

Housing Authority of the City of Superior, Wisconsin
1219 North Eighth Street
P.O. BOX 458
SUPERIOR, WI 54880
Phone: 715-394-6601 Fax: 715-394-3512 WIRELAY: 7-1-1



*"Meeting the community's
need for affordable, safe,
quality housing."*

December 20, 2022

Dear Applicant,

Effective January 1, 2023, the Superior Housing Authority (SHA) has updated our policy on determining which bedroom size a family may be eligible for. The following change may affect your placement on the Public Housing waiting list.

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Adults of different generations, persons of the opposite sex (other than spouses, or persons in a spousal relationship), and unrelated adults will not be required to share a bedroom.

Separate bedrooms should be allocated for all persons (other than adults who have a spousal relationship).

In determining bedroom size, the Superior Housing Authority will consider the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children currently under court ordered joint custody decree or court ordered visitation, children who are temporarily away at school, or children who are temporarily in foster care.

For court ordered custody and visitation where the child(ren) are not in the household full time, the family will be allocated one bedroom per two children.

Exceptions to normal bedroom size standards include the following:

- A. A family may request a smaller size. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for two years or until the family size changes, whichever may occur first.
- B. A family may request a larger unit size. SHA will verify the need for a larger unit size is based on a disability.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30 calendar day notice before being required to move.

To comply with the new policy, SHA will place your name on the waitlist using all bedroom sizes you are eligible for, based on the information you provided on your application. When your name comes to the top of a specific size list you will be asked if you are interested in the unit size currently available. If you reject that unit size, your name will be removed from that specific list, but you will remain on the other sizes until a unit becomes available.

Also, if you have a court ordered custody agreement with visitations of a minor child or children, and would like to request an additional bedroom for those purposes, please provide a copy of the court order and SHA will take that into consideration when determining bedroom size.

As a reminder, this is an informational letter and your name is still on the waiting list. At this moment, there are still no available units. If you have any changes to make to your application, please do so in writing. If you have any questions, please contact me at the number below.

Sincerely,

Jenn Higgins
Intake Specialist
715-718-8161
jenn@superiorhousing.org

