



**FAMILY INDEPENDENCE ADMINISTRATION**  
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**POLICY BULLETIN #07-52-ELI**

**SECTION 8 HOUSING VOUCHER OUTREACH PROGRAM**

<b>Date:</b> April 25, 2007	<b>Subtopic(s):</b> Public Assistance
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff of a new outreach program which allows working applicants/participants to apply for a New York City Housing Authority (NYCHA) Section 8 housing voucher. The applications submitted through this program will receive priority treatment from NYCHA during the application approval process.</p> <p>Applicants/participants who secure Section 8 housing vouchers can seek housing in a New York City neighborhood of their choice from any landlord who accepts the vouchers. With a Section 8 housing voucher, qualified individuals and families pay 30% of their income toward the Fair Market Rent set by the Federal government; NYCHA pays the remainder directly to the landlord.</p> <p>This program is targeted to:</p> <ul style="list-style-type: none"> <li>• participants currently receiving the Family Eviction Prevention Supplement (FEPS) or <u>Jiggetts</u> shelter supplement</li> <li>• applicants/participants of the Welfare to Work or Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) programs and</li> <li>• applicants requesting a “one-shot deal” for rental assistance or participants requesting a rent arrears payment from the Rental Assistance Unit (RAU).</li> </ul>

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*

Applicants/participants must also meet all of the following eligibility criteria:

- Currently employed
- Continuously employed for at least the last three months
- Currently paying at least 50% of their gross income towards rent.

FEPS, Jiggetts and Welfare to Work

Qualified FEPS, Jiggetts and Welfare to Work participants will be notified of their selection for the program through an upcoming mailing conducted by Management Information Systems (MIS). The mailing will consist of the Section 8 Housing Voucher Outreach Program Letter (**EXP-80P**) and the Community Based Organizations chart (**Attachment A**). The **EXP-80P** is a new letter that informs participants of the program's benefits and instructs them to schedule an appointment with a community-based organization (CBO) on the chart. At the appointment, a CBO staff member will help the participant complete the Section 8 housing voucher application. The completed application will be submitted by the CBO on the participant's behalf.

Welfare to Work or WeCARE

Eligible Welfare to Work participants may also be selected for the program by their Back to Work (BTW) Vendor. Similarly, eligible WeCARE participants may be selected by WeCARE staff for the program. When selecting participants, the BTW Vendor or WeCARE staff member will:

- inform the participant of the benefits of the program
- provide him/her with documentation verifying his/her selection for the program
- instruct him/her to schedule an appointment with one of the listed CBOs and to bring the verification documentation to the appointment to complete the Section 8 housing voucher application.

RAU

Applicants requesting a "one-shot deal" for rental assistance or participants requesting a payment for rent arrears at Job Centers may be selected for the program the following way:

- Housing Diversion Unit (HDU) staff at the Job Center will send a RAU Case Documentation Package, which includes a Rental Assistance Unit (RAU) Case Documentation Transmittal form (**W-153P**), Rental Assistance Unit Exception to Policy form (**W-153R**) and other pertinent documents, to RAU for approval

- RAU will review the referral package to make a determination on the request for rent arrears/rental assistance, as well as to assess whether the household meets the eligibility criteria for the Section 8 housing voucher outreach program
- If the household is eligible for the Section 8 housing voucher outreach program:
  - RAU will indicate this along with its decision on the rent arrears/rental assistance request on the Notice of Approval on the Request to the Rental Assistance Unit form (**W-153Q**) or the Notice of Denial on the Request to the Rental Assistance Unit form (**W-153T**), which will be returned via fax to HDU;
  - HDU will:
    - inform the applicant/participant of his/her selection for the program
    - provide him/her with a copy of the **W-153Q** or **W-153T**
    - instruct him/her to schedule an appointment with one of the CBOs on the chart and to bring the copy of the **W-153Q** or **W-153T** to the appointment to complete a Section 8 housing voucher application.


The applicant/participant will be notified by the CBO via mail of the NYCHA Section 8 housing voucher application decision.

If the applicant/participant has questions regarding the **EXP-80P** or the Section 8 housing voucher application process, staff should instruct him/her to contact one of the CBOs listed on the chart.

*Effective Immediately*

**Attachments:**

- |                     |   |
|---------------------|---|
| <b>EXP-80P</b>      | Section 8 Housing Voucher Outreach Program Letter           |
| <b>EXP-80P (S)</b>  | Section 8 Housing Voucher Outreach Program Letter (Spanish) |
| <b>Attachment A</b> | Community Based Organizations                               |

 Please use Print on Demand to obtain copies of forms.



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

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

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

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

Dear \_\_\_\_\_,

According to our records, you or someone in your household is currently employed and has been employed for at least three months. 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.

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. Under the Section 8 program, you are obligated to contribute 30% of your income to the rent.

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: \_\_\_\_\_

Estimado(a) \_\_\_\_\_,

Según nuestros archivos, usted o alguien en su hogar está actualmente trabajando y ha estado empleado(a) por lo menos tres meses. 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.

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. Según el programa Sección 8, el 30% de su ingreso tiene que ser utilizado para pagar el alquiler.

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>