Notice to Applicants/Participants of the Revised Storage Fee Process and Allowance Requirements

In 2017, State regulations and policy on the storage grant for furniture and personal belongings changed. Please note the following important information:

- HRA will now require applicants/participants to provide three (3) storage fee estimates from an established list of storage facility operators before payment can be made.
- Applicants/Participants can utilize a storage facility operator that meets the newly established guidelines, for his/her storage needs.
- There are limits and restrictions on the types and amounts of furniture and personal belongings that can be stored.
- The amount paid for a storage unit will be based on household size (see page 2).
- Payment of storage fees will be based on a minimum/maximum amount allowed for a storage unit with regard to the storage unit size (see page 2).

Applicants/Participants Requesting a Storage Fees Allowance/Grant For The First Time

Applicants/Participants applying for payment of storage fees for the first time must abide by the rules listed above at the time of request.

Unless you are a DHS/HRA shelter resident receiving an automated storage payment or, are not receiving ongoing Cash Assistance, you must apply every month you need a storage fee allowance/grant.

Applicants/Participants will have up to 10 days to return to the Center with the provided W-113A (Documentation Request Form) or W-113K (Documentation Requirements and/or Assessment Follow-up form) along with three (3) storage estimates for consideration of payment.

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Important Information about Storage Fees

Storage fees are only available for furniture and personal belongings you have and use at the time you were evicted, relocated, or entered shelter or other temporary housing.

The type of items that can be stored with this grant are limited to furniture and the following items:

- Legal and identification documents
- Washing machine and dryer
- Kitchen items: tables, chairs, cookware, appliances, dishware, glassware, utensils
- Items needed for employment (not business inventory)
- Bedding and towels
- Household electronic devices
- Clothing of household members
- Items needed for educational purposes
- Assistive medical devices
- Personal keepsakes

The amount that can be stored must be reasonable and limited to the needs of your household size at the time you apply for the storage fee grant. HRA defines a reasonable amount as the following:

<table>
<thead>
<tr>
<th>Number of Persons in Household</th>
<th>Allowable Storage Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>400 Cubic Feet</strong> (5' Width x 10' Length x 8' Height)</td>
</tr>
<tr>
<td>2-3</td>
<td><strong>600 Cubic Feet</strong> (7.5' Width x 10' Length x 8' Height)</td>
</tr>
<tr>
<td>4-5</td>
<td><strong>800 Cubic Feet</strong> (10' Width x 10' Length x 8' Height)</td>
</tr>
<tr>
<td>6 or more</td>
<td><strong>1200 Cubic Feet</strong> (10' Width x 15' Length x 8' Height)</td>
</tr>
</tbody>
</table>
HRA may deny your request for a storage fee grant if:

- You currently have or were offered permanent housing
- You are moving from permanent housing and to permanent housing
- You did not give us a storage bill
- You applied or gave us a storage bill late
- The amount of items you are storing or intend to store is not reasonable
- You have income or resources to meet the storage need or have other storage options
- You are not eligible for emergency or Cash Assistance
- You increased the amount of items in storage beyond what is allowed, as indicated above
- After receiving a one-time grant for a storage space exceeding the limits described above, you did not reduce and move your belongings into an allowable storage space for your household size by the subsequent month.

Applicant's/Participant's Signature: _______________________________ Date: ______________

Worker's Name: _______________________________ Date: ______________

Worker's Signature: _______________________________ Date: ______________

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.