



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY DIRECTIVE #08-32-ELI

(This Policy Directive Replaces PD #07-28-ELI and PB #07-139-OPE)

ADVANTAGE RENTAL ASSISTANCE PROGRAMS FOR SHELTER RESIDENTS

Date: September 2, 2008	Subtopic(s): Public Assistance
AUDIENCE	The instructions in this policy directive are for Riverview Job Center (37), Riverview Annex Job Center (18), Inwood Job Center (26) and Office of Central Processing (OCP) staff and serve as information for all others.
REVISIONS TO THE PREVIOUS DIRECTIVE	This policy directive has been revised to inform workers of the following: • New Cash Assistance (CA) Opening Code Y18 (Work Advantage One-Shot Deal) is to be used instead of Y19 (Case Accepted for Emergencies Other than Shelter or Utility Arrears) for one-shot deal Work Advantage cases. • The process to change the Shelter Code is a two-day action not a one-day action. • Work Advantage cases in Single Issuance (SI) status (closed Housing Stability Plus [HSP] cases) can now be closed using Closing Codes E30 (Excess Earned Income [No Transitional Medical Assistance]) or E35 (Excess Unearned Income) instead of Y95 (Case Closed After Being Accepted for Emergency Assistance [Manual Notice]). • Attachment F has been updated with new income criteria. • Inwood Job Center has been included as an eligible Center to process Short-term Assistance Advantage cases. • DHS will now pay a broker's fee of 15 percent of the annual rent instead of one month's rent for Advantage programs only. • Management Information Systems (MIS) sends DHS a list each month of HSP households with earned income and DHS will determine eligibility for the Work Advantage program instead of staff at the Riverview Annex Job Center.

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

Distribution: X

- The note referencing proration budgeting rules was deleted because there is no longer SSI proration.
- The attached DHS/Shelter Facility Referral Form (**W-145G**) has been updated to reflect the new format and the reference to CA Opening Code **Y19** has been replaced with a reference to CA Opening Code **Y18**.
- The time limit for HSP cases to convert to Work Advantage has been extended to October 31, 2008. As a result the attached Form **EXP-84A** has been revised.
- PB #07-108-OPE (Special Mailing to Housing Stability Plus Households) has been obsoleted.

POLICY

The Human Resources Administration (HRA) provides rent supplements and case management to help families maintain permanent housing.

BACKGROUND

The following programs coordinated between HRA and the Department of Homeless Services (DHS) provide selected shelter residents as well as former shelter residents who obtained permanent housing through the (HSP) program with rental assistance to secure and establish permanent housing:

Cases must be in Active (AC) or Single Issuance (SI) status.

- Work Advantage
- Children Advantage
- Fixed Income Advantage
- Short-term Assistance Advantage

Work Advantage

The Work Advantage program is open to:

HRA's Office of Domestic Violence and Emergency Intervention Services will provide separate instructions to its staff concerning Domestic Violence shelter residents.

Revised

- households with children residing in a DHS-funded or DHS-operated shelter/hotel for a minimum of 90 days or an HRA-operated domestic violence shelter for a minimum of 42 days
- adult households (couples) without minor children residing in shelter for a minimum of 90 days
- single adults residing in a shelter for a minimum of 180 days
- HSP households with earned income budgeted on their case (if the HSP case was closed after July 20, 2007, and the household is otherwise eligible, a Work Advantage one-shot deal case can be established).

To be eligible for the Work Advantage program, the household must currently:

- have an active (AC or SI) Cash Assistance (CA) case with no case member under sanction at the time of entry into the program
- have a case member who is working at least 20 hours weekly at or above the State minimum wage (**Note:** Domestic violence shelter residents are exempt from this work requirement.)
- be at or below 150% of the Federal Poverty Level

The Work Advantage program initially offers:

- up to one year of rent issued directly to the landlord, granted as follows:

Revised

DHS will not pay the participant's portion of the rent with the second and third full months' advance rent payments.

- a prorated share of the initial month's rent (if applicable) plus the first three full months rent in advance
- the remaining nine months' rent will be held in escrow to be paid monthly (rent to the landlord is guaranteed even if the case closes or the household is noncompliant)

DHS will not pay more than twelve months of rent unless the household qualifies for a second year of eligibility.

Note: DHS will inform HRA's Management Information Systems (MIS) of the amount of money to be held in the escrow account.

Revised

- a one-month security deposit
- a broker's fee for an amount equal to 15 percent of the annual rent (if applicable)
- a furniture allowance, if necessary
- moving fees

Participants in the Work Advantage program will be required to:

- contribute \$50 each month towards rent; and
- save in an established savings account an amount equal to at least 10% (up to 20%) of his/her monthly rent.

The participant's \$50 rent contribution and savings (up to 20% of his/her rent) will be matched and given to the participant when he/she successfully completes the program.

Note: The savings match is exempt from the CA resource limit as the supplement was approved under a Social Services Law (SSL) Part 311 waiver.

After one year, qualified households may be eligible for a second year of participation in the Work Advantage program. DHS will make the determination of continued eligibility.

Children Advantage and Fixed Income Advantage

There is no work or income requirement for the Children Advantage program. There is no work requirement for the Fixed Income Advantage program.

The Children Advantage program is open to households that have open involvement with the Administration for Children's Services (ACS). The Fixed Income Advantage program is open to households with a Supplemental Security Income (SSI)/Social Security Disability (SSD) or other Federally recognized programs for disabled household members. Both programs require the household to currently be:

- residing in a DHS-funded or DHS-operated shelter/hotel for a minimum of 60 days or an HRA-operated domestic violence shelter for a minimum of 42 days
- receiving CA benefits with no case member in sanction status at the time of entry into the program

These households will be eligible to apply for Section 8 priority processing.

The Children Advantage and Fixed Income Advantage programs offer:

- up to one year of rent issued directly to the landlord, granted as follows:

Revised

Participants in the Children Advantage and Fixed Income Advantage programs are not required to contribute money towards rent or save money in a savings account.

- a prorated share of the initial partial month's rent (if applicable) plus the first three full months rent in advance
- the remaining nine months' rent will be held in escrow to be paid monthly (rent to the landlord is guaranteed even if the case closes or the household is noncompliant)

Note: DHS will inform HRA's MIS of the amount of money to be held in the escrow account. DHS will not pay more than 12 months rent unless the household qualifies for a second year of eligibility

Revised

- a one-month security deposit
- a broker's fee for an amount equal to 15 percent of the annual rent (if applicable)
- a furniture allowance, if necessary
- moving fees
- Section 8 application priority processing

Note: If the Section 8 application is approved while the household is participating in the rental assistance program, the Section 8 housing voucher will be applied toward the household's rent and the Children Advantage/Fixed Income Advantage rental payments will no longer be made.

Notices of Eligibility

At the time of the mailing to the HSP households, the case status was either active or sanctioned.

The following notices of eligibility have been mailed by DHS to qualified families residing in DHS shelters and active or sanctioned HSP families:

- Work Advantage Program Notice (see **Attachment A**)
- Children Advantage Program Notice (see **Attachment B**)
- Fixed Income Advantage Program Notice (see **Attachment C**)
- Work Advantage Letter to Eligible HSP Households (see **Attachment D**)
- Work Advantage Letter to HSP Households (see **Attachment E**)
- Form **EXP-84A** is sent to closed HSP cases.

Revised

Attachments A, B and C indicate the maximum monthly rent for which the family is eligible. Similar notices have been developed by the Office of Domestic Violence and have been mailed to qualified families residing in HRA-operated domestic violence shelters. The open enrollment period for these programs began on April 23, 2007.

To inform current HSP participants of the opportunity to leave the HSP program and receive housing assistance through the Work Advantage program, DHS is sending out two separate letters. One letter (**Attachment A**) will go to HSP households that currently meet the Work Advantage criteria. The other letter (**Attachment B**) will go to all other active HSP households, including those households that lost the HSP supplement due to a sanction.

Included in the mailings will be a document (**Attachment C**) with answers to frequently asked questions (FAQs) regarding the conversion from HSP to Work Advantage. The letters in the mailing advise participants to call a special telephone bank at (212) 331-4200 if they have any questions.

The telephone bank will be operated by specially trained staff members. If a participant contacts his/her JOS/Worker with questions concerning the mailing, the JOS/Worker should instruct him/her to contact the telephone bank at (212) 331-4200.

If a participant receives **Attachment D** or **E**, and has any questions regarding the letter, staff should instruct him/her to call the FIA's Work Advantage Call Center at (212) 331-4200 as listed on the notice.

Short-term Assistance Advantage

The Short-term Assistance Advantage program is available only at the Riverview and Inwood Job Centers.

The Short-term Assistance Advantage program is open to employed shelter residents who have been in shelter a minimum of 60 days with income between 150% and 200% of the Federal Poverty Level (see [**Attachment F**] for income guidelines). To qualify for the program, families must have an active CA case in SI status with a \$0.00 budget.

The Short-term Assistance Advantage program offers:

Revised

- four months of advance rent
- a one-month security deposit
- a broker's fee, if applicable, for an amount equal to 15 percent of the annual rent
- a furniture allowance, if necessary
- moving fees

REQUIRED ACTION

Special Processing of Single and Adult Childless Couple Cases for the Fixed Income and Work Advantage Programs

A special process has been developed to allow working single and adult childless couples who are shelter residents to obtain an active CA status for those who would otherwise be ineligible for CA due to excessive income. Through this process, these households will be able to meet the active CA status requirement of the Work Advantage and Fixed Income Advantage programs.

Note: Most families in shelters with children are eligible for CA without a special process because their in-shelter CA housing needs equal the actual cost of shelter, which generally far exceeds the typical CA shelter allowance.

Working single and adult childless couples who are shelter residents (with relatively low shelter costs) will be referred by DHS to apply for CA at the Riverview or Inwood Job Center via the DHS/Shelter Facility Referral Form (**W-145G**). Form **W-145G** will indicate which program the household is being referred to. Riverview or Inwood Job Center staff will process these CA applications as follows:

Revised

- After registering the case, enter the caseload in element **021** of the Turn-Around Document (TAD) as follows:
 - **00150** (Work Advantage)
 - **00160** (Fixed Income Advantage)

Note: The Paperless Office System (POS) will automatically assign a caseload based on the Worker ID. The JOS/Worker must manually change the caseload to **00150** or **00160**.

- Do not initiate an Employability Plan.

These cases are processed by the Riverview or Inwood Job Center.

Revised

Use standard income guidelines when processing Fixed Income Advantage cases.

Special Instructions for Fixed Income Advantage Cases

For Fixed Income Advantage cases, Riverview and Inwood Job Center staff must use CA Opening Code **Y18** and process as a one-shot deal. Issue Form [LDSS-4013A NYC](#) and indicate on the notice that the household has been accepted into the Fixed Income Advantage program but no CA benefits will be generated. The To Date must be six months from the Date of File.

Special Instructions for Work Advantage Cases Where the Household Would Not Ordinarily Be Eligible for CA

These cases are processed and opened this way for administrative reasons.

- Refer the applicant to the Bureau of Eligibility Verification (BEV) and Automated Finger Imaging System (AFIS), per current procedure. Indicate on the referral to BEV that it is a Work Advantage case.

Note: Work Advantage cases are subject to the 150% maximum of the Federal Poverty Level for CA eligibility. BEV and Riverview Job Center Workers will use the enhanced income guidelines when determining CA eligibility (see Work Advantage and Short-Term Advantage Income Criteria [**Attachment F**]).

- If the household complies with the application process:
 - Activate the case and issue the Action Taken on Your Application: Part A: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (NYC) Form (**LDSS-4013A NYC**) and Action Taken on Your Application: Part B: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (NYC) Form (**LDSS-4013B NYC**). Indicate in the Cash Assistance section of the notice that the household has been accepted into the Work Advantage program but no CA benefits will be generated.

- Calculate and save a new budget as follows:

Enter **37** (Grant Diversion) as the Income Source Code on the **NSBL06** screen of the budget, along with other required information. This will prevent a recurring CA grant from being generated on a Work Advantage case.

Note: For unmarried adult childless couples, use two suffixes and enter an Income Source Code of **37** only for the individual with the employment income.

The unmarried adult childless couple case may be set up with just one suffix if the couple agrees to live as one household. This arrangement may be granted at the couple's request; the couple is not required to do so.

Special Processing of Closed HSP Cases for Work Advantage

These cases are processed by the Riverview Annex Job Center.

A special process has been created to allow HSP cases that were closed after July 20, 2007 (who would otherwise be ineligible for CA due to excessive income), to obtain an active CA status. Through this process, these households will be able to meet the active CA status requirement of the Work Advantage program.

New

On a monthly basis, MIS determines which HSP cases that closed as a result of employment, are eligible for Work Advantage. MIS will mail the **EXP-84A** to these closed HSP H/Hs informing them of their eligibility for the program approximately 30 days after the closing date. The form instructs these individuals to bring it along with recent pay stubs to a designated Job Center where a special Single Issuance (SI) status will be established that will allow the individual to receive a Work Advantage eligibility letter (**Attachment D**).

If a participant receives **Attachment D**, and has any questions regarding the letter, staff should instruct him/her to call the FIA's Work Advantage Call Center at (212) 331-4200 as listed on the notice.

Riverview Annex Job Center staff will process these CA applications as follows:

Closed HSP cases are processed and re-opened this way for administrative reasons.

- After registering the case, enter **00100** as the caseload in element **021** of the TAD.

Note: POS will automatically assign a caseload based on the Worker ID. The JOS/Worker must manually change the caseload to **00100**.

- Do not initiate an Employability Plan.
- Check WMS to determine the case closing date. If the case was closed within the last 60 days, do not send the case to the Bureau of Eligibility Verification (BEV). Otherwise, send the case to BEV per current procedure and indicate on the referral that it is a Work Advantage case.
- Check WMS to determine if an Automated Finger Imaging System (AFIS) record is currently on file. If not, refer the applicant and all adult H/H members (if applicable) for finger-imaging per current procedure.
- Determine if the household meets the 150% maximum of the Federal Poverty Level for CA eligibility as per **Attachment F**.
- If the household complies with the application process and meets the enhanced income guidelines, use CA Opening Code **Y18** and process as a one-shot deal. Issue Form **LDSS-4013A NYC** and indicate on the notice that the household has been accepted into the Work Advantage program but no CA benefits will be generated. The To Date must be six months from the Date of File.
- If the household does not meet the enhanced income guidelines, deny the case per current procedure. Issue Form **LDSS-4013A NYC** and indicate on the notice that the household's income exceeds 150% of the Federal Poverty Level.

Revised

Do not use Form **W-145HH** in this instance

Revised

Note: For active cases, on a monthly basis, MIS sends DHS a list of newly employed HSP households which DHS uses to determine newly eligible Work Advantage households to which DHS will send the Work Advantage Program Letter to eligible HSP households (see **Attachment E**).

Work Advantage/Fixed Income Advantage Program Approval Letter

Once the Work Advantage or Fixed Income Advantage case is in AC (Accepted)/SI status, DHS will give the household a Work Advantage or Fixed Income Advantage program approval letter so that the household can begin its housing search. Cases in this special AC or SI status will remain in such status for up to six months.

OCP Handling of Work Advantage and Children Advantage Cases

DHS will send a packet to OCP for each household that has obtained permanent housing through the Work Advantage, Children Advantage and Fixed Income Advantage programs. OCP will perform the following actions for these cases:

Day 1:

Revised

- Update the case address based on the lease documentation found in the packet
- Transfer the case to the Riverview Annex or Inwood Job Center (if the case is not already assigned to this Center)

Day 2:

For Work Advantage cases in AC status:

Revised

For unmarried adult childless couple cases, enter the monthly rent amount of \$50 in the FS shelter field. Calculate the budget for each suffix in the case.

- Calculate and save a new budget as follows:
 - Change the Shelter Type to **01** (Unfurnished Apartment or Room)
 - Enter the monthly rent amount of \$50 in the **FS Shelter** field of the budget.
 - If the case has all of the following characteristics —
 - an Income Source Code of **37** (Grant Diversion);
 - consists of a single adult or an adult childless couple;
 - the participant(s) is/are not engaged in the Parks Opportunity Program (caseload must not be **444** [Parks Opportunity Program]; caseload must be **00150** [Work Advantage] or **00160** [Fixed Income Advantage]);

—Then change the Income Source Code from **37** to **01** (Employment). This allows the income to budget according to current procedure without attempting to divert the CA grant.

Note: All income must be reported and budgeted properly. If the income is not already on the budget, send the case to the Inwood or Riverview Job Center for processing.

- If the new budget indicates the household is ineligible for CA, initiate a closing of the case/suffix using one of the following closing codes:
 - **E30** (Excess Earned Income [No Transitional Medical Assistance]) for Safety Net Assistance (SNA) cases, or
 - **E31** (Increased Employment Earnings [Transitional Medical Assistance Eligible]) for Family Assistance (FA) cases.

Work Advantage cases in SI status (closed HSP cases):

Revised

- Since these cases are being processed as a one-shot deal, close the case using CA closing codes **E30** or **E35** (Excess Unearned Income) as appropriate. Indicate on the notice that the Work Advantage case has been processed and future rent payments will be made directly to the landlord.

For Fixed Income Advantage and Children Advantage cases:

- Calculate and save a new budget
- Enter the monthly rent amount of \$0.00 in both the **FS Shelter** and **PA shelter** fields of the budget

Note: All income must be reported and budgeted properly. If the income is not already on the budget, send the case to the Riverview Job Center for processing.

If the new budget indicates the household is ineligible for CA, initiate a closing of the case/suffix using one of the following closing codes:

In some instances, **E30** or **E31** may be the appropriate code to close the Children Advantage case.

- **E34** (Excess Income – Receipt of SSI), or
- **E35** (Excess Unearned Income [No TMA]) – use this code when the Fixed Income Advantage case is being closed due to SSD income or to close a Children Advantage case.

For all cases:

- If the new budget indicates the case should remain eligible for CA:
 - Once the budget is in clock-down status, forward the case information to the Riverview Annex Job Center and for Fixed Income Advantage and Children Advantage cases, forward the case to the Riverview Annex Job Center

Note: For all closed cases, rent will continue to be paid by DHS for as long as it remains in the Advantage program (no less than one year).

If the closed case reapplies for CA, the regular budgeting rules apply but the FS shelter expense (\$50 or \$0.00) remains the same for as long as the household participates in the rental assistance program (participation is one year in length for all programs. Work Advantage participants have the opportunity to apply for a twelve month extension).

Short-term Assistance Advantage

Although households can apply for rental assistance at any Center, the Short-term Assistance Advantage supplement will only be issued for applications received and approved by the Riverview or Inwood Job Center.

If the family applies at a Center other than Riverview or Inwood, only the normal rent and security deposit allowances will be authorized.

DHS will generate two rosters daily. One roster will contain names of families that are not known to HRA and are requesting a one-shot deal for advance rent payment. The other roster will contain names of families known to HRA that are CA participants in SI status for advance rent payment. Each roster will contain a maximum of 10 families.

On occasion the applicant is referred to Inwood instead of Riverview.

DHS will send the rosters to the Riverview Job Center Director via both e-mail and interoffice mail. The hard copy of the roster must include supporting documentation for the SI request and indicate the type(s) of grants needed (e.g., broker's fees, security deposit, moving fees, furniture allowance and rent in advance).

The families named on the rosters will be scheduled to report to the Riverview or Inwood Job Center for an interview. At the interview, families not known to HRA must complete the Statewide Common Application Form ([LDSS-2921](#)) and the decision notice returned to the applicant would be the Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only) Form ([W-145HH](#)).

For families known to HRA they must complete the Request for Emergency Assistance or Additional Allowance (For Participants Only) form ([W-137A](#)) and the decision notice returned to the participant would be the Action Taken on Your Request for Emergency Assistance or Additional Allowance (For Participants Only) Form ([W-137B](#)).

Riverview/Inwood staff must follow standard procedure when processing these requests. All families must be referred to the Homeless Diversion Unit (HDU), which will prepare a housing emergency referral packet to be forwarded to the Rental Assistance Unit (RAU).

If eligible, the H/H will receive four months advanced rent to secure the apartment.

PROGRAM IMPLICATIONS

Model Center Implications	There are no Model Center implications.
POS Implications	There are no POS implications.
Food Stamp Implications	Cash Assistance cases that are closed as a result of rebudgeting will receive a separate FS determination if the H/H was in receipt of or applying for FS prior to the closing.
Medicaid Implications	There are no Medicaid implications.

LIMITED ENGLISH SPEAKING ABILITY (LESA) AND HEARING- IMPAIRED IMPLICATIONS

For Limited English Speaking Ability (LESA) applicants/participants, obtain the appropriate interpreter services in accordance with [PD #08-18-OPE](#).

For hearing-impaired applicants/participants, obtain the appropriate interpreter services in accordance with [PD #08-20-OPE](#).

FAIR HEARING IMPLICATIONS

Avoidance/Resolution	Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.
Conferences	An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the applicant/participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

If the determination is that the applicant/participant has presented good cause for the infraction or that the outstanding Notice of Intent needs to be withdrawn for other reasons, the FH&C AJOS/Supervisor I will settle in conference (SIC), enter detailed case notes in NYCWAY and forward all verifying documentation submitted by the applicant/participant to the appropriate JOS/Worker for corrective action to be taken.

In addition, if the adverse case action still shows on the "Pending" (08) screen in WMS, the AJOS/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form ([LDSS-3722](#)), change the 02 to an 01 if the case has been granted aid continuing (ATC), or prepare and submit a PA Recoupment Data Entry Form ([LDSS-3573](#)) to delete a recoupment. The AJOS/Supervisor I must complete a Conference Report Form ([M-186a](#)).

If the determination is that the applicant/participant has not shown good cause for the infraction or that the Agency's action(s) should stand, the AJOS/Supervisor I will explain to the applicant/participant why he/she cannot SIC. The AJOS/Supervisor I must complete Form **M-186a**.

Should the applicant/participant elect to continue his/her appeal by requesting a Fair Hearing or proceeding to a Fair Hearing already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets
for Job Centers

All Evidence Packets must contain a detailed history, copies of relevant WMS screen printouts, other documentation relevant to the action taken and copies of NYCWAY "Case Notes" screens.

ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

Attachment A

Work Advantage Program Notice

Attachment B

Children Advantage Program Notice

Attachment C

Fixed Income Advantage Program Notice

Attachment D

Work Advantage Letter to Eligible HSP

Households

Attachment E

Work Advantage Letter to HSP Households

Attachment FWork Advantage and Short-Term Advantage
Income Criteria**EXP-84A**Opportunity to Participate in Work Advantage
(Rev. 9/2/08)**EXP-84A (S)**Opportunity to Participate in Work Advantage
(Spanish)**W-145G**DHS/Shelter Facility Referral Form
(Rev. 9/2/08)

April 23, 2007

I am pleased to announce that the Department of Homeless Services (DHS) has developed a new rental assistance program for families and adults in the shelter system, Work Advantage. Work Advantage provides rental assistance to move out of shelter. This opportunity is available to families who are working at least 20 hours per week at minimum wage or greater, have been in shelter for a minimum of 90 days and have an open public assistance case. According to our records you may be eligible for this opportunity.

Based on your family composition, this letter certifies you to seek an apartment with a maximum monthly rent amount of \$____. Rental payments to your landlord will be guaranteed for one year and you may be qualified to receive a second year of rental assistance if you remain in need and meet all program criteria.

You will be responsible for paying your landlord \$50 each month toward your rent and you will be expected to save, in a savings account, an amount equal to at least 10% of your monthly rent. If you consistently save this money the City will match your savings (up to 20% of your rent) and your \$50 rent contributions. You will receive this money at the completion of the program.

If you are already certified for Housing Stability Plus (HSP) you should use Work Advantage instead of HSP. The Work Advantage program gives you a larger rental allowance. The HSP program will no longer be accepting new participants.

Please show this letter to landlords and brokers during your apartment search. When you find an apartment and the landlord agrees to rent to you, the landlord should contact the DHS Office of Rehousing at 212-361-6611/6612/6613/6614 to register the apartment.

After apartment inspection and approval, a Work Advantage lease signing may be scheduled by faxing a request to 718-688-8631. A pro-rated share of the first month's rent, the next three months' rent, one month security deposit, and one month broker's fee (if applicable) will be paid at lease signing. Future payments will be paid directly to the landlord and are not affected by your Public Assistance status.

You may contact your housing specialist at your facility with any questions about the Work Advantage program. I encourage you to use this excellent new opportunity to get your own apartment.

Sincerely,



Robert V. Hess
Commissioner



April 23, 2007

Robert V. Hess
Commissioner

Me complace anunciar que el Department of Homeless Services (DHS) [Departamento de Servicios para los Desamparados] ha desarrollado un nuevo programa para ayudar con pagos de alquiler para las familias y los adultos en el sistema de albergue llamado Ventaja del Trabajo. Ventaja del Trabajo proporciona ayuda de alquiler para moverse fuera de albergue. Esta oportunidad está disponible para familias que están trabajando por lo menos 20 horas por semana ganando salario mínimo o mayor, han estado en albergue un mínimo de 90 días y tienen un caso de Asistencia Pública abierto. Según nuestra información puedes ser elegible para esta oportunidad.

De acuerdo con tu composición de familia, esta carta te certifica para buscar un apartamento con una cantidad mensual máxima del alquiler de \$____. Los pagos de alquiler a tu propietario serán garantizados por un año y puedes calificar para recibir un segundo año de la ayuda de alquiler si permaneces en necesidad y cumples con todos los requisitos del programa.

Serás responsable de pagar a tu propietario \$50 cada mes hacia tu alquiler y se esperará que ahorres, en una cuenta de ahorros, por lo menos al 10% de tu alquiler mensual. Si ahorras constantemente la ciudad emparejará tus ahorros y tus contribuciones del alquiler de \$50 (hasta 20% de tu alquiler). Recibirás este dinero al final del programa.

Si usted ya está certificado para Housing Stability Plus (HSP) [Beneficio de Estabilidad de Vivienda] debes utilizar Ventaja del Trabajo en vez de HSP. El programa de Ventaja del Trabajo te da permiso de alquileres más grande. El programa de HSP no aceptará nuevos participantes.

Por favor muestre esta carta a los propietarios e intermediarios durante la búsqueda de apartamento. Cuando haya encontrado un apartamento y el (la) propietario(a) esté de acuerdo en alquilarlo, éste(a) deberá comunicarse con Office of Rehousing (DHS) [Oficina de Rehabilitación de Vivienda de DHS] en el 212-361-6611/6612/6613/6614 para registrar el apartamento.

Luego de la inspección y aprobación del apartamento, puede hacer una cita para firmar un contrato de alquiler de Ventaja del Trabajo enviando la solicitud por fax al 718-688-8631. En la firma del contrato de alquiler se pagará el prorrateo del alquiler del primer mes, el alquiler de los siguientes tres meses, un depósito de seguridad de un mes y al intermediario un mes de alquiler (si corresponde). Los pagos futuros se harán directamente al (a la) propietario(a) y no se verán afectados por el estado actual su caso de Asistencia Pública

Puede comunicarse con su especialista de vivienda en su institución si tiene preguntas acerca de Ventaja del Trabajo. Le recomiendo utilizar esta nueva y excelente oportunidad para obtener su propio apartamento.

Sinceramente,

A handwritten signature in black ink, appearing to read "Robert V. Hess".

Robert V. Hess
Comisionado

Attachment B



Administration for Children's Services

150 William Street -18th floor
New York, New York 10038

JOHN B. MATTINGLY, Ph.D., M.S.W.
Commissioner

April 23, 2007

I am pleased to announce that the Administration for Children's Services (ACS) has developed a new rental assistance program for a targeted population within the family shelter system. This opportunity is available to families currently in Department of Homeless Services (DHS) shelters who have open involvement with ACS. You are eligible for this opportunity, Children Advantage. The Children Advantage program provides you with rental assistance to move out of shelter. Once in your own apartment, Children Advantage also allows you to apply for a Section 8 priority voucher.

The Children Advantage program is open to a select group of families. The program is available from April 23 through June 30, 2007. Children's Services and our provider staff will be working closely with DHS and their provider staff to ensure that you are able to move out of shelter and then apply for a Section 8 voucher. Please know, however, that receipt of a Section 8 voucher cannot be guaranteed. If you are already certified for Housing Stability Plus (HSP), you should use Children Advantage instead of HSP. Children Advantage gives you a larger rental allowance and is based on the number of bedrooms; HSP is based on the number of open Public Assistance cases in your household.

Based on your anticipated family composition, this letter certifies you to seek a ___ bedroom apartment with a maximum monthly rent amount of \$ _____. Rental payments to your landlord will be guaranteed for up to one year. Your Section 8 priority application will be forwarded to NYCHA after you move into your Children Advantage apartment. Your apartment size and monthly rental amount may change after final verification of your family composition.

Please show this letter to landlords and brokers during your apartment search. When you find an apartment and the landlord agrees to rent to you, the landlord should contact the DHS Office of Rehousing at 212-361-6611/6612/6613/6614 to register the apartment.

After apartment inspection and approval, a Children Advantage lease signing may be scheduled by faxing a request to 718-688-8631. A pro-rated share of the first month's rent, the next three months' rent, one month security deposit, and one month broker's fee (if applicable) will be paid at lease signing. Future payments will be paid directly to the landlord and are not affected by your Public Assistance status.

You may contact your housing specialist at your facility with any questions about Children Advantage. I encourage you to use this excellent new opportunity to get your own apartment.

Sincerely,

A handwritten signature in black ink, appearing to read 'John B. Mattingly', is written over a large, light blue 'SAMPLE' watermark.

John B. Mattingly
Commissioner

Attachment B



Administration for Children's Services

150 William Street -18th floor
NEW YORK, NEW YORK 10038

JOHN B. MATTINGLY, Ph.D., M.S.W.
Comisionado

23 de Abril de 2007

Me complace anunciar que Administration for Children's Services ACS [Administración de Servicios a la Niñez] ha desarrollado un nuevo programa de ayuda para alquiler destinado a una población selecta dentro del sistema de refugio de familias. Esta oportunidad está disponible para las familias que estén actualmente en los refugios del Department of Homeless Services DHS [Departamento de Servicios para los Desamparados] y que tengan una relación abierta con ACS. Usted cumple con los requisitos para esta oportunidad: Ventaja Para Los Niños. El programa Ventaja Para Los Niños le brinda ayuda de alquiler para mudarse del refugio. Una vez que esté en su nuevo apartamento, Ventaja Para Los Niños también le permite solicitar un vale de prioridad de Sección 8.

El programa Ventaja Para Los Niños está abierto para un grupo selecto de familias. Este programa está disponible desde el 23 de Abril hasta el 30 de Junio de 2007. Children's Services [Servicios de la Niñez] y nuestro equipo proveedor trabajará estrechamente con DHS y su equipo proveedor para garantizar que usted pueda mudarse del refugio y luego solicitar un vale de Sección 8. Sin embargo, favor de notar que el recibir un certificado de Sección 8 no está garantizado. Si usted ya está certificado para Housing Stability Plus (HSP) [Beneficio de Estabilidad de Vivienda], deberá utilizar Ventaja Para Los Niños en vez de HSP. Ventaja Para Los Niños le asigna una suma más alta para el alquiler y se basa en el número de habitaciones; HSP se basa en el número de casos abiertos de Asistencia Publica en su núcleo familiar.

Basándose en un estimado de la composición de su familia, esta carta lo habilita para buscar un apartamento de __ habitaciones con un alquiler mensual máximo de \$ _____. Los pagos de alquiler a su propietario estarán garantizados por un año. Su solicitud de prioridad de Sección 8 será enviada a NYCHA luego de que usted se haya mudado a su apartamento Ventaja Para Los Niños. El tamaño de su apartamento y la cantidad de su renta mensual podría cambiar una vez se verifique la composición de su familia.

Por favor muestre esta carta a los propietarios e intermediarios durante la búsqueda de apartamento. Cuando haya encontrado un apartamento y el (la) propietario(a) esté de acuerdo en alquilárselo, éste(a) deberá comunicarse con Office of Rehousing (DHS) [Oficina de Rehabilitación de Vivienda de DHS] en el 212-361-6611/6612/6613/6614 para registrar el apartamento.

Luego de la inspección y aprobación del apartamento, puede hacer una cita para firmar un contrato de alquiler de Ventaja Para Los Niños enviando la solicitud por fax al 718-688-8631. En la firma del contrato de alquiler se pagará el prorrateo del alquiler del primer mes, el alquiler de los siguientes tres meses, un depósito de seguridad de un mes y al intermediario un mes de alquiler (si corresponde). Los pagos futuros se harán directamente al (a la) propietario(a) y no se verán afectados por el estado actual su caso de Asistencia Pública.

Puede comunicarse con su especialista de vivienda en su institución si tiene preguntas acerca de Ventaja Para Los Niños. Le recomiendo utilizar esta nueva y excelente oportunidad para obtener su propio apartamento.

Atentamente,

A handwritten signature in black ink, appearing to read 'John B. Mattingly'.

John B. Mattingly

Comisionado

Attachment C



Robert Doar
Commissioner

August 29, 2008

180 Water Street
New York, NY 10038

The City of New York has developed a new rental assistance program: Fixed Income Advantage. The Fixed Income Advantage program will provide eligible households with a rental subsidy to move out of shelter and the opportunity to apply for a priority Section 8 voucher. To be eligible, the head of household must be in receipt of an entitlement benefit for the elderly or disabled, such as SSI or SSD (in certain circumstances, a family could be eligible if someone other than the head of household was in receipt of SSI or SSD), and currently reside in a Department of Homeless Services (DHS) shelter funded by the Human Resources Administration (HRA).

The Fixed Income Advantage program that began April 23, 2007, is open to a select group of families. If you are already certified for Housing Stability Plus, you are encouraged to pursue Fixed Income Advantage instead since it offers a larger rental allowance and is based on the number of bedrooms, not on the number of active household members on your Cash Assistance case. Fixed Income Advantage also offers Section 8 priority processing upon your move from shelter. Please know, however, that receipt of a Section 8 voucher cannot be guaranteed.

This letter certifies you to seek a ____ bedroom apartment with a maximum monthly rent amount of \$_____, based on your family composition. Rental payments to your landlord will be guaranteed for up to one year, and your Section 8 priority application will be forwarded to NYCHA after you move into your Fixed Income Advantage apartment.

Please show this letter to landlords and brokers during your apartment search. When you find an apartment and the landlord agrees to rent to you, the landlord should contact the DHS Office of Rehousing at (212) 361-6611/6612/6613/6614 to register the apartment.

After apartment inspection and approval, a Fixed Income Advantage lease signing may be scheduled by faxing a request to (718) 688-8631. A prorated share of the first month's rent, the next three months' rent, a one month security deposit, and one month broker's fee (if applicable) will be paid at lease signing. Future payments will be paid directly to the landlord and are not affected by your Cash Assistance status.

You may contact your housing specialist at your facility with any questions concerning Fixed Income Advantage program. We encourage you to take advantage of this excellent new opportunity to secure permanent housing.

Attachment C



Robert Doar
Commissioner

29 de agosto, 2008

180 Water Street
New York, NY 10038

La Ciudad de Nueva York ha desarrollado un nuevo programa de asistencia de alquiler: Ventaja del Ingreso Fijo. El programa Ventaja del Ingreso Fijo proveerá a los hogares elegibles subsidio de alquiler para poder salirse del refugio y tener la oportunidad de solicitar un Comprobante de Prioridad de Sección 8 (Section 8 Priority Voucher). Para ser elegible, el jefe del hogar debe estar recibiendo beneficios para los ancianos o incapacitados, como SSI o SSD (en ciertas circunstancias la familia puede ser elegible si alguien aparte del jefe del hogar estaba recibiendo SSI o SSD), y actualmente residen en un refugio del Departamento de Servicios para los Desamparados (Department of Homeless Services – DHS) financiado por la Administración de Recursos Humanos (Human Resources Administration – HRA).

El programa Ventaja del Ingreso Fijo el cual empezó el 23 de abril del 2007, está disponible para un grupo de familias selectas. Si usted ya está autorizado para Estabilidad de Vivienda Plus (Housing Stability Plus), se le recomienda seguir Ventaja del Ingreso Fijo puesto que le ofrece una asignación de alquiler mayor y está basado en el número de dormitorios, no en el número de miembros del hogar que son parte de su caso de Asistencia en Efectivo. Ventaja del Ingreso Fijo también ofrece prioridad de trámite de Sección 8 a la hora de su salida del refugio. Sin embargo, favor de notar que el recibir un comprobante de Sección 8 no está garantizado.

Esta carta le certifica para poder buscar un apartamento de ____ dormitorios con un alquiler mensual máximo de \$_____, debido a su composición familiar. Los pagos de alquiler a su arrendador serán garantizados por un período de hasta un año, y su solicitud de prioridad de Sección 8 será trasladada al NYCHA después de que usted se mude a su apartamento Ventaja del Ingreso Fijo.

Favor de mostrarle esta carta a los arrendadores y agentes de bienes raíces durante su búsqueda de apartamento. Cuando usted encuentre un apartamento y el arrendador acuerde alquilárselo a usted, el arrendador debe contactar a la Oficina de Nueva Vivienda (Office of Rehousing) de DHS al (212) 361-6611/6612/6613/6614 para registrar el apartamento.

Después de la inspección y aprobación del apartamento, se puede programar una cita para firmar un contrato de arrendamiento de Ventaja del Ingreso Fijo, enviando una petición por fax al (718) 688-8631. Una porción prorrateada del primer mes de alquiler, los próximos tres meses de alquiler, un mes de alquiler como depósito de seguridad, y la cuota del agente de bienes raíces equivalente a un mes de alquiler (si corresponde) serán pagados al firmarse el contrato de arrendamiento. Los pagos futuros serán pagados directamente al arrendador y no serán afectados por su estado de Asistencia en Efectivo.

Usted puede contactar a su especialista de vivienda en su local con cualquier pregunta respecto al programa Ventaja del Ingreso Fijo. Le recomendamos que se aproveche de esta nueva y excelente oportunidad para asegurar vivienda permanente.

REMEMBER: YOU ARE NOT IN WORK ADVANTAGE UNTIL YOU SIGN A WORK ADVANTAGE LEASE!! USE THIS LETTER AS SOON AS POSSIBLE TO CONVERT TO WORK ADVANTAGE. SEE INSTRUCTIONS BELOW.

Attachment D



HUMAN RESOURCES ADMINISTRATION

ROBERT DOAR
ADMINISTRATOR / COMMISSIONER

THE CITY OF NEW YORK

DEPARTMENT OF HOMELESS SERVICES

ROBERT V. HESS
COMMISSIONER

DATE

NAME

ADDRESS

Re: Work Advantage NY (Earn more and receive guaranteed rent not tied to Public Assistance)

The City of New York has developed a new rental assistance program, Work Advantage, to help working families and individuals leave shelter. We are writing to you because Work Advantage is now also available to Housing Stability Plus families and individuals. Based on your status as a working household you are eligible to transfer from the HSP program to the new Work Advantage rental assistance program.

- **The Work Advantage program guarantees that the rent will be paid directly from DHS to the landlord for at least one year.**
- **You can work and earn more than you could under HSP and your rent will continue to be paid. Your PA case is likely to close, but you may be eligible for continued food stamps, child care, and Medicaid assistance.**
- In addition to what the City pays your landlord, you are required to pay \$50 towards your rent directly to your landlord each month.
- You are expected to save between 10% and 20% of the monthly rent in a bank account during this program. The City will match the amount saved in the bank and will also pay back the \$50 monthly rent contributions when you successfully complete the Work Advantage Program.
- If you remain in need you may receive a second year of rental assistance paid directly to the landlord based on your employment, your \$50 rent contributions, and savings money during the first year of Work Advantage.

If you would like to convert to Work Advantage:

1. Based on your household composition, you qualify for an apartment with a maximum monthly rent amount of \$
2. Show this letter to your current landlord and see if s/he wants to participate. There will need to be a new lease signing at DHS. A landlord can schedule a one-year Work Advantage lease signing by faxing a request to 718-688-8631.
3. You may use Work Advantage for a new apartment at the end of your current lease term or before the end of your lease if your landlord agrees or if there are special circumstances. Show this letter to landlords and brokers during your apartment search. When you find an apartment and the landlord agrees to rent to you, the landlord should contact the DHS Office of Re-Housing at 212-607-5310 to register the apartment. A new apartment will need to pass a Section 8-type inspection. If you have questions about using Work Advantage for a new apartment, you should contact the DHS Office of Re-Housing at 212-607-5310.
4. For a new apartment, after inspection, a landlord can schedule a one-year Work Advantage lease signing by faxing a request to 718-688-8631. Three month's rent, one-month security deposit and a broker fee of one month's rent (if applicable) will be paid at lease signing. Future payments will be paid directly to the landlord and are not affected by your Public Assistance status.

Housing Stability Plus Program:

When you convert to Work Advantage, your participation in the HSP Program will end. If you do not convert to Work Advantage there will be no further step-down of your HSP rent supplement. Your HSP supplement amount has been frozen at the current level for the remainder of your five years in the HSP Program. Please note that your HSP rent supplement will still be affected by disruptions to your Public Assistance case or the closing of your case. For example, if your case is sanctioned the amount of rent paid by the City will be reduced. If you would like to relocate to a new HSP apartment you may transfer your HSP subsidy at the end of your lease term or, before the end of the lease if your landlord agrees or if there are special circumstances. Landlords may call the Office of Re-Housing at 212-607-5310 to schedule an inspection. For a new HSP apartment, after inspection, a landlord can schedule a lease signing by faxing a request to 718-688-8631.

The opportunity to convert from HSP to Work Advantage will expire **October 31, 2008**. We have set up a special telephone number that you can call Monday – Friday between the hours of 9:30 am and 4:30 pm with any questions concerning Work Advantage: **212-331-4200**. We encourage you to take advantage of this new opportunity to secure guaranteed rental assistance from the City of New York that recognizes your successful work experience and that does not depend on your remaining on public assistance.

RECUERDE: ¡¡USTED NO ESTÁ EN EL PROGRAMA VENTAJA LABORAL (WORK ADVANTAGE) HASTA QUE NO FIRME UN CONTRATO DE ALQUILER PARA EL MISMO!! USE ESTA CARTA LO MÁS PRONTO POSIBLE PARA CAMBIARSE A VENTAJA LABORAL. VEA LAS INSTRUCCIONES MÁS ABAJO.

Attachment D



HUMAN RESOURCES ADMINISTRATION

ROBERT DOAR
ADMINISTRATOR/COMMISSIONER

THE CITY OF NEW YORK

DEPARTMENT OF HOMELESS SERVICES

ROBERT V. HESS
COMISIONADO

DATE

NAME
ADDRESS

Re: Ventaja Laboral (Work Advantage) de NY (Gane más y reciba alquiler garantizado no vinculado a la Asistencia Pública)

La Ciudad de Nueva York ha creado un nuevo programa de asistencia para alquiler, Ventaja Laboral, para ayudar a salir de los refugios a las familias y personas que trabajan. Le escribimos porque Ventaja Laboral ahora también está disponible para las familias de Estabilidad de Vivienda Plus (Housing Stability Plus). Por ser un miembro de su hogar que actualmente trabaja, usted es elegible para trasladarse del Programa HSP al nuevo programa de asistencia para el alquiler Ventaja Laboral.

- **El Programa Ventaja Laboral garantiza que el alquiler será pagado directamente de DHS al casero durante por lo menos un año.**
- **Usted puede trabajar y ganar más de lo que podría bajo HSP y su alquiler continuará pagandose. Es probable que su caso de Asistencia Pública se cierre, pero usted podría ser elegible para beneficios continuos de cupones para alimentos, cuidado infantil y asistencia de Medicaid.**
- Además de lo que la Ciudad le paga a su casero, se requiere que usted pague \$50 mensuales destinados a su alquiler, directamente a su casero.
- Sobre usted recae la responsabilidad de ahorrar entre el 10% y 20% del alquiler mensual en una cuenta bancaria durante este Programa. La Ciudad le abonará el equivalente de la cantidad ahorrada en el banco y le devolverá además los pagos mensuales de \$50 al usted completar satisfactoriamente el Programa Ventaja Laboral.
- Si usted sigue necesitado(a) podría recibir un segundo año de asistencia de alquiler pagado directamente al casero según su situación de empleo, sus pagos de \$50 de alquiler, y el dinero ahorrado durante el primer año de Ventaja Laboral.

Si usted desea cambiarse a Ventaja Laboral:

1. Según la composición de su hogar, usted califica para un apartamento con un máximo alquiler mensual de \$
2. Muéstrole esta carta a su actual casero y averigüe si él/ella desea participar. Será necesario firmar un nuevo acuerdo de alquiler en DHS. El casero puede programar una reunión para firmar un contrato de alquiler de Ventaja Laboral de un año si lo solicita por fax al 718-688-8631.
3. Usted puede utilizar el Programa Ventaja Laboral para conseguir un nuevo apartamento al final de su actual período del contrato de alquiler o anterior al final del mismo si su casero está de acuerdo o si existen circunstancias especiales. Muéstrole esta carta a los caseros y agentes durante su búsqueda de apartamento. Al usted encontrar un apartamento y el casero estar de acuerdo en alquilárselo, él/ella debe comunicarse con la Oficina de Reubicación (Office of Re-Housing) de DHS al 212-607-5310 para inscribir el apartamento. El apartamento tendrá que ser sometido a una inspección de tipo Sección 8. Si tiene cualquier pregunta sobre Ventaja Laboral en relación con un nuevo apartamento, comuníquese con la Oficina de Reubicación de DHS al 212-607-5310.
4. En caso de nuevo apartamento, tras la inspección, el casero puede programar la firma de un contrato de alquiler de Ventaja Laboral de un año si lo solicita por fax al 718-688-8631. Durante la firma del contrato de alquiler se pagará tres meses de alquiler, un mes de depósito de garantía y un mes de alquiler de honorario de agente (si corresponde). Los pagos futuros se harán directamente al casero y no se verán afectados por su estado de Asistencia Pública.

Programa de Estabilidad de Vivienda Plus (Housing Stability Plus):

Al usted cambiarse a Ventaja Laboral, su participación en el Programa de HSP se terminará. Si no se cambia a Ventaja Laboral no habrá reducción posterior de suplemento de alquiler de HSP. Dicho suplemento ha sido congelado en su nivel actual por el resto de sus cinco años en el Programa de HSP. Favor de notar que su suplemento de alquiler de HSP aún se verá afectado por interrupciones a su caso de Asistencia Pública o por el cierre del mismo. Por ejemplo, si su caso es sancionado, la cantidad de alquiler pagada por la Ciudad será reducida. Si usted desea mudarse a un nuevo apartamento de HSP puede trasladar su subsidio de HSP al final de período de contrato de alquiler o antes del final del mismo si su casero está de acuerdo o si existen circunstancias especiales. Los caseros pueden llamar a la Oficina de Reubicación al 212-607-5310 para programar una inspección. En caso de un nuevo apartamento de HSP, tras la inspección, el casero puede programar la firma del contrato de alquiler si lo solicita por fax al 718-688-8631.

La oportunidad de cambiarse de HSP a Ventaja Laboral se vencerá el **31 de octubre, 2008**. Hemos establecido un número de teléfono especial que usted puede llamar de lunes a viernes entre las horas de 9:30 am y 4:30 pm con cualquier pregunta sobre Ventaja Laboral: **212-331-4200**. Le recomendamos que se aproveche de esta nueva oportunidad de conseguir asistencia de alquiler garantizada de parte de la Ciudad de Nueva York que reconoce su experiencia laboral y que no depende de que usted permanezca en asistencia pública.

(SEE REVERSE)



THE CITY OF NEW YORK

HUMAN RESOURCES ADMINISTRATION

ROBERT DOAR
ADMINISTRATOR/COMMISSIONER

DEPARTMENT OF HOMELESS SERVICES

ROBERT V. HESS
COMMISSIONER

August 15, 2007

Re: New Rent Program Allows You to Work and Get Your Rent Paid

The City of New York has developed a new rental assistance program, Work Advantage, to help working families and individuals leave shelter. We are writing to you because Work Advantage is now also available to Housing Stability Plus families and individuals. If you are in the HSP Program and working at least 20 hours per week at minimum wage or greater and are active on public assistance, you may be eligible to convert from HSP to Work Advantage. In Work Advantage:

- You can work and earn more than you could under HSP and your rent will continue to be paid. Your PA case is likely to close, but you may be eligible for continued food stamps, child care, and Medicaid assistance.
- Rent is paid by the City for one year, regardless of disruptions to your PA case or if your case closes.
- Maximum rents are higher than under HSP.
- You may be eligible for a second year of rent payments if you remain in need and meet program criteria.
- You pay \$50 rent each month directly to your landlord.
- While the City is paying your rent, you are expected to save at least 10% of your monthly rent in a bank account. At the end of the program, the City will pay you back the \$50 monthly rent payments you made and match the amount you saved in your bank account (up to 20% of your rent).

You have until **August 31, 2008** to convert to Work Advantage. If you are not working now, you can go to work and become eligible for Work Advantage. You can go to your Job Center to get help in getting a job. HSP households with a family member in sanction status may not convert to Work Advantage until the sanction ends and all other program criteria are met. Work Advantage eligible households will receive an eligibility letter from the City.

Housing Stability Plus Program

If you convert to Work Advantage your participation in the HSP Program will end. If you do not convert to Work Advantage, there will be no further step-down of your HSP rent supplement. Your HSP supplement amount has been frozen at the current level for the remainder of your five years in the HSP Program. Please note that your HSP rent supplement will still be affected by disruptions to your Public Assistance case or the closing of your case. For example, if your case is sanctioned the amount of rent paid by the City will be reduced. If you would like to relocate to a new HSP apartment you may transfer your HSP subsidy at the end of your lease term or, before your lease ends if your landlord agrees or there are special circumstances. You may call the DHS Office of Re-Housing at 212-607-5310 to schedule an inspection.

We have set up a special telephone number that you can call Monday – Friday between the hours of 9:30am and 4:30pm with any questions concerning your eligibility for Work Advantage: **212-331-4200**. We encourage you to take advantage of this new opportunity.

(VEA AL DORSO)



THE CITY OF NEW YORK

HUMAN RESOURCES ADMINISTRATION

ROBERT DOAR
ADMINISTRATOR/COMMISSIONER

DEPARTMENT OF HOMELESS SERVICES

ROBERT V. HESS
COMMISSIONER

15 de agosto, 2007

Re: El Nuevo Programa de Alquiler le Permite Trabajar y que Se Pague Su Alquiler

La Ciudad de Nueva York ha creado un nuevo programa de asistencia para el alquiler, Ventaja Laboral, para ayudar a salir de los refugios a las familias y personas que trabajan. Le escribimos porque Ventaja Laboral ahora también está disponible a las familias y personas de Estabilidad de Vivienda Plus (Housing Stability Plus). Si usted participa en el Programa de HSP y trabaja por lo menos 20 horas a la semana a salario mínimo o más y si su caso de asistencia pública está activo, usted puede ser elegible para cambiarse de HSP a Ventaja Laboral, en el cual:

- Usted puede trabajar y ganar más de lo que podría bajo HSP y su alquiler continuará siendo pagado. Es probable que su caso de Asistencia Pública se cierre, pero usted podría ser elegible para cupones para alimentos, cuidado infantil, y asistencia de Medicaid continuos.
- El alquiler lo paga la Ciudad por un año, sin importar las interrupciones de su caso de Asistencia Pública o si su caso se cierra.
- Los alquileres máximos son superiores que bajo HSP.
- Usted podría ser elegible para un segundo año de pagos de alquiler si sigue necesitado(a) y si reúne los criterios del programa.
- Usted paga \$50 en alquiler cada mes directamente a su casero.
- Mientras que la Ciudad paga su alquiler, usted tiene la responsabilidad de ahorrar por lo menos el 10% de su alquiler mensual en una cuenta bancaria. Al final del programa, la Ciudad le devolverá los pagos de alquiler de \$50 que usted hizo y la ciudad le abonará la misma cantidad que usted haya ahorrado en su cuenta bancaria (hasta el 20% de su alquiler).

Usted tiene hasta el **31 de agosto, 2008** para cambiarse a Ventaja Laboral. Si usted no está trabajando ahora, puede ponerse a trabajar y ser elegible para Ventaja Laboral. Usted puede ir a su Centro de Trabajo para conseguir ayuda para buscar trabajo. Los hogares de HSP con un miembro bajo sanción no pueden cambiarse a Ventaja Laboral hasta que se termine la sanción y se cumplan todos los otros criterios del programa. Los hogares participantes en Ventaja Laboral que sean elegibles recibirán una carta de elegibilidad de parte de la Ciudad.

Programa de Estabilidad de Vivienda Plus (Housing Stability Plus):

Al usted cambiarse a Ventaja Laboral, su participación en el Programa de HSP se terminará. Si no se cambia a Ventaja Laboral no habrá reducción posterior de su suplemento de alquiler de HSP. Dicho suplemento ha sido congelado en su nivel actual por el resto de sus cinco años en el Programa de HSP. Favor de notar que su suplemento de alquiler de HSP aún se verá afectado por interrupciones a su caso de Asistencia Pública o por el cierre de su caso. Por ejemplo, si su caso es sancionado la cantidad de alquiler pagada por la Ciudad será reducida. Si usted desea mudarse a un nuevo apartamento de HSP puede trasladar su subsidio de HSP al final de su período de contrato de alquiler o, antes del final del mismo si su casero está de acuerdo o si existen circunstancias especiales. Usted puede llamar a la Oficina de Reubicación de DHS al 212-607-5310 para programar una inspección.

Hemos establecido un número de teléfono especial que usted puede llamar de lunes – viernes entre las horas de 9:30 am y 4:30 pm con cualquier pregunta sobre su elegibilidad para Ventaja Laboral: **212-331-4200**. Le recomendamos que se aproveche de esta nueva oportunidad.

(SEE REVERSE)

Work Advantage and Short-Term Advantage Income Criteria			
		2008	2008
Family Size	Min. Monthly Income for Work Advan. (20 hrs/wk at min. wage)	Max. Monthly Income for Work Advan. (150% of Poverty Level)	Max. Monthly Income for Short-Term Advan. (200% of Poverty Level)*
1	\$620	\$1,300	\$1,733
2	\$620	\$1,750	\$2,333
3	\$620	\$2,200	\$2,933
4	\$620	\$2,650	\$3,533
5	\$620	\$3,100	\$4,133
6	\$620	\$3,550	\$4,733
7	\$620	\$4,000	\$5,333
8	\$620	\$4,450	\$5,933

* Minimum Monthly Income for Short-Term Assistance Advantage is the amount of income considered necessary by the Rental Assistance Unit to support payment of the rent in the future.

Date: _____

Opportunity to Participate in Work Advantage

Congratulations on your employment that has enabled you to leave Cash Assistance (CA). While on Housing Stability Plus (HSP), you were sent a letter telling you about the opportunity to convert to the Work Advantage program, the City's new rental assistance program. If you are still employed at least 20 hours weekly, this opportunity is available through October 31, 2008, and is available to you even though your CA case has closed. If you have questions about the Work Advantage program, you can call **212-331-4200** Monday through Friday between the hours of 9:30 AM and 4:30 PM.

If you would like to participate in the Work Advantage program, you need to go to your Job Center to apply for and receive a special Single Issuance (SI) status in order to receive a Work Advantage certification letter in the mail from the Department of Homeless Services (DHS). When you go to the Job Center, please bring this letter along with recent pay stubs.

You should go to Center 18 (the Riverview Annex at 132 West 125th Street, 2nd Floor) to open up your SI case. Exception: if your HSP case was at Hamilton Model Office (28), Crotona Center (46), or Linden Model Office (67), you should call 212-331-4430 to find out what Center you should go to.

Note to HRA Job Center: Special SI status for closed HSP cases looking to move to Work Advantage need to be opened with Code Y18 in Special Caseload 00100.

Fecha: _____

Oportunidad de Participar en el Programa Work Advantage

Felicitaciones por su empleo que le ha permitido dejar la Asistencia en Efectivo. Mientras que usted estuvo en el Programa Housing Stability Plus (HSP), se le envió una carta informándole de la oportunidad de cambiarse al programa de Work Advantage, el nuevo programa de asistencia del alquiler de la Ciudad. Si usted sigue empleado por lo menos 20 horas a la semana, esta oportunidad está disponible hasta el 31 de octubre, 2008, y está disponible para usted aún si su caso de Asistencia en Efectivo se ha cerrado. Si tiene preguntas sobre el programa Work Advantage, puede llamar al **212-331-4200** de lunes a viernes de 9:30 AM a 4:30 PM.

Si usted desea participar en el programa Work Advantage, tiene que presentarse a su Centro de Trabajo para solicitar y recibir un estado especial de Single Issuance (SI) para recibir una carta de certificación por correo del programa Work Advantage por parte del Departamento de Desamparados (Department of Homeless Services – DHS). Al usted presentarse a su Centro de Trabajo, favor de traer esta carta junto con talones de paga recientes.

Usted debe presentarse al Centro 18 (el Riverview Annex en 132 West 125th Street, 2do piso) para abrir su caso de SI. Excepción. Si su caso de HSP estaba en la Oficina Modelo de Hamilton (28), Centro Crotona (46), u Oficina Modelo de Linden (67), tiene que llamar al 212-331-4430 para averiguar a qué Centro debe ir.

Note to HRA Job Center: Special SI status for closed HSP cases looking to move to Work Advantage need to be opened with Code Y18 in Special Caseload 00100.

Date: _____

To: Inwood Job Center #26
4055 10th Ave.
New York, NY 10034

Riverview Job Center #37
215 Duffield Street
Brooklyn, NY 11201

From: _____ DHS/Shelter Facility

DHS/Shelter Facility Referral Form

Please be advised that we are referring _____ to apply for Cash Assistance so that he/she can become eligible for one of the following Rental Assistance Programs (check only one box).

☐ Work Advantage

☐ Fixed Income Advantage

The household consists of the following individuals:

	Name	Relationship	Income Amount	Source
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Reminder to Inwood or Riverview Staff:

- If this is a Work Advantage Application Case. Once eligibility criteria is met (aside from income), use Income Source Code **37** on the **NSBL06** screen of the budget.
- If this is a Fixed Income Application Case. Treat as a one-shot deal and use CA Opening Code **Y18** (Work Advantage One-Shot Deal).

Signature of DHS Representative