

Applicant Screening and Eligibility Information for the State-aided Public Housing Program in CHAMP

Below is an overview of the eligibility criteria, screening process, and expected timeframes.

Screening Process

Once your application is selected from the waiting list, a supplemental application will be emailed and/or mailed. Please make sure your mailing address and email are always up to date to avoid delays.

Applicants are given ten (10) business days to respond to the supplemental application. After the 10-day period, an additional screening packet with a CORI form and intake questionnaire, is emailed to all applicants who have completed the supplemental application.

If you meet all eligibility requirements, your application will be referred to the Property Manager, and an offer letter will be mailed to you. The Property Manager will also contact you by phone to schedule a tour of the available unit. Once you have viewed the unit and received the Offer Letter, you must accept the offer within ten (10) business days from the date of the letter, or your application will be removed from the waiting list.

Eligibility Requirements

To qualify for housing under our programs, the head of household must be at least 18 years old or an emancipated minor.

All applicants must meet the following requirements:

- **Income limit:** To be income eligible for state-aided public housing, your household's gross income must be at or under 80% of the Area Median Income. See income limits above.
- **Assets:** All household assets are reviewed to determine eligibility.
- **Household Information:** All household information is reviewed to determine eligibility and that the requested unit size is appropriate for the family under Massachusetts's State Regulations.
- **Landlord History:** Three (3) year landlord history verified for all household members age 18 and older.
- **Criminal History:** Verified for all household members aged 18 and older.
- **Sex Offender Registry:** Checked for all household members age 14 and older.
- **Full-Time Students:** If applicable, all full-time students 18+ are required to provide proof of enrollment. An official letter from the school confirming full-time student status must be submitted as part of the screening process.
- **Verification of Homeless Priority and Preferences:** If applicable, any preferences (e.g., Local preference, Veteran preference) must be verified through supporting documentation.

Homeless priorities are screened prior to the eligibility screening by ASG and reviewed during the eligibility screening. See table of Priorities 1-4c Homeless Applicant descriptions below

1-Homeless Applicant Displaced by Natural Forces	2-Homeless Applicant Displaced by Public Action (Sanitary Code Violations)	3-Homeless Applicant Displaced by Public Action (Urban Renewal)	4a-Homeless Applicant Displaced by Court Ordered Eviction	4b-Homeless Applicant Displaced by Severe Medical Emergency	4c-Homeless Applicant Displaced by Abusive Situation
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If you have questions about your priority, please contact ASG:

Phone- (978) 935-4900

Email- CSquestions@discoverasg.org

Important Note: Not all screenings lead to a housing offer. For each available apartment, several applicants are screened at the same time to help us fill units quickly. Because some applicants may not respond or refuse offers, we select multiple people to keep the process moving and avoid long vacancies.

Timeline

While processing times may vary, it generally takes 2–4 weeks to complete the eligibility review and referral process once your screening packet is received.

Please note that most delays occur when applicants:

- Do not respond to the supplemental application within the 10-day timeframe
- Do not carefully complete the screening packet and intake questionnaire — for example, leaving information blank, missing signatures or dates, or providing incomplete responses
- Do not submit their most up-to-date income and asset verification documents

Submitting all required information accurately and on time helps ensure a faster review process and timely unit offer.