



Date: _____

Case Number: _____

Case Name: _____

Center: _____

Caseload: _____

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

Our Policy and Process for the payment of storage fees has changed.

Here is what you need to know:

- The amount paid for a storage unit will be based on household size and market rates (see page 2)
- Applicants and participants may be approved for a one-time payment outside of HRA's requirements if your furniture and personal belongings are currently in storage. The reason your belongings are in storage must be due to your current emergency shelter need due to relocation, eviction, or temporary housing.
- HRA will provide applicants and participants a listing of storage facilities that we know are within the new limits but using one of them is not mandatory

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 comply with the rules listed above at the time of request.

You must apply every month you need a storage fee allowance/grant unless:

- **You are a DHS/HRA shelter resident and are receiving an automated storage 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 allowable furniture and the following items:

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

The amount of furniture which can be stored must not exceed the amount needed for the household size and limited to certain items. The amount of personal belongings to be stored must not exceed the amount needed for the household size and must be reasonable in number and total volume.

HRA FIA Storage Limit Schedule

Household Size	Size	Max Rate
1+	5x5x4 (locker) 100 Cubic Ft	\$51.02
1+	5x5x8 - 200 Cubic Ft	\$117.38
1+	5x10x8 - 400 Cubic Ft	\$154.04
2+,3+	5x15x8 - 600 Cubic Ft	\$203.62
4+,5+	10X10x8 - 800 Cubic Ft	\$245.32
6+	10x15x8 - 1200 Cubic Ft	\$432.06

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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 does not meet the requirements
- 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 number of storage units
- After receiving a one-time grant for a storage space/cost 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.