



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #22-04-ELI

(This Policy Bulletin Replaces PB#21-23-ELI)

TEMPORARY CHANGE TO FAMILY HOMELESSNESS AND EVICTION PREVENTION SUPPLEMENT (FHEPS) A ELIGIBILITY REQUIREMENTS DUE TO COVID-19

| Date: January 26, 2022 | Subtopic(s): Shelter Supplement |
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| <p>Revised</p> <p>Refer to PD #17-26-ELI for the additional FHEPS A eligibility requirements.</p> | <p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to inform staff that the prior temporary changes to the Family Homelessness and Eviction Prevention Supplement (FHEPS) have been extended until 12/31/2022. These temporary changes to FHEPS A eligibility include:</p> <ul style="list-style-type: none"> • Waiving of the court action requirement • Allowing attestation over the phone in lieu of a signature on the FHEPS application submitted through the Homelessness Diversion Unit (HDU) • Increase the arrears amount that a determination can be made on without documenting extenuating circumstances to \$20,000. <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform staff of the Homelessness Diversion Unit (HDU), Case Management Unit (CMU) staff acting as HDU, other Job Center CMU staff and supervisors, and the FHEPS Centralized Determination Unit (FCDU) of temporary changes to the FHEPS A eligibility requirements due to COVID-19. This policy bulletin is informational for all other staff.</p> <p>The Office of Temporary and Disability Assistance (OTDA) has agreed to temporarily waive the FHEPS A eligibility requirement that an applicant/participant must have a Housing Court proceeding. This eligibility requirement will be waived until at least December 31, 2022.</p> |

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Revised

Additionally, the signature requirement for FHEPS Applications, Modifications, and Restorations has been waived. Staff must read section 9 of the **HRA-146a** to the applicant/participant over the telephone. Please refer to **Attachment A** for the section 9 information from the **HRA-146a** form.

If the applicant/participant agrees with the information on section 9 of the **HRA-146a** form, staff must enter a case comment indicating *“FHEPS Application reviewed with client over the telephone. Client provided verbal agreement to items in section 9 of the **HRA-146a**.”*

If the applicant/participant disagrees with the information on section 9 of the **HRA-146a** form, staff must proceed with the normal rent arrears process, as the applicant/participant failed to provide verbal consent to section 9 of the **HRA-146a** form.

Provided that all other eligibility requirements are met, FHEPS A To Stay applications may be completed and submitted to FCDU and/or approved by FCDU, without a written signature if they include the following:

Revised

- A written rent demand from the landlord indicating that the tenant has defaulted on their rent and that landlord is demanding payment from the tenant; or a threat of eviction due to nonpayment in writing from the landlord; **and**
- A case comment indicating that the applicant/participant verbally agreed to the items in section 9 of the **HRA-146a**.

Temporary Change in Workflow

Provided that all other eligibility requirements are met, FHEPS A To Stay applications must be submitted to FCDU for a determination as long as the arrears are under \$20,000. If the arrears amount is over \$20,000, the participant must document extenuating circumstances that FCDU can use to determine eligibility.

Monthly breakdown of arrears

As many of these rent arrears requests will cover a significant number of months, HDU staff are also reminded to try to obtain a monthly breakdown of the arrears either from the applicant/participant and/or directly from the landlord. If, after diligent efforts are made, the breakdown cannot be obtained, HDU staff must still submit the FHEPS application to FCDU for review. FCDU will review the package in its entirety and determine if the breakdown is deemed essential in order to determine FHEPS eligibility on a case-by-case basis, as they normally do.

Effective Immediately

Related Item:

[PD #17-26-ELI](#)

Attachments:

Attachment A Waiver of the FHEPS Signature Requirement

ATTACHMENT A

Waiver of the FHEPS Signature Requirement

The following is Section 9 of the Family Homelessness & Eviction Prevention Supplement A and B (FHEPS A and B) Application (**HRA-146a**). Please read the following to the applicant/participant over the telephone.

Applicant/Participant Agreement - *you acknowledge that you have read, understood, and agree to the following:*

I agree that my full monthly rent is \$_____ and that I owe my landlord the amount that my rent supplement and Cash Assistance (CA) grant does not cover.

I agree to inform the household member(s) who are not part of the CA case of their obligation to pay their share of the rent either directly to the landlord or to me as a contribution to household expenses.

I agree to have my rent supplement from HRA sent directly to my landlord and to report to my Job Center within 10 days if I learn that my landlord has changed or has a new mailing address.

I agree to report to my Job Center within 10 days and make an appointment with my preparer (if appropriate) within 10 days if anyone moves in or out of my home, if my income changes, if anyone is accepted for SSI, if the income of anyone else in my home changes (except for yearly cost of living increases) or if my rent changes. While this application is pending, I will report these changes to my preparer.

If I receive a rent supplement, I understand I cannot move without first obtaining written approval from NYC HRA for the move. I understand that I must complete a new application.

If I am requesting arrears, I acknowledge that the preparer explained and completed the necessary worksheets for me.