

Children's Services' Housing Subsidy*

What it is:

- Subsidy consists of 2 parts: two one-shot payments of up to \$1,800 each and a monthly rental assistance of up to \$300 (note exception below for youth leaving care). The subsidy may last for up to 3 years or \$10,800 (including the 2 one-shots), whichever comes first.
- One Special Grant (One Shot) of up to \$1,800 is allocated to **pay rent arrears or mortgage arrears only**.
- One Special Grant (One Shot) of up to \$1,800 for **costs associated with securing an apartment, exterminator fees and for foster care cases only to purchase needed essential furniture**.
- Applicants may not use this to supplement or pay their rent in NYCHA Public Housing or with Section 8, but they may be eligible to use it to secure the apartment, or to pay arrears **one time only**.
- Youth entering supportive housing settings may be eligible for a one shot payment of \$645 for cost associated with acquiring that housing

Revised Process for Families Reuniting with child(ren) leaving Foster Care, and for APPLA Youth (Alternative Planned Permanency Living Arrangement):

- Foster Care provider agencies will be responsible for making initial "one-shot" payments to vendors.
- For clients who will be receiving the recurring payment rent subsidy, foster care providers will pay the second month's rent subsidy of \$300 (or the calculated subsidy, if available).
- Providers will submit expenses on a PYA/Housing Subsidy CAPS report
- ACS Payment will reimburse providers within fifteen business days after submission of PYA/Housing Subsidy CAPS Report

Who is eligible:

- Families reuniting with children who are leaving foster care, where the lack of housing is the sole factor preventing discharge
- Families with mandated preventive cases to prevent the child(ren) from entering care and
- Youth with an APPLA goal leaving foster care to their own responsibility

When to apply:

- Families with children in care seeking recurring subsidy: at least six to eight weeks before reunification when residing in/upon securing market rate housing
- Youth leaving care seeking recurring subsidy: upon securing a market rate apartment; must remain on trial discharge until age 21

What is needed:

- **CM 621:** Housing Subsidy Checklist
- **CM 621.2:** Home Evaluation Checklist
- **CM-621A:** Initial Application (Subsidy only)
- **CM 621B:** Client Income Information
- **CM 621H:** Broker's Request for Payment, as warranted and must be an original INCLUDING copy of Broker's license
- **CM 621J:** Landlord's Request for Payment, as warranted and must be an original
- **Substitute Form W-9:** Request for Taxpayer Identification & Certification (vendor identification)
- A copy of a current, valid lease
- A copy of the deed (note: copy of deeds are only required for private homes with six apartments or fewer)
- Proof of income for all household members; all projected household members must show all income sources, for the projected household's income when they secure apartments to determine the amount of ongoing subsidy.
- All payment invoices/requests must be original documents including furniture invoices
- A valid photo ID of the applicant(s)

Special rules for youth leaving care:

- Youth may be eligible for monthly rental assistance until the youth turns 21, at which point it will stop, regardless of the total amount received.
- Recurring monthly subsidy cannot be used to supplement or pay the rent in NY/NY III units.
- One-shot payments are available up until the youth turns 21.5; the youth must secure “Client Letter of Eligibility” before his/her 21st birthday.

Other information:

- **Foster Care Cases only:** Eligible applicants are required to come to HSS offices to obtain “Client Letter of Eligibility”
- **Foster Care Cases only:** Initial payment including special grants (one shots) are paid to the vendor by the provider agency.
- All housing subsidy payments are made payable to the vendor.
- Checks cannot be issued unless the vendor has an active validation status
- Children’s Services’ case must be open and current in WMS in order for payment to be processed. Address reflected on lease has to be clearly represented in WMS (2970 form)

Families who apply for the recurring monthly subsidy, as well as families that are currently active recipients, must have an open case in WMS as well as have their family cases represented as OPEN in PROMIS for regularly scheduled eligibility reviews (for the life of subsidy service).

Vendor Validation process

Vendors who will be participating in the Housing Subsidy program must register online through the Mayor’s Office of Contract Services as well as continue to submit a legible Substitute Form W-9 which is the Request for Taxpayer Identification Number & Certification form. The Substitute Form W-9 must have areas I, II, III, and V legibly completed.

Vendors, which includes but is not limited to landlords and realtors, doing business with the City of New York must be validated prior to the furnishing of subsidy services. To facilitate this process, please have the vendor attach confirmation of the completed enrollment process with his/her other required documents necessary for housing subsidy service.

The Mayor’s Office of Contract Services provides a Vendor Enrollment resource phone number to address questions that arise regarding the enrollment. The phone number is **212-857-1680**; vendors may call during standard business hours.

The link for vendor enrollment is www.nyc.gov/pip.

For additional inquiries, the ACS Housing Support and Services (HSS) unit may be contacted at: acs.sm.housing.preventive@acs.nyc.gov