



Bill de Blasio
Mayor

Human Resources
Administration
Department of
Social Services
Steven Banks
Commissioner

Department of
Homeless Services

PATHWAY HOME PROGRAM NOTICE OF ELIGIBILITY DETERMINATION

Client Name
Shelter
Address 1
Address 2

CARES Case #:

Application Date: MM/DD/YYYY

Notice Date: MM/DD/YYYY

Application #:

On _____ you submitted an application for the Pathway Home program.

You are **eligible** for the Pathway Home program.

You are approved to join the host family in the residence located at:

_____.

Your host will receive monthly payments of \$_____.

You are **ineligible** for the Pathway Home program for the following reason(s):

Your application is incomplete. You did not submit the following documents: _____

Your household does not include at least one member who receives Cash Assistance (Single Issuance or Active), and all household members who are eligible for Cash Assistance (Single Issuance or Active) must receive such benefits.

Your household's total gross income exceeds 200 percent of the federal poverty level as established annually by the U.S. Department of Health and Human Services.

Your household does not include a child who meets the criteria set forth in Section 369.2(c) of Title 18 of the New York Codes, Rules and Regulations.

Your household has not been found eligible for DHS shelter.

Your household does not currently reside in the City shelter system.

Your household has not resided in the City shelter system for at least ninety consecutive days.

You have not identified a host family that has agreed to permit your household to reside in its residence for a monthly payment that does not exceed the applicable maximum.

Living with the host family you identified in the host family's residence poses a risk to the health, safety, or welfare of your household.

OTHER: _____

Right to a Review of Our Determinations

DO YOU THINK WE ARE WRONG? (IF SO, CONTACT HRA IMMEDIATELY.)

If you think your Notice of Eligibility Determination or Pathway Home program monthly payment amount is wrong, you can request a review conference with HRA. If we made a mistake, we will correct it. If, after speaking with your case manager, you are not satisfied with the explanation you receive, you can request a review of the decision. Often, the quickest way to have the decision reviewed is by requesting a conference with HRA.

HOW TO REQUEST A REVIEW CONFERENCE

It is very easy to request a review conference. Just call 929-221-0043 and say that you are requesting a review conference about your eligibility for the Pathway Home program. One will be scheduled as soon as possible.

WHAT TO EXPECT AT A REVIEW CONFERENCE

At a review conference, we will discuss our decision with you. Sometimes this is the fastest way to solve any problem you may have.

If you have documents that show there was an error, you can explain the error to us and we will direct you regarding the fastest way to change or update your information

If you are not satisfied with the results of the review conference, you are still entitled to an administrative appeal. **Your time to request an appeal will be extended until 60 days after the date of your conference.**

ADMINISTRATIVE APPEAL PROCESS

Deadline for requesting an appeal: You have 60 days from the date of this notice or the date of your conference to request an Administrative Appeal.

How to Ask for an Administrative Appeal:

You can ask for an administrative appeal by **mail**, by **fax**, or by **email**. If you cannot reach HRA by fax or email, please write to Pathway Home Program Appeals, 150 Greenwich Street, 36th Floor, New York, NY 10007 to ask for an administrative appeal before the deadline.

- (1) MAIL:** Send a copy of **ALL THREE PAGES OF THIS NOTICE**, completed, to:
 Pathway Home Program Appeals
 150 Greenwich Street, 36th Floor
 New York, NY 10007
 (Please keep a copy for yourself.)

I want an administrative appeal. I do not agree with the City's decision.
 (You may explain why you disagree below, but you do not have to include a written explanation.)

Print Name: _____ Case Number: _____
Name M.I. Last Name

Address: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

(2) FAX: Fax a copy of **ALL THREE PAGES OF THIS NOTICE** to: **917-639-0313**.
(While residing in the shelter, your provider will make the shelter's fax machine available during regular business hours to request an appeal.)

(3) E-MAIL: Scan and E-mail **ALL THREE PAGES OF THIS NOTICE** to: RACC@hra.nyc.gov

What to Expect at an Administrative Appeal Hearing

HRA will send you a notice that tells you when and where the appeal hearing will be held.

At the hearing, you will have a chance to explain why you think the decision is wrong. You can bring a lawyer, a relative, a friend or someone else to help you do this. If you cannot come yourself, you can send someone to represent you. If you are sending someone who is not a lawyer to the hearing instead of you, you must give this person a letter to show the hearing officer that you want this person to represent you at the hearing.

To help you explain at the hearing why you think we are wrong, you should bring any witnesses who can help you. You should also bring any papers you have, such as: pay stubs, leases, receipts, bills, doctor's statements. At the hearing, you and your lawyer or other representative can ask questions of witnesses which we bring or which you bring to help your case.

If you have a disability and cannot travel, you may appear through a representative, either a friend, relative or lawyer. If your representative is not a lawyer, or an employee of a lawyer, your representative must bring the hearing officer a written letter, signed.

If you have a disability and need a reasonable accommodation, such as sign language interpretation, assistance for a visual impairment or some other accommodation, to participate in a conference or hearing, please make this request on this form.

Legal Assistance

If you think you need a lawyer to help you with this problem, you may be able to get a lawyer at no cost to you by contacting your local Legal Aid Society or other legal advocacy group. For contact information for Legal Aid or other advocacy groups or the names of other lawyers, check your Yellow Pages under "Lawyers" or check the internet equivalent.

Access to Your File and Copies of Documents

To help you get ready for the hearing, you have a right to look at your case file. If you call, write or fax HRA, we will send you free copies of the documents from your files which we will give to the hearing officer at the hearing. Also, if you call, write or fax us, we will send you free copies of other specific documents which you think you may need to prepare for your appeal hearing. To ask for documents or to find out how to look at your file, call HRA at **929-221-0043** or write HRA at **Pathway Home Program, 150 Greenwich Street, 36th Floor, New York, NY 10007**.

If you want copies of documents from your case file, you should ask for them ahead of time. They will be provided to you within a reasonable time before the date of the hearing. Documents will be mailed to you only if you specifically ask that they be mailed.

Information

If you want more information about your case, how to ask for an administrative appeal, how to see your file, or how to get additional copies of documents, call HRA at **929-221-0043** or write to Pathway Home Program, 150 Greenwich Street, 36th Floor, New York, NY 10007.

Further Appeal Rights

If you think the hearing officer's decision is wrong, you will have the right to appeal the hearing officer's decision to a higher-level manager within HRA. Information on how to take a further appeal will be included in the hearing officer's decision.