



# FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner



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Policy, Procedures, and Training

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## POLICY BULLETIN #12-13-ELI

### OBSOLETE PB #07-73-ELI (SECTION 8 HOUSING VOUCHER OUTREACH PROGRAM)

<b>Date:</b> February 21, 2012	<b>Subtopic(s):</b> Cash Assistance
<p>🖨️ This procedure can now be accessed on the FIAweb.</p> <p>🖨️ Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform Job Center Staff that PB #07-73-ELI and Section 8 Housing Voucher Outreach Program Letters (<b>EXP-80P</b>) and (<b>EXP-80P[S]</b>) have been obsolete.</p> <p>The Section 8 Outreach Program was discontinued because the allotted amount of Section 8 Vouchers held by HRA were used.</p> <p>Samples of the obsolete forms are attached.</p> <p>Center Directors must ensure that all previous versions of the forms and their multilingual equivalents are recycled</p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <p><b>EXP-80P</b> Section 8 Housing Voucher Outreach Program Letter (Obsolete) <b>EXP-80P (S)</b> Section 8 Housing Voucher Outreach Program Letter (Spanish) (Obsolete) <b>Attachment A</b> Community Based Organization Chart</p>

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 Fax* or fax to: (917) 639-0298



Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

Type: \_\_\_\_\_

### **Special Opportunity to Apply for Section 8**

According to our records, you or someone in your household is currently employed. HRA is offering a valuable opportunity to assist you and your family in becoming self-sufficient by providing a special process to apply for a Section 8 voucher.

As a result of your work history and current employment status, you have been selected to apply for a Section 8 voucher through a Community Based Organization. Please contact a Community Based Organization located near where you live or work to schedule an appointment (see the enclosed Community Based Organizations chart for location and contact information). You will be required to bring this letter and a copy of your lease to the appointment.

If you are currently working with one of HRA's employment vendors, they may have contacted you about this program already. It is not necessary to submit an application through both sources. Therefore, if you have already submitted a Section 8 application through your Back to Work (BTW) or Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) program, you do not have to submit another one.

A Section 8 voucher enables the holder to obtain a federal rent subsidy for apartments that qualify for the Section 8 program. Under the Section 8 program, you are obligated to contribute 30% of your income to the rent. If you do obtain a Section 8 voucher and a qualifying apartment, your public assistance case will be rebudgeted to reflect your new rental payment. This rebudgeting may cause your public assistance case to close.

Please note that this special offer only applies to your household and is not transferable. A submission of a Section 8 application through this process does not guarantee approval or availability of a Section 8 voucher. The supply of these vouchers is limited.



Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Tipo: \_\_\_\_\_

## Oportunidad Especial para Solicitar Sección 8

Según nuestros archivos, usted o alguien en su hogar está actualmente trabajando. HRA está ofreciendo una valiosa oportunidad para asistir a usted y su familia a llegar a la independencia económica mediante un proceso especial para solicitar un certificado de Sección 8 (Section 8 voucher).

Como resultado de su historial de trabajo y de su estado de empleo actual, usted ha sido seleccionado para solicitar un certificado de Sección 8 mediante una Organización Comunitaria. Favor de comunicarse con una Organización Comunitaria cerca de donde usted vive o trabaja para programar una cita (vea la lista adjunta de organizaciones comunitarias para direcciones y contactos). Usted tendrá que traer esta carta y una copia de su contrato de alquiler a una de las Organizaciones Comunitarias.

Si usted actualmente está trabajando con uno de los contratistas de empleo de HRA, puede que el mismo ya le haya contactado acerca del programa. No es necesario solicitar por ambos una Organización Comunitaria y el contratista de empleo. Por lo tanto, si usted ya ha solicitado para Sección 8 mediante su programa de Regreso al Trabajo (BTW) o Bienestar, Evaluación Completa, Rehabilitación y Empleo (WeCARE), no tiene que solicitar de nuevo.

Un certificado de Sección 8 le permite al portador del mismo obtener un subsidio federal para alquiler de apartamentos que sean elegibles para el programa. Según el programa Sección 8, el 30% de su ingreso tiene que ser utilizado para pagar el alquiler. En caso de que consiga un certificado de Sección 8 y un apartamento que reúna los requisitos, el presupuesto de su caso de asistencia pública será calculado de nuevo para que corresponda a su nuevo pago de alquiler. Este nuevo presupuesto podría causar el cierre de su caso de asistencia pública.

Favor de notar que esta oferta especial sólo corresponde a su hogar y no es transferible. El solicitar para Sección 8 mediante este proceso no garantiza su aprobación o la disponibilidad de un certificado de Sección 8. La cantidad de dichos certificados es limitada.

# COMMUNITY BASED ORGANIZATIONS

## BTW Contact Information—Section 8 Application Process

NAME & ADDRESS	COVERAGE AREA	VENDOR/LIAISON
<p style="text-align: center;"><b>Citizens Advice Bureau</b> 1130 Grand Concourse, 3<sup>rd</sup> floor Bronx, NY 10456</p> <p>Sup. Julie Spitzer (718) 293-0727 Ext: 265 Contact: Paula Belgrave-Green Ext: 156 Yvens Tabuteau Ext: 145 Day 9am-5pm Evening 5:30pm-7:30pm</p>	Bronx	<p><b>FEGS:</b> Meryl Kordower (212) 366-8586 Email <a href="mailto:MKordower@fegs.org">MKordower@fegs.org</a></p> <p><b>NPAC:</b> Francine Delgado (212) 204-1385 <a href="mailto:fdelgado@seedco.org">fdelgado@seedco.org</a></p> <p><b>Goodwill:</b> Sharmaine Jones (718) 246-4905 ext. 2067 <a href="mailto:sjones@goodwillny.org">sjones@goodwillny.org</a></p>
<p style="text-align: center;"><b>Catholic Charities</b> 1011 First Ave. 6<sup>th</sup> Floor New York, NY 10022</p> <p>(Director) Antonio Garcia (212) 371-1011 Ext: 2030 Contact: Yula D'Cruz (212) 371-1011 Ext. 2487 Will schedule appointments for Mon. thru Sat. Daytime and evenings</p>	Manhattan/Staten Island	<p><b>FEGS:</b> Meryl Kordower (212) 366-8586: Email <a href="mailto:MKordower@fegs.org">MKordower@fegs.org</a></p> <p><b>NPAC:</b> Francine Delgado (212) 204-1385 <a href="mailto:fdelgado@seedco.org">fdelgado@seedco.org</a></p> <p><b>Arbor/NYJP:</b> Gerald Monroe (718) 780-4412 <a href="mailto:geraldmonroe@arboret.com">geraldmonroe@arboret.com</a></p> <p><b>America Works:</b> David Aguado (212) 599-5627 ext. 132 <a href="mailto:daguado@americaworks.com">daguado@americaworks.com</a></p> <p><b>Wildcat:</b> Rick Pendington (212) 209-6093 <a href="mailto:rpendington@wildcatatwork.org">rpendington@wildcatatwork.org</a></p> <p><b>CEC:</b> David Bernstein (212) 308-2455 <a href="mailto:cec270@cecny.com">cec270@cecny.com</a></p>

## COMMUNITY BASED ORGANIZATIONS BTW Contact Information—Section 8 Application Process

NAME & ADDRESS	COVERAGE AREA	VENDOR /LIAISON
<p style="text-align: center;"><b>Church Avenue Merchants Block Association</b> Linden Job Center 45 Hoyt Street</p> <p style="text-align: center;">Christine Gayle (718) 694-2017 Intake Receptionist (718) 237-6329 Appointments: Monday-Thursday 1pm-5pm Evening hours by appointment</p>	<p>Brooklyn</p>	<p><b>FEGS:</b> Meryl Kordower (212) 366-8586 Email <a href="mailto:MKordower@fegs.org">MKordower@fegs.org</a></p> <p><b>Arbor/NYJP:</b> Gerald Monroe (718) 780-4412 <a href="mailto:geraldmonroe@arboret.com">geraldmonroe@arboret.com</a></p> <p><b>America Works:</b> David Aguado (212) 599-5627 ext. 132 <a href="mailto:daguado@americaworks.com">daguado@americaworks.com</a></p> <p><b>CEC:</b> David Bernstein (212) 308-2455 <a href="mailto:cec270@cecnyc.com">cec270@cecnyc.com</a></p> <p><b>Goodwill:</b> Sharmaine Jones (718) 246-4905 ext. 2067 <a href="mailto:sjones@goodwillny.org">sjones@goodwillny.org</a></p>
<p style="text-align: center;"><b>Queens Community House</b> 108-25 62nd Drive, Forest Hills, NY 11375 For appointments contact: Marilyn Sotomayor (718) 592-5757 Ext. 222 Chris Roland (718) 592-5757 Ext: 221 Day time appts. 165-08 88<sup>th</sup> Ave. Rm 217 Evening and weekend appointments at 80-02 Kew Gardens Rd. Suite 202</p>	<p>Queens</p>	<p><b>America Works:</b> David Aguado (212) 599-5627 ext. 132 <a href="mailto:daguado@americaworks.com">daguado@americaworks.com</a></p> <p><b>Goodwill:</b> Sharmaine Jones (718) 246-4905 ext. 2067 <a href="mailto:sjones@goodwillny.org">sjones@goodwillny.org</a></p>