

M E M O R A N D U M

DATE: September 16, 2022

TO: Human Resources Administration (HRA) Benefits Access Center (BAC) Directors and Regional Managers, HIV/AIDS Services Administration (HASA), and Homelessness Prevention Administration (HPA)

FROM: DSS Office of Procedures

SUBJECT: Reminder on One-Shot Deal Requirements for Rent Arrears

The purpose of this Center Director (CD) Memorandum is to remind Case Management Unit (CMU), Homelessness Diversion Unit (HDU), HIV/AIDS Services Administration (HASA), and Rental Assistance Unit (RAU) staff about the one-shot deal requirements for rent arrears.

When a household is applying for a one-shot deal for rent arrears, the case should be referred to RAU as per current procedure. A housing court action is not required for a one-shot deal. If there is a housing court action, there are no specific court documents that are required for a household to apply, and these cases should not be held up from getting to RAU due to lack of specific court document(s). RAU can request documents from housing court, if RAU determines that certain documents are needed to make a determination (i.e., to certify the amount owed, monthly rent, tenancy rights, repair issues, etc.).

Effective Immediately

Related Item:

[PB#19-16-OPE](#)