

LINC III Rental Assistance Program for Clients in Shelter

February 2015

What is the LIVING IN COMMUNITIES (LINC) III Rental Assistance Program?

The LINC III Rental assistance program helps families in shelter whose lives have been affected by domestic violence. The rental assistance program can help you move from temporary, emergency shelter back to the community as quickly as possible by paying a portion of your rent for one year, with an annual review to determine recertification; recertification will assess your current need and performance in the first year of the program. This new program is now available to help you move out of shelter. Due to available funding, only a limited number of the LINC III rental assistance payments will be issued. Consequently, not every family in the shelter system will be able to receive rental assistance.

LINC III Rental Assistance Program:

- Helps you pay your rent for one year, with up to four one-year renewals if you are eligible and funding is available.

How do I know if I'm eligible?

You are receiving this pamphlet because we have determined that you are eligible based on meeting these requirements:

- You are currently residing in a DHS or HRA shelter, have been certified by HRA as a survivor of domestic violence pursuant to Social Services Law Sec. 459-a and are one of the families who has been in shelter longest.
- You are eligible for Public Assistance in the community.
- You have an Active or Single Issue Public Assistance case.

First priority for this program will go to families who have long stays in DHS and HRA shelter, families who have reached the 180-day limit for residence in an HRA shelter and would otherwise be discharged to a DHS shelter, families who have been discharged from HRA shelter to DHS shelter, and families who have been placed in a DHS shelter and have been certified as a DV survivor through the NOVA program but could not be placed in an HRA DV shelter because of lack of capacity.

Your certification letter is valid for 90 days. After 90 days, if you have not used the letter to find permanent housing, HRA and DHS will determine if you still meet the eligibility criteria. If you are having trouble finding housing or have questions, you should contact your case manager or the housing specialist at your facility. Please note that the certification letter is no longer valid if funding for the program runs out or ends.

How do I renew my rental assistance after my first year in the community?

After your first year, you may receive up to four one-year renewals if:

- You are receiving Public Assistance.
- You have a child under 18 years of age, or under 19 years of age who is a full-time student regularly attending a secondary school, or the equivalent level of vocational or technical training.
- You participate in ongoing case management activities and are in compliance with Public Assistance requirements.

How much will I have to pay toward rent?

If you are eligible for, and enrolled in, the LINC III Rental Assistance Program, your rent will be paid to the landlord through your Public Assistance shelter allowance and the LINC III monthly rental assistance amount. There are two important exceptions:

- 1) If you have income such as employment income that is budgeted on your Public Assistance case and if, as a result, your shelter allowance that is paid to the landlord is reduced, you must make up the difference by a direct payment to your landlord.
- 2) If you have someone in your family who does not have to be on the Public Assistance case and has income, such as a family member with SSI, your family will be required to pay a portion of this other income towards the rent, your family may be entitled to a higher maximum rent level for the LINC program, and the LINC monthly rental assistance amount may be reduced.

The maximum monthly LINC rental assistance amount will be established at the time you are certified and may change if the number of individuals on your Public Assistance case changes or your shelter allowance changes in accordance with Public Assistance budgeting rules or the income of household members not on the Public Assistance case changes. The monthly LINC rental assistance amount will be discontinued if you no longer have a Public Assistance case or no longer have a child under 18 years of age, or under 19 years of age who is a full-time student regularly attending a secondary school, or the equivalent level of vocational or technical training.

You **should not** pay rent that is more than your monthly contribution amount, if any, nor should you pay any security deposit or broker's fee. (The City is issuing the security deposit and broker's fee, if required.) Such payments are called side deals and are **prohibited** under the LINC III program. If anyone asks you to make such a payment, you should call 311 or 929-221-0043.

What is the amount of rental assistance available?

The amount of your LINC III Rental Assistance will depend on your household income and how many people are in your family.

The enhanced maximum rent amounts are listed in the chart below.

Please note that landlords are not allowed to charge you any fees other than what is legally stated in the lease. Landlords are prohibited from charging extra for heat and hot water. For your protection, you should not agree to any side deals. You should immediately inform DHS or HRA about any such requests by calling 311 or 929-221-0043.

All leases are between you and your landlord, and the City is not a party to the lease.

LINC III Rental Assistance Program Chart										
Family Size	1	2	3	4	5	6	7	8	9	10
ENHANCED Max Rent	\$1,213	\$1,268	\$1,515	\$1,515	\$1,956	\$1,956	\$2,197	\$2,197	\$2,530	\$2,530

LINC III Example

Your maximum rent and maximum rental assistance levels will be based on the number of people in your family who are active on the Public Assistance case. The following are two examples of standard maximum rent and rental assistance amounts. In the second example, the family has employment income which reduces their Public Assistance shelter allowance. The family will then pay the remainder of the rent from that income.

Family Size (on PA):	4	Family Size (on PA)	4
Maximum Rent:	\$1,515	Maximum Rent:	\$1,515
Monthly Household Income:	\$0	Monthly Household Income:	\$1,200 (employment income)
Monthly PA Shelter Allowance	\$450	Monthly PA Shelter Allowance:	\$386
Monthly Rental Assistance:	\$1,065	Tenant Contribution:	\$64
		Monthly Rental Assistance:	\$1,065

Please note that if you have a family member who is not on the Public Assistance case because of income such as SSI, the family will be required to pay a portion of this other income towards the rent, the family may be entitled to a higher maximum rent level for the LINC program, and the monthly LINC rental assistance amount may be reduced.

How do I find an apartment and sign a lease?

Your housing specialist or case manager will assist you in connecting with landlords and brokers. When you find an apartment, your case manager will work with the broker or landlord to request a City inspection and submit the leasing documents in addition to your latest income information to HRA for approval.

If your leasing request is approved and your apartment passes inspection, you will sign a lease with your broker or landlord at 109 East 16th Street in Manhattan if you reside in a DHS shelter or a designated ADVENT office if you reside in an HRA shelter. You may be eligible to receive a furniture allowance and you should work with your case manager at your shelter to arrange for moving assistance.

If you identify an apartment on your own, please let your housing specialist or case manager know immediately so that an inspection can be arranged and the landlord can be provided with the program documents.

What help can I receive once I leave shelter?

Once you and your family leave shelter, you can receive ongoing support services.

- If you left a DHS shelter, call 929-221-0043 or 311 to find your local Homebase homelessness prevention office.
- If you left an HRA shelter, call 929-221-7270 to be connected to your local community-based nonresidential program.

If you lose your job or have other very serious short term problems that make it impossible to pay your rent, you may apply to HRA for emergency rent assistance. These requests will be evaluated according to standard HRA procedures, which include an assessment of your ability to pay rent going forward.

The information in this pamphlet provides a general overview of the LINC III Rental Assistance program. It is not intended to provide full details concerning the operation of the program.



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