



Scott County  
Community Development Agency

323 South Naumkeag Street  
Shakopee, MN 55379-1652

Phone: 952.402.9022  
Fax: 952.496.2852

December 1, 2011



Dear Public Housing Residents,

I wanted to write to inform you of a few policy changes that will be effective on January 1, 2012. Melissa will be reviewing these changes with you during your annual recertification appointment.

**Definition of guest**

A household member is defined as a person who cannot verify a permanent address elsewhere. A guest is defined as a person who can verify a permanent address elsewhere. A resident family must notify the PHA when overnight guests will be staying in the unit for more than 3 consecutive days. A guest can remain in the unit no longer than 14 calendar days per 12 month period.

Guests who represent the unit address as their residence address for receipt of benefits or other purposes will be considered unauthorized occupants. In addition, guests who remain in the unit beyond the allowable time limit will be considered unauthorized occupants, and their presence constitutes violation of the lease.

**Walk-ins**

To make sure that Melissa is available to meet with you, it is important that you have an appointment. If you walk into the office without an appointment you will be asked to leave a note.

**Limited English Proficiency (LEP) survey**

In order for the CDA to determine the number of households that may be in need of language services (interpretation and/or translation) **please complete the enclosed Language Questionnaire and return it to the CDA office by December 16th.**

**Public Housing Property on 2nd Avenue**

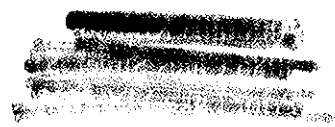
Please review the enclosed letter regarding the change we are proposing to HUD for this unit. **Please put any comments in writing to my attention by December 30, 2011.**

**Public Housing staff contact info**

If you call the CDA office and get a recording you can press the extension number of the person you are calling for to reach them. You are also able to contact staff members by email.

Melissa, Housing Specialist, ext. 214, mhanson@scottcda.org

Julie, Housing Director, ext. 225, jsiegert@scottcda.org



Respectfully,

Julie S.  
Housing Director

This is important housing information. If you do not understand it, have someone translate it for you now.
Información importante acerca de las viviendas. Si usted no lo comprende, pida a alguien que le traduzca ahora.
Qhov no yog lus tseem ceeb heev qhia txog tsev nyob. Yog tias koj tsis tau taub thov hais rau lwm tus pab txhais rau koj.
Это важная информация о жилплощади. Если Вы её не понимаете, попросите кого-нибудь сейчас перевести её Вам.
Kani waa warbixin muhiim ah ee ku saabsan guriyaha. Haddii aadan fahamsaneyn waa in aad heshaa hadeertaan qof kuu tarjuma