

LINC VI (Friends & Family) Rental Assistance Program – CLIENT HANDOUT

In order for you to be eligible for LINC VI, DHS has criteria for any friends or family members you identify to be your “host family.” Below are the steps you should take and the information you should share with any friends or family members you identify.

STEP 1: Read the information below, under STEP 3, regarding criteria.

STEP 2: Think about friends or family members who might be willing to have you move in if the City of New York pays your share of the rent.

STEP 3: Talk to friends or family members about the criteria below to make sure they understand what will happen as part of the LINC VI application process.

A. Statewide Central Register for Child Abuse and Maltreatment (SCR) Clearance

You must share with your friends or family that all adults living in a host family’s apartment/house must do the following:

- Sign a consent form allowing ACS to run a check to see if anyone in the home has ever had an indicated case for child abuse or neglect.
 - An “indicated” case means that after investigating a case, ACS found evidence that a child was abused or neglected. DHS will only receive information about “indicated” cases.
 - An “unfounded” case means that ACS did not find evidence that a child was abused or neglected.
- If your friends or family members have had an indicated case for physical or sexual abuse of a child within the past five (5) years, they cannot be a host family for LINC VI.

B. Sex Offender Registry Check

- DHS will check the names of every adult in the household to see if anyone is a registered sex offender. This information is publicly available online.
- If anyone in the household is a Level 2 or Level 3 registered sex offender, they cannot be a host family for LINC VI.

C. Life Safety Inspection and Overcrowding Assessment

- An inspector from DHS will go to your friend’s or family member’s home to make sure that:
 - There are no unsafe conditions (such as exposed wires, nonworking smoke and carbon monoxide detectors, broken windows, etc.); and
 - The home will not be overcrowded if you and your child(ren) move in.
- The inspector will also ask your friend or family member questions about who lives in the home and where people sleep to make sure there’s enough room for everyone.

D. IRS Form W-9

- Your friend or family member who is the primary occupant (person whose name is on the lease or deed) will need to complete an IRS Form W-9. LINC VI rent payments are paid directly to the primary occupant and will be considered taxable income.