



**DHS DIRECTOR MEMORANDUM**

**DATE:** December 21, 2018  
**TO:** DHS Shelter Directors  
**FROM:** DHS Office of the Administrator  
**SUBJECT:** CityFHEPS, FHEPS, and SOTA Walkthrough – Apartment Review Checklist Policy

Consistent with the requirements of Chapter 10 of Title 68 of the Rules of the City of New York, the CityFHEPS program, a household approved for CityFHEPS must have a residence that has passed a safety and habitability assessment. Safety and habitability assessments are also required where a household is moving to any new residence under the New York State Family Homelessness and Eviction Prevention Supplement (FHEPS) program or moving under the Special One Time Assistance (SOTA) program to any residence: (1) within New York City; (2) in the New York State counties of Nassau, Rockland, Suffolk, and Westchester; and (3) in the New Jersey counties of Bergen, Essex, Hudson, Middlesex, Passaic and Union.

In order to comply with the safety and habitability assessment requirements of Chapter 10 of Title 68 of the Rules of the City of New York, the Department of Social Services, the Department of Homeless Services and the Human Resources Administration have instituted a policy that the safety and habitability assessment for CityFHEPS moves to new units and the other situations identified above be conducted in accordance with the agency's Apartment Review Checklist (ARC) Form which is published on the Agency's website and has been provided to DHS providers.

As a component of this requirement, DHS staff must conduct walkthroughs in accordance with the ARC. As such walkthroughs are the policy of DHS, you are required to comply.

If you have any further questions, please contact your Program Administrator.