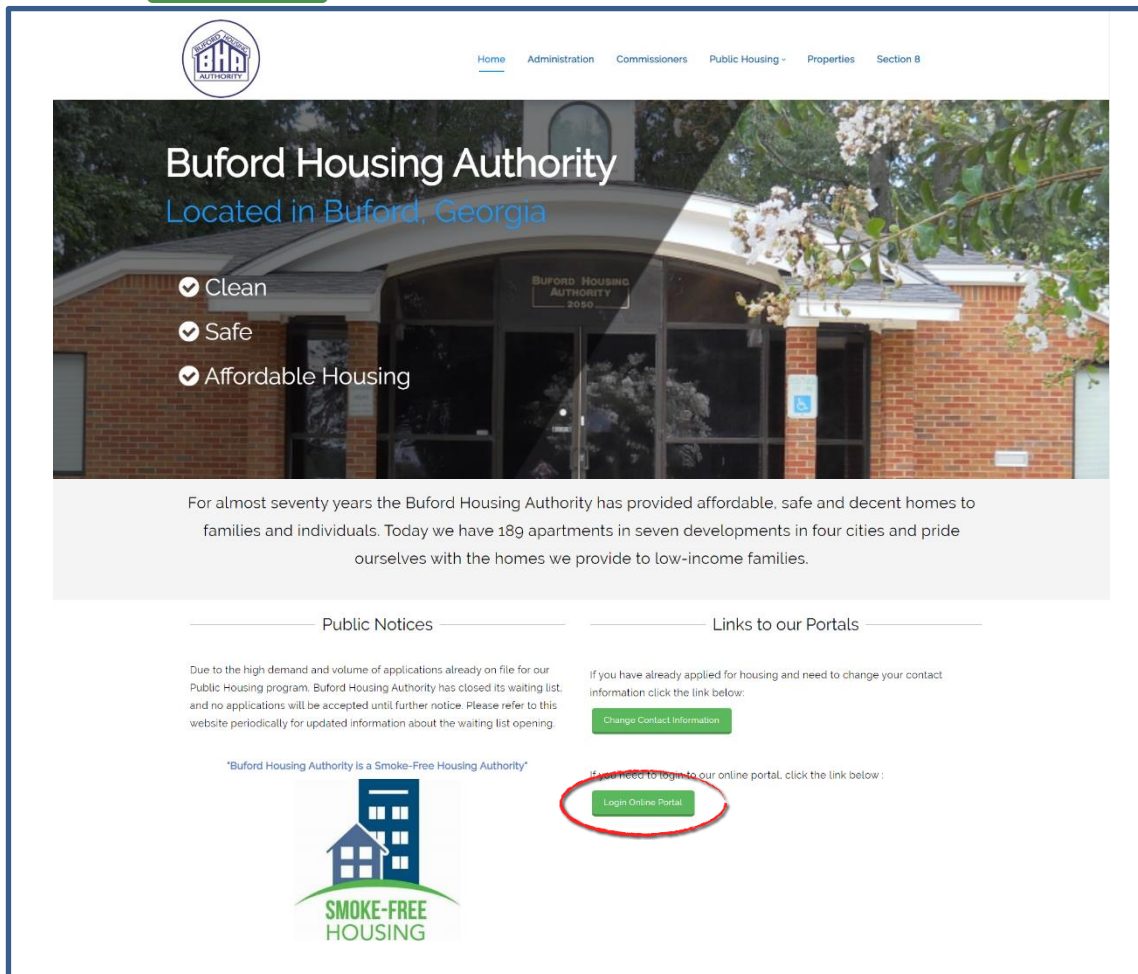
**Children must be
accompanied by a parent**

Buford Housing Residents Only

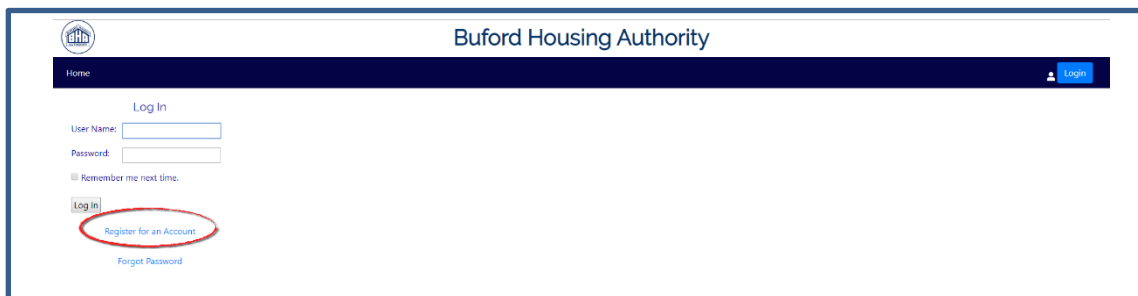


NEW MAILBOXES: New cluster mailboxes have been ordered for Circle View Drive and Trail View Drive in Buford as well as Reed Boulevard in Flowery Branch. We are expecting to install them in December. These new units feature an outgoing mail compartment as well as a parcel locker. The Parcel locker is a method for USPS to delivery packages. Dual, captive locking system allows USPS to deliver a package to the locker leaving the key in the tenant's mailbox. The package is retrieved by the tenant and key is retained securely in the lock for the Postal Service to retrieve and reuse for the next package delivery. Tenants on these streets will receive notices when the changes will take place and how they can get their new keys.

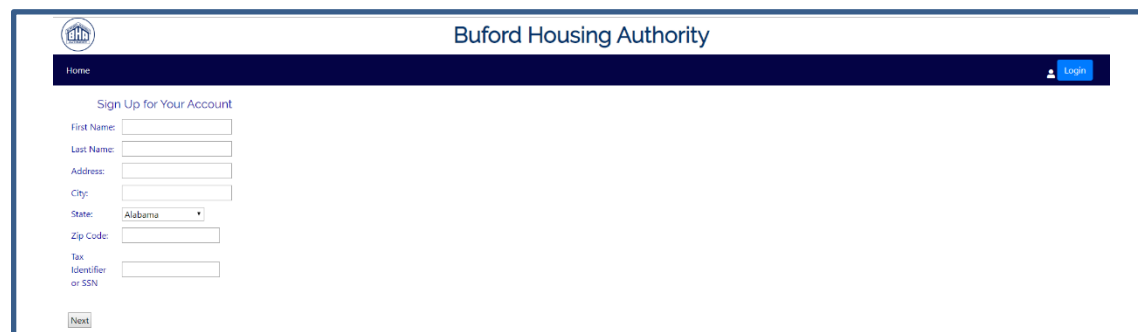
ONLINE PORTAL ACCOUNT AND PAYMENTS: To set up your online portal payments, go to our website www.bufordhousing.com. On the home page scroll down to the “Links to our Portals” Click on  to set up an account.



Then click on [Register for an Account](#)



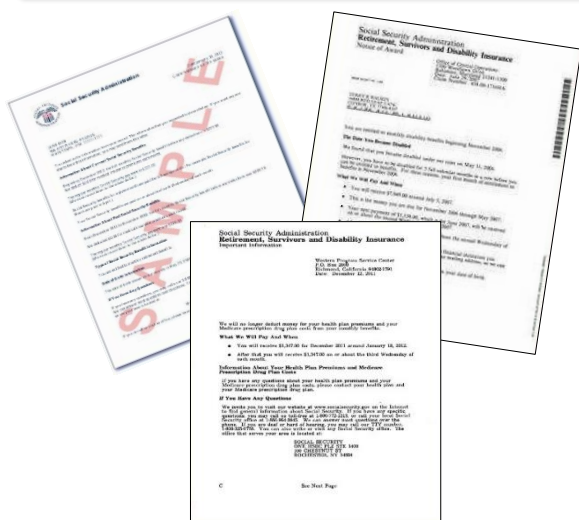
Next, continue the setup process by filling in the required information and continue clicking through to complete and finalize your account.





RECERTIFICATION: BHA is going paperless! For your recertification this year, you will sign all paperwork electronically. Because of this change it is crucial that you bring in ALL required documentation to your scheduled appointment in January. When you receive your letter in this month, there will be a check list of required items that you must bring to your recertification appointment. All adult tenants will also be expected to attend this appointment. If you fail to bring all the required documentation or if all adult family members are not in attendance to sign, you will be turned away and a new appointment will be scheduled.

Recertification is a required part of your lease. Failure to comply with recertification requirements will result in non-renewal of your lease and your lease will terminate April 1, 2020. Please call the office if you have questions.



SOCIAL SECURITY STATEMENTS: All tenants who receive Social Security and/or SSI will need to bring in their 2020 award letter(s) to their recertification appointment in January. This statement should have been mailed to you by the end of December 2019. If you have not received your statement by the end of the year, you can get one by visiting a local Social Security office or you can go online and print one off yourself. The website is www.ssa.gov. On this website you can check your statement(s), change your address, and manage your benefits all online.

MEDICAL DEDUCTIONS: Recertification will begin in January. Those tenants who have medical deductions need to contact their physicians, pharmacies, health care providers etc. and get PRINTOUTS of their 2019 out-of-pocket amounts paid. Please DO NOT BRING IN STACKS OF RECEIPTS or copies of checks written to physician groups as proof of medical expenses. Your medical providers can easily produce a printout of your 2019 history which is easier to decipher and is typically more accurate than a stack of receipts. Please call the office if you have questions.



FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER.

Karen Art Studio
1134 Main Street
Louisville, KY 40211
(502) 123-1234

My Bank
123 Bank Road

No. 1000
67-7890

6/17/2010

Pay To The Order Of John Smith \$ **959.79

Nine Hundred Fifty-Nine Dollars and 79/100

John Smith
1123 River Road
Louisville, KY 4011

Memo: PayCheck

SECURITY FEATURES INCLUDED: DETAILS ON BACK

000000 100000 12345678901234567890

Karen Art Studio 1134 Main Street Louisville, KY 40211 (502) 123-1234	Smith, John 1123 River Road Louisville, KY 4011	SSN 132-12-3123	Period Beginning 6/3/2010
		Gross Pay \$1,288.46	Period Ending 6/17/2010
		Net Pay \$959.79	Check Date 6/17/2010
		Filing Status M3	Check No 1000

Earnings	Hours/Rate	Amount	YTD Amt	Taxes/Deductions	Amount	YTD Amt
Salary		\$1,288.46	\$1,288.46	Fed Income Tax	\$104.23	\$104.23
Overtime	0/0	\$0.00	\$0.00	Social Security Tax	\$76.78	\$76.78
Bonus		\$0.00	\$0.00	Medicare Tax	\$17.96	\$17.96
Commissions		\$0.00	\$0.00	State Income Tax	\$64.70	\$64.70
Tips		\$0.00	\$0.00	Local Income Tax	\$0.00	\$0.00
Gross Pay		\$1,288.46	\$1,288.46	Health Insurance	\$15.00	\$15.00
				401K	\$50.00	\$50.00
				Net Pay	\$959.79	\$959.79

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				401K	\$50.00	\$50.00
				Net Pay	\$959.79	\$959.79

REPORTING INCOME: Buford Housing Authority would like to remind tenants that **ALL INCOME** (no matter the source, amount, or who earned it) **MUST BE REPORTED WITHIN 10 DAYS**. Sources of income include but are not limited to employment, Social Security, SSI, child support, TANF, babysitting, pensions, self-employment, yard sales, etc.

It is also required that tenants **report any CHANGES to their current income**. Examples would include hourly pay increase (RAISE) or a change in your Social Security or SSI amount. Paystubs and any income documentation can be faxed to 770-945-0216, emailed to: bufordhousing@bufordhousing.com or dropped in the drop box at the office.

Failure to report changes in income within 10 days of the change occurring can result in lease termination. Should you have any questions, please call the office.

DOWNLOAD FORMS FROM THE WEBSITE: If you go to our site www.bufordhousing.com you will already note that we have made it easier for you to get any forms you need to report income, Authorization of Release, Child Care and background consent forms, as well as a new tab for our monthly NEWSLETTER. If you go to the Public Housing Tab and select "Tenant Forms" you can now print off these form(s) directly to your home printer. We'll continue to update the site with additional forms for your convenience.



DON'T FORGET TO GET YOUR TEXT AND EMAIL ALERT FORM BACK TO OUR OFFICE!! We want to keep the lines of communication open with you!! Please make sure to complete your **TEXT AND EMAIL ALERT FORM** and turn it in to the front office if you have not already done so. If you don't have the form, we have made them available in our lobby. When you come in to make rent payments this month please make sure to complete one of these forms and turn it in.

FREEZE

WARNING

Inclement weather is coming.
You **MUST** follow community guidelines to ensure the safety of our property as well as your own.

- Let faucets drip
- Keep thermostat above 65°
- Open cabinet doors below sinks

DRIPPING FAUCETS: During periods of very cold weather when the temperature is expected to be below freezing, you are required to let the water in your kitchen sink, bathroom sink and bathtub drip or run a tiny stream of water. The Housing Authority pays for your water and this action should prevent your pipes from freezing. We also require that you leave kitchen and bathroom cabinet doors open. This will allow the warm air from the room to circulate and help prevent the pipes

from freezing. If your water pipes freeze, you will have no water until they thaw and there is nothing that Maintenance can do speed up the thawing of frozen water pipes in the walls.

From your lease:

4. UTILITIES

B. I agree to maintain heat to the apartment sufficient to prevent freezing of piped water. If for any reason, I am unable to maintain sufficient heat, I will immediately notify the Authority. During periods of very cold weather, I shall allow faucets in my kitchen and bathroom to drip or run slowly and I will open the cabinet doors under my sinks to allow heated air from my apartment to enter the cabinets as these actions may prevent the freezing of water in the pipes associated with my apartment. I will be charged for any damages resulting from my failure to maintain sufficient heat or to notify the Authority. I will take action to conserve energy including keeping lights off during the day and keeping windows closed during the winter. I will not permit anyone to use electricity, gas and/or water except for my family or housing authority staff. I agree not to utilize water for recreation purposes. I agree to report all minor water leaks to the Authority office within three (3) working days and will immediately report any major leaks.

2020 PHADA SCHOLARSHIP PROGRAM

Scholarships for high school seniors living in public or assisted housing at a PHADA member agency

Applications are available in the BHA office and must be completed and returned no later than January 6th, 2020. See Peggy Denson for details.



Three Scholarships Will Be Awarded

Stephen J. Bollinger Memorial Scholarship	\$7,000
Freedom & Civil Rights Scholarship*	\$5,000
Mutual of America Life Insurance Company Scholarship	\$5,000

PHADA'S SCHOLARSHIP PROGRAM

In order to encourage academic excellence and community responsibility among high school students, PHADA has implemented a scholarship program for graduating seniors who are preparing to enter college. PHADA will award three (3) scholarships to deserving youth currently residing in a PHADA member agency.



CODE OF CONDUCT: When you signed your lease, you agreed to abide by the Authority's Code of Conduct.

What is a Code of Conduct?

A code of conduct is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for, an individual.

It would be a good idea to review BHA's CODE OF CONDUCT from your lease.

20. CODE OF CONDUCT

- A. I agree to conduct myself and cause others who are on the premises with my consent to conduct themselves in a manner that will not disturb my neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the neighborhood in a decent, safe and sanitary condition.
- B. I agree that I will not allow any person or guest in the dwelling unit or on the premises leased by me to partake in any illegal activity.
- C. I agree to report to the local officials, and then to the authority all illegal activity or activities known to or observed by me occurring in the common areas of the Authority's premises or my dwelling unit, or in any other dwelling unit of the Authority's property, as soon as I become aware of such activity.
- D. I agree not to use loud, profane, abusive, or threatening language when speaking to, or in the presence of, Housing Authority staff.
- E. I agree not to allow any individual that has been barred or banned from the Authority's property or evicted from an Authority dwelling unit for cause other than non-payment, to be on any property for which I have responsibility.
- F. I agree that any repeated violations of this Code of Conduct section will be considered serious violations of the terms and conditions of this Lease.

Examples of violations of the CODE OF CONDUCT:

Doing anything that disturbs the peace of the neighborhood. **NOISE** (especially after dark), noisy pets, music, or guests, not cleaning up after your pet, trash in your yard or parking space, children causing disturbances, improper driving, smoking, disruptive guests, etc.

Have you or anyone in your household witnessed or are you aware of any illegal activity occurring on the Authority premises? **Did you know you are required to report to the local officials, and then to the Authority all illegal activity, as soon as you become aware of such activity on the Authority property?**

Working together, we can keep our neighborhoods in a decent, safe and sanitary condition.

United States[®] Census 2020

CENSUS 101

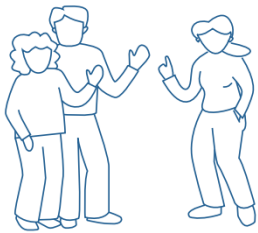
What is a census and why is it important?

Once a decade, America comes together to count every resident in the United States, creating national awareness of the importance of the census and its valuable statistics. The decennial census was first taken in 1790, as mandated by the **Constitution**. It counts our population and households, providing the basis for **reapportioning**

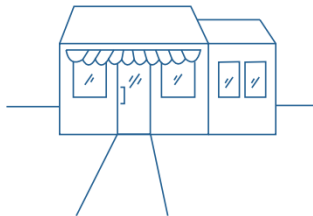
congressional seats, redistricting, and distributing more than \$675 billion in federal funds annually to support states, counties and communities' vital programs — impacting housing, education, transportation, employment, health care and public policy.

HOW THE CENSUS BENEFITS YOUR COMMUNITY

Federal funds, grants and support to states, counties and communities are based on population totals and breakdowns by sex, age, race and other factors. Your community benefits the most when the census counts everyone. People in your community use census data in all kinds of ways, such as these:

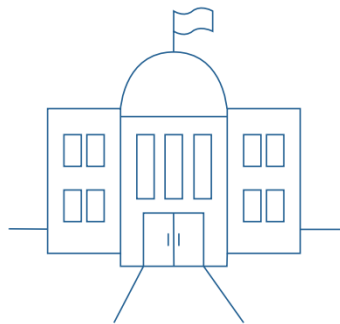


Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.



Businesses use Census Bureau data to decide where to build factories, offices and stores, and these create jobs.

Local government officials use the census to ensure public safety and plan new schools and hospitals.



Real estate developers and city planners use the census to plan new homes and improve neighborhoods.



The **next census** is coming in 2020. Counting an increasingly diverse and growing population is a massive undertaking. It requires years of planning and the support of thousands of people.

Ultimately, the success of the census depends on everyone's participation. The Census Bureau depends on cross-sector collaborations with organizations and individuals to get people to participate.

The 2020 Census is important for you and your community, and you can help.

FOR MORE INFORMATION VISIT THE 2020 CENSUS WEBSITE
www.2020Census.gov



WINNETT COUNTY
PUBLIC LIBRARY

BUFORD-SUGAR HILL BRANCH
2100 Buford Highway, Buford, GA 30518

Buford – Sugar Hill Library

2100 Buford Highway, Buford, GA 30518 ♦ 770-978-5154 ♦ gwinnettpl.org

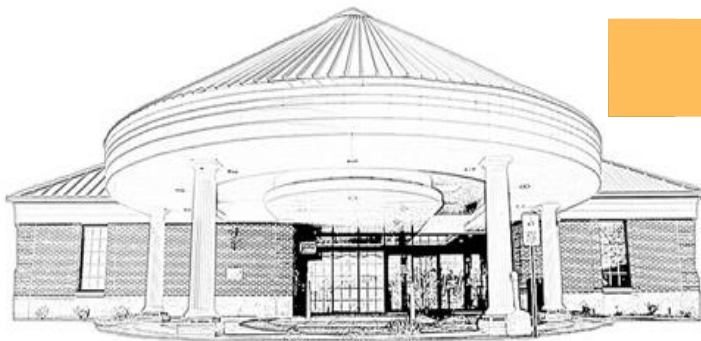


LEARN

STEAM Squad
Monday, December 2 @ 4:00 pm
This month we will investigate reindeer physics and funky crystal science.

GROW

Bilingual Book Launch
December 14 @ 10:30 am
Meet the author of
Sofia & Vivi: Big sister,
a new bilingual English/Spanish
children's book.



CONNECT

You're invited
to the
30th Anniversary
of the
Buford-Sugar Hill Library

on December 5th
from 3 pm to 5 pm