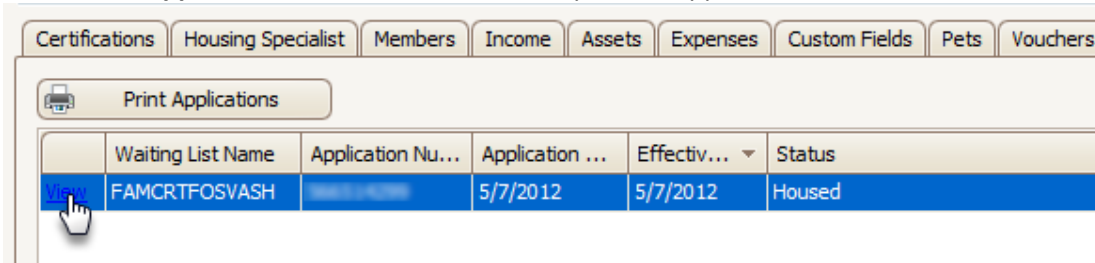


Issuing a Voucher for a Household Who Already Holds an Existing Leased Voucher

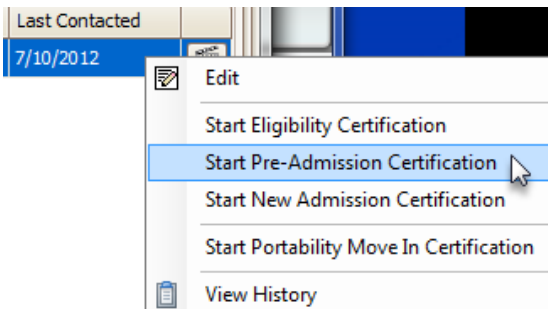
WinTen 2+ now allows households to have a leased voucher in addition to an Issued Voucher. To issue a voucher for a household that already has a leased voucher:

Note: The tenant must be on the waiting list of the program/project type that you want to issue a voucher for (i.e. the tenant holds a VASH voucher and wants to issue an HCV regular voucher).

1. From the **Home** tab, type “household” in the Search bar. Click on the **Household Search** link to the open the **Household Search**.
2. Search for the head of household that you wish to issue a new voucher. Click the **View** link to the open the **Household** record screen.
3. Click on the **Applications** tab and click **View** to open the Application for the leased voucher.



4. Click on the little **Actions** button at end of row and select either **Pre-admission** or **New Admission**. *Note: Consult your housing authority’s policies on issuing a new voucher to a tenant currently housed on a leased voucher.*



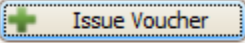
5. Complete the **Certification Wizard**. After completing the **Certification Wizard**, the **Certification** will open.
6. Expand the panel for the **Voucher Information**. You will see the existing voucher, and the **Status** will show as **Leased**.



7. Click the **Issue Voucher** button to open the **Issue Voucher Wizard**.
8. Select the appropriate program type and then the project. Click **Next**.
9. Enter dates for **Date Issued** and **Expiration Date**, then click **Next**. Confirm the information you’ve entered and click **Next**.

10. After the Issue Voucher Wizard is completed, the **Voucher Information** panel on the Certification details screen will reflect the voucher you just activated. The **Status** for this new voucher is **Issued**.

5a. Section 8 Voucher Information



Active Voucher

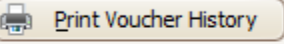
Voucher Number 4758-0000-000 **Status** Issued

Project 4758 - SECT 8 VOUCHER (440274000000) **Bedroom Size** 1

Effective Date 4/1/2014 **Date Issued** 4/1/2014 **Expiration Date** 4/1/2015

11. Click on the **Household** tab for this tenant and navigate to the **Vouchers** tab to view the Voucher history for this tenant.

Voucher History



Project Value	Voucher Number	Bedroom ...	Date Issued	Expiration Date	Action
4758 - SECT 8 VOUCHER (440274000000)	4758-0000-000	1	4/1/2014	4/1/2015	Issued
VASH (440274000000)	4752011	1	6/6/2012	8/7/2012	Leased

Note: You will have to terminate the contract on the leased voucher before you can finalize the New Admission for the new voucher.

If you issue a voucher for a new program type, you must conduct an End of Participation for the old program prior to finalizing the new admission for the new program type.