



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #05-24-ELI

INTRODUCTION OF THE HOUSING STABILITY PLUS PROGRAM

| Date: January 31, 2005 | Subtopic(s): Rent Supplements |
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| <p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>The initial payment will include a prorated month's rent plus three months' rent in advance.</p> <p>Individuals must comply with PA eligibility, employment and child support requirements.</p> | <p>The purpose of this policy bulletin is to inform all staff of a new housing supplement program, Housing Stability Plus (HSP). HSP will provide eligible public assistance (PA) families residing in shelter facilities the opportunity to find suitable permanent housing and financial assistance in the form of a rent supplement. The rent supplement will last for a period of five years and will be reduced by 20 percent each year after the first year of the program.</p> <p>The Department of Homeless Services (DHS) will select eligible families for the rent supplement and work with each family to locate an apartment. DHS will then issue checks for a security deposit, broker's fee (if applicable), prorated first month's rent and three months' rent (in advance). Following these payments, the basic shelter allowance plus the supplement will be added to the PA case by the Office of Central Processing (OCP).</p> <p>The Office of Domestic Violence will select eligible families from residents in their facilities and will work with the Housing and Homeless Services Region to make the initial payments as well as to ensure the rent and supplement are added to the PA case.</p> <p>Continued receipt of the supplement is contingent on the individual's compliance with PA eligibility and employment requirements. Individuals who are sanctioned for failing to comply with employment or child support requirements will lose their full supplement.</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*

There will be no new applications for EIHP, LTSP and EARP.

With the implementation of HSP, DHS and HRA are no longer accepting applications for the Employment Incentive Housing Program (EIHP), Long-Term Stayers Program (LTSP) and Emergency Assistance Rehousing Program (EARP) for families exiting shelter facilities. Individuals already participating in these programs will maintain their eligibility as long as the requirements for the program are met.

Requests for change of address at the Job Center

In some instances a newly rehoused HSP participant may come into the Job Center requesting to have his/her address changed. The JOS/Worker must check the Welfare Management System (WMS) Benefit Issuance Screen (**NQCS5A**) to see if the participant received three months' rent in advance (Special Grant Code **39**). This would indicate that the family is participating in the HSP program. The JOS/Worker should change the address immediately regardless of whether or not the participant submits verification of the change in address at the time the report is made. The participant must be allowed ten (10) days to provide the required verification.

Refer to PB #04-93-ELI, Verification of New Address and/or Shelter Cost for additional information.

Note: Rent should not be added to the budget and the case should not be transferred to another Center. OCP will ensure rent is added to the budget and transferred to the Riverview Job Center (#37) for processing of all other actions.

A detailed procedure on the Housing Stability Plus Program will be provided under separate cover.

Effectively Immediately