

LINC I Rental Assistance Program for Clients in Shelter

February 2015

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

The LINC I Rental assistance program helps families in shelter who are working at least 35 hours a week but are unable to afford stable housing. 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 I rental assistance payments will be issued. Consequently, not every family in the shelter system will be able to receive rental assistance.

LINC I Rental Assistance Program:

- Helps you pay your rent for up to three years, if you are eligible and funding is available.
- Requires you to continue working and to pay 30% of what you make every month towards your rent.
- Can be extended for two additional years if you meet good cause criteria.

How do I know if I'm eligible?

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

- You are currently in DHS or HRA shelter and have been living in shelter for at least 90 consecutive days and you are one of the families who has been in shelter longest.
- Your household is working a combined total of at least 35 hours per week in unsubsidized employment.
- Someone in your household has been employed at least 90 days before certification.
- You have an Active or Single Issue Public Assistance case.
- Your household income does not exceed 200% of the federal poverty level.

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Please note that the certification letter is no longer valid if funding for the program runs out or ends.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 a renewal for a second and a further renewal for a third year if:

- Your household is working at least 35 hours per week in unsubsidized employment.
- Your household has income that does not exceed 200% of the federal poverty level.
- You participate in an employment plan.

If you receive a renewal for a third year, you may only receive a renewal for a fourth year and a further renewal for a fifth year under limited circumstances if you meet good cause criteria.

How much will I have to pay toward rent?

If you are eligible for, and enrolled in, the LINC I Rental Assistance Program, you must contribute **30%** of your household income towards your rent. The amount of your contribution for the year is set at the time of your lease signing and will not change for the first year in the LINC I program, but will be reviewed during your annual renewal for the program. Your total household income includes employment earnings and unearned income, such as SSI/SSD. Subsidized employment earnings, such as income from TEAP Parks Department and College Work Study jobs, are not included as income.

You **should not** pay rent that is more than your monthly contribution amount, 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 I 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 I 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 I Rental Assistance Program Chart									
Family Size	2	3	4	5	6	7	8	9	10
ENHANCED Max Rent	\$1,268	\$1,515	\$1,515	\$1,956	\$1,956	\$2,197	\$2,197	\$2,530	\$2,530

LINC I Example

The following is a sample tenant contribution and rental assistance amount. Your contribution and maximum rent will be based on your own household income and family size.

Family Size:	4
Maximum Rent:	\$1,515
Monthly Household Income:	\$1,320
Monthly Tenant Contribution:	\$396
Monthly Subsidy:	\$1,119

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 I Rental Assistance program. It is not intended to provide full details concerning the operation of the program.



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