

## **CityFHEPS Renewal Frequently Asked Questions**

### **Do I have to renew my CityFHEPS?**

Yes. You must renew your CityFHEPS subsidy. We will send you a renewal application five months before the end of the subsidy year. When you get your renewal application you will have to send it back to us and:

- Confirm that you are still living in your CityFHEPS apartment
- Confirm your household size
- Submit updated income information

If you do not return the renewal application and any supporting documents by the first deadline, we will send you one warning notice.

If you don't send us what we need by the deadline on the warning notice, we will not be able to process your renewal application within 30 days before the end of the subsidy year. You and your landlord will receive a final termination notice.

### **What if I Return My Renewal Late?**

Sending us your renewal late could have some negative impacts. By sending us the renewal late (after the final termination notice) may lead to you ending up in housing court and at risk of losing your housing.

But, if your late renewal application gets to us within one year past the end of the subsidy year, and longer if there is a good cause reason, we may be able to renew or restore the subsidy.

### **How Do I Submit My CityFHEPS Renewal?**

You can submit your CityFHEPS renewal application by:

- scanning and emailing documents to [RAPRENEWALS@hra.nyc.gov](mailto:RAPRENEWALS@hra.nyc.gov), **OR**
- mailing them to the address on the form, **OR**
- delivering the documents to: Rental Assistance Program Unit  
109 East 16th Street, 10th Floor  
New York, NY 10003

### **What if there is a Change in my Family Size?**

If someone leaves your household, the maximum rent amount that your household is eligible for may go down. If this happens, you might have to transfer to a new apartment with a lower rent.

If your household size gets bigger, and your unit is too crowded, you may apply for a good cause transfer to move to a larger unit by going to your local Homebase program.

### **How much income can my household have?**

Your household can have gross income up to 80% of the Area Median Income (AMI) and still qualify for a CityFHEPS renewal.

### **Do I need to have a new lease to renew CityFHEPS?**

You are not required to have a renewal lease with the landlord to continue in the CityFHEPS program. As long as you are still eligible for CityFHEPS and renew the subsidy, the program will continue.

### **What if my rent goes up?**

If your rent goes up, we might be able to increase the subsidy. You will have to show us a new signed lease with the higher rent amount.

### **How long can I get CityFHEPS for?**

You can receive CityFHEPS for a total of five years. This includes any time that you may have gotten payments from the old rental assistance programs (CITYFEPS, LINC, SEPS or Pathway Home).

This five-year limit does not apply to all households. If your household includes someone who is 60 years old or older, or an adult who receives federal disability benefits, there is no time-limit. Also, in certain circumstances, we may extend your subsidy beyond the five-year limit for good cause.

When you are approaching your five-year limit, we will mail you an application for good cause renewal.

Renewals are always subject to households continuing to meet eligibility requirements and the continued availability of funding.