



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #06-113-ELI

(This Policy Bulletin Replaces PB #06-98-ELI)

### NEW PROGRAM FOR SHELTER CASES WITH INCOME

<p><b>Date:</b> August 15, 2006</p>	<p><b>Subtopic(s):</b> Housing</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>This incentive is only applicable at the Riverview Job Center.</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This Policy Bulletin is being revised to advise staff that the application filing period for the shelter cases with income housing initiative has been extend indefinitely.</p> <p><b>Purpose:</b></p> <p>This policy bulletin is to inform staff at the Riverview Job Center of a new pilot program coordinated between the Human Resources Administration (HRA) and the Department of Homeless Services (DHS), which provides employed shelter residents with up to three months of advance rent payments to assist in their transition to permanent housing. This policy bulletin serves as information for all other staff.</p> <p>This program encourages homeless families to obtain permanent housing by offering:</p> <ul style="list-style-type: none"> <li>• three months of advanced rent</li> <li>• one month security deposit</li> <li>• one month broker's fee</li> <li>• furniture allowance, if necessary</li> <li>• moving and storage fees</li> </ul> <p>Although the family can apply for a one-shot deal at any Center, the three months of advanced rent will only be issued for applications received and approved by the Riverview Job Center.</p> <p>If the family applies at a Center other than Riverview, the normal rent and security deposit allowances will be authorized.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

This program is scheduled to run indefinitely.

Families eligible for this program include those that currently:

- reside in the DHS shelter system;
- are income cases with a single issue zero-cash grant;
- are not eligible for the Housing Stability Plus (HSP) program.

During the pilot program, 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 public assistance (PA) participants in single issuance (SI) status for advance rent payment. Each roster will contain a maximum of 10 families.

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

The families named on the rosters are expected to report to the Riverview Job Center for an interview. At the interview, families not known to HRA must complete the Statewide Common Application ([LDSS-2921](#)), while families known to HRA must be treated as "one shot deal" applicants but do not have to complete the **LDSS-2921**.

Riverview 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).

*Effective Immediately*