

Fair Futures Coach/Housing Specialist Training

Housing Support for Youth Aging out of
Foster Care

Agenda

Obtaining Housing

- NYCHA Housing
- Supportive Housing: NY/NY III
- Supportive Housing: NYC 15
- Harlem Dowling Permanent Supportive Housing
- Section 8 Housing
- NYC Housing Lottery
- ACS Housing Subsidy
- ACS Discharge Grant

Youth Panel

Poll

*We will take a 10 min break approximately every hour

ROADMAP OF HOUSING & INDEPENDENT LIVING GOALS

APPLY TO AFFORDABLE HOUSING GOALS

Ideally, young people should apply by age 19 to all forms of eligible housing if they have an APPLA (Another Planned Permanent Living Arrangement) goal.

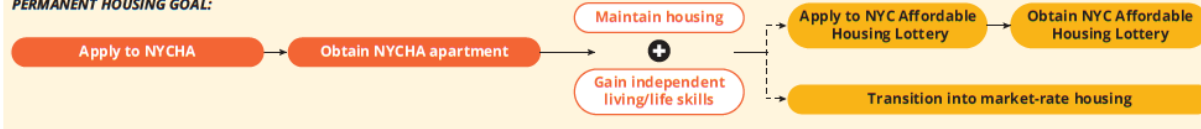
OBTAINING HOUSING GOALS

MAINTAINING HOUSING & BUILDING INDEPENDENT LIVING SKILLS GOALS

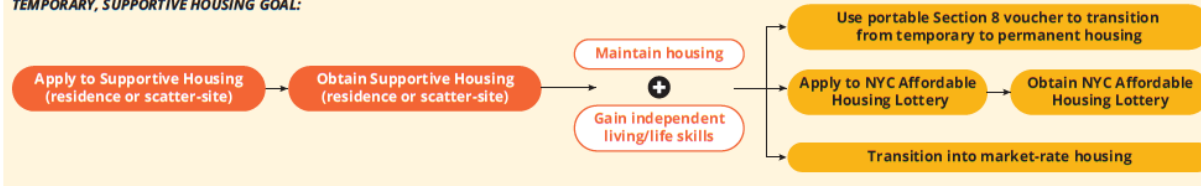
TRANSITIONING INTO (OTHER) PERMANENT HOUSING GOALS

→ Optional Pathway

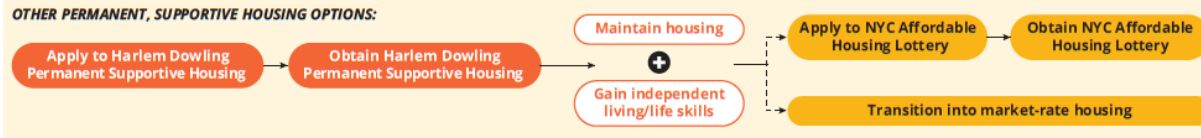
PERMANENT HOUSING GOAL:



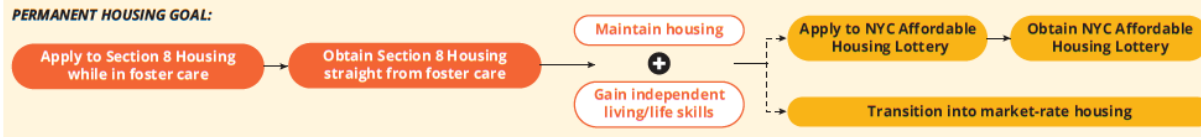
TEMPORARY, SUPPORTIVE HOUSING GOAL:



OTHER PERMANENT, SUPPORTIVE HOUSING OPTIONS:



PERMANENT HOUSING GOAL:



Explore Other Stable Living Arrangement

Cons/Considerations

- Do not have say in development location
- Safety concerns/negative stigma
- Apartments in need of repairs
- Must have source of income at the time of eligibility interview
- If rejected, must wait one year before reapplying
- NYCHA can start eviction process after 2 months of nonpayment
- Must be residing in NYC when applying
- Youth with criminal history or pending charges may be denied
- NYCHA residents are not permitted to be full-time college students

Eligibility Criteria

- Must be in foster care with an APPLA goal
 - Between the ages of 18-21 years old
 - OR over 21 years old under an approved CCS21+
 - OR youth discharged from foster care with an APPLA goal, under 21 years old, and without stable housing
 - OR youth discharged from care with an APPLA goal but continue to receive ACS College Room Board exceptional payments (even if over 21)
- Youth cannot apply with N0 code after 21st birthday unless on an approved CCS21+; however, once application is submitted youth can be called for an apartment over 21 and no longer in care

Applying for NYCHA

- Must apply through ACS to receive NO priority code
 - Point of contact: Paul Williams, paul.williams@nyc.acs.gov, 212-676-6779
- Required Documents:
 - NYCHA application
 - Proof of Identification
 - Vital documents
 - Proof of income (pay stubs or presumptive budget letter)
 - Proof of NYC residence
 - APPLA Certification Letter
 - Memorandum of Attestation
 - Employment Referral Letter (even if youth is employed)

Presumptive Budget Letter

Youth must have income at the time of the NYCHA eligibility interview or the application will be denied. If the youth is not employed, ACS can request a Presumptive Budget Letter.

- Youth must be 18 years old
- Youth must show that they were employed and lost the position, or have been actively seeking employment for the last 6 months
- Email Paul Williams or Kenia Maldonado with youth's legal name, DOB, and SSN.
 - This does not generate income; it shows NYCHA the cash and shelter allowances the youth will be eligible for after aging out of foster care (if not employed by that time)

Applying for NYCHA

- Application Process

- An agency representative must submit all required documents to ACS housing; ACS will submit the electronic application to NYCHA.
- Agency rep must submit Housing Subsidy Memorandum of Attestation, signed by the agency Director, and the APPLA Certification Letter, signed by the case planner

Application Timeline

- 17-18y/o: 4 core trainings at the ACS Housing Academy
- 17-18y/o: original vital documents on hand, goal change if necessary, ensure youth is not already on a NYCHA lease.
- 18y/o: secure presumptive budget letter, if necessary
- 18-19y/o: apply for NYCHA
- NYCHA Eligibility Interview (bring pay stubs or presumptive letter)
- Youth is placed on the borough-wide waiting list
- Youth and ACS are contacted when an apartment is available
- Agency representative applies for ACS Housing Subsidy once lease is signed
- Agency representative schedules trial discharge conference - youth is not able to access the ACS Discharge grant until this has taken place
- Poll

Coach Tips

- Vital documents
- Advise youth that must be in care at time of eligibility interview
- Prepare youth for eligibility interview
- 'Pending ineligible': 30 days to respond to NYCHA with documentation
- 'Ineligible': 90 days to appeal determination
- Once eligible, youth/coach should call NYCHA Hotline (718-707-7771) periodically to ensure case is still active and youth remains on a borough wide waitlist
- When called for apartment, coach should accompany youth
- Counsel youth on pros/cons of denying apartment
- Take youth to shop for furniture

HOUSING & INDEPENDENT LIVING GOAL:

Apply to NYCHA*

Complete this worksheet if young person is age 19 or older and has an APPLA (Another Planned Permanent Living Arrangement) goal.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Get Memorandum of Attestation signed by agency Director	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Ensure youth has all vital documents and required documentation	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Accompany youth to ACS office to submit NYCHA application	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Ensure youth attends NYCHA Eligibility Interview	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> If youth is not employed, request Presumptive Budget Letter	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Follow up with ACS Housing to ensure application was accepted by NYCHA	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Advise youth to attend the ACS Housing Academy	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Prepare youth for eligibility interview	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____	<input type="radio"/> YES <input type="radio"/> NO		

***ONCE GOAL IS COMPLETED:**

- Proceed to "Obtain NYCHA apartment" goal on Housing & Independent Living Goals Roadmap and begin worksheet on page 139

GOAL TRACKING			
START DATE: _____	GOAL COMPLETED	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____		DATE: _____
COACH: _____	<input type="checkbox"/> NO NOTES: _____		NEW GOAL: _____
			NOTES: _____

HOUSING & INDEPENDENT LIVING GOAL:

Obtain NYCHA apartment*

Complete this worksheet if the young person has applied to NYCHA.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Accompany youth to view the apartment they were offered	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Request discharge conference to be scheduled as soon as possible if youth does not reject apartment	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> After discharge conference, apply for ACS \$1,000 discharge grant (for home goods etc.)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Help youth obtain the \$1800 ACS grant to pay first month rent and needed furnishings	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Take youth shopping to select furniture	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Provide social-emotional support to young person during the transition process - check-in on them	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> If youth is unhappy with apartment, discuss pros/cons of denying first choice	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Review home goods youth will need	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If youth is not employed, visit HRA with youth to apply for public assistance (will need letter from agency that youth is being discharged)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist youth with moving in - setting up the home, unpacking home goods, etc.	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____	<input type="radio"/> YES <input type="radio"/> NO		

*ONCE GOAL IS COMPLETED:

- Proceed to "Maintain Housing" and "Gain independent living/life skills" goals on Housing & Independent Living Goals Roadmap and begin worksheet(s) on pages 163 and 165
- Review additional "Applying to Housing" goals on Housing & Independent Living Goals Roadmap on page 16

GOAL TRACKING			
START DATE: _____	GOAL COMPLETED	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____	DATE: _____	NEW GOAL: _____
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NOTES: _____	

Supportive Housing: NY/NY III

- Temporary, supportive housing program
- Serves 9 distinct populations, one is youth transitioning from foster care
- Goal of program is to transition out by 26 years old
- Rent is calculated on 30% gross income, re-evaluated annually
- Approved forms of income vary by residence!
 - Residences that use tax credits are not legally permitted to have full-time college students; will require pay stubs or public assistance (not scholarship money)
 - Some residences charge a flat monthly rate; students can use scholarship money as a source of income for these locations
- Level of need determines if youth are eligible for congregate or scattered site apartments; this is a HRA determination

Eligibility

Youth aging out of foster care are eligible for Populations I, C, and D

- Population I: Young adults 18-25 years old leaving or having recently left foster care, or who have been in foster care for more than one year past their 16th birthday, and who are at risk of street or sheltered homelessness.
- Population C: Young adults 18-24 leaving or having left foster care, who are diagnosed with a SPMI (Serious and Persistent Mental Illness) prior to their 18th birthday.
- Population D: Families that are chronically homeless or at risk of being homeless, where the head of household has a SPMI or a SPMI with co-occurring substance abuse. To meet the homelessness criteria for population D must be residing in a DHS shelter OR have had 2+ moves in the last two years with a history of DHS residence. To qualify must also meet three of the following requirements: be under 25 years old with child(ren), no high school diploma or TASC, less than 6 months employment in the last 24 months, domestic violence history, history of shelter residence in last 24 months.

Applying to NY/NY III

- Designated agency representatives must complete the HRA2010e supportive housing application online via the CAPS Coordinated Assessment and Placement System (formerly PACT - Placement Assistance and Client Tracking) system. Only approved users can access this system!
- Application Documents:
 - HRA 2010e application
 - Psychosocial Summary
 - Psychiatric Evaluation - NOT required for Population I
 - Documentation of foster care history
- Psychosocial and Psychiatric evaluations cannot be more than 6 months old!
- Youth must sign a consent for the agency to submit application on their behalf
- Previously youth no longer in care had to apply at ACS Housing
- TB test now required within 60 days of placement into supportive housing

Creating a Comprehensive Psychosocial

Paragraph 1: Identifying Data

- Name, age, race, marital status, length of time in current shelter/program, usual appearance, current financial and medical benefits

Paragraph 2: Brief Social History

- Background information, biological family history (birthplace, family structure at birth, family problems prior to care, siblings etc), legal proceedings

Paragraph 3: Education/Work History

- Highest grade completed, overview of employment history, goals for future education/employment

Paragraph 4: Psychiatric, Medical, and Substance History

- Inpatient psych hospitalizations, outpatient treatment, hx of suicidal behavior, hx of substance use and tx, current medication, outstanding medical problems and treatment

Creating a Comprehensive Psychosocial

Paragraph 5: Housing History

- Prior housing/placements, including any form of homelessness

Paragraph 6: Current Situation

- Current level of functioning, ability to perform ADLs, motivation to follow through with treatment programs, insight into tx that supports placement in the community (especially if coming from inpatient/group homes), level of assistance youth will need once housed

Paragraph 7: Summary & Recommendations

- Highlight applicants outstanding features, why a good candidate for supportive housing, what level of support will be most helpful

Application Timeline

- If a psychiatric eval is needed, notify treating psychiatrist of the need for a formal evaluation; this should be done 3 months prior
- An agency representative meets with youth to conduct psychosocial
 - Must clearly discuss the reasons youth needs supportive housing (not just affordable housing!); give specific examples
 - Have youth sign HRA consent at this time so no delay in submitting packet
- Agency rep completes and submits HRA2010e via CAPS
 - Information on HRA2010e must be consistent with information in psychosocial
- Agency rep will upload psychosocial and psychiatric (if required) via CAPS
- Once approved by HRA, ACS will forward to supportive housing providers
- Youth must attend an interview with residences prior to being accepted
- Agency representative applies for ACS Housing Subsidy once lease is signed
- Agency representative schedules trial discharge conference - youth cannot access ACS Discharge grant prior to this meeting taking place

Supportive Housing: NYC 15

- NYC 15 is a more recent program, more spots open/opening
- Key differences from NY/NY III:
 - NYC 15 is permanent, not temporary
 - NYC 15 has more robust staffing and on site supports
 - NYC 15 is more stringent in showing that youth need supportive, and not just affordable, housing; clinical dx is not required
- When HRA2010e is submitted HRA screens for NYC 15 eligibility
- Single adult housing or larger apartment for parenting youth
- Rent is calculated on 30% gross income and is re-evaluated annually
 - Residences that use tax credits are not legally permitted to have full-time college students; will require pay stubs or public assistance (not scholarship money)
 - Some residences charge a flat monthly rate; students can use scholarship money as a source of income for these locations

Eligibility

Foster youth must qualify for BOTH criteria below:

- Homeless Criteria

- Having left foster care in the last 24 months; OR
- History of foster care at least one year past 16th birthday; OR
- DHS history (90 consecutive days in past year); OR
- Unsheltered youth (90 consecutive days in past year).

- Clinical Criteria

- Marked behavioral or functional impairment in at least one of the following:
 - Difficulty with self-care or activities in daily living
 - Difficulty with social functioning/interpersonal relationships
 - Difficulty with basic responsibilities at home, school, or work

Eligibility cont.

- AND one of the following:
 - History of multisystem involvement (contact with more than one agency in last two years, ACS, DOC, RTF, RTC, DYCD etc)
 - No high school diploma or TASC
 - Less than 6 months employment in last 24 months
 - History of trauma/victimization
- Many young people leaving foster care will meet this criteria, as long as the agency representative can clearly outline how/why in the psychosocial and application
- If a youth has overcome their trauma, has healthy day-to-day functioning, positive adult relationships, able to work/attend school etc, they will be not be approved for NYC 15 (will be sent to NY/NY III providers instead)

All applications are reviewed for Supportive Housing developed under the NY/NY I, II, and III agreements, NYC 15/15, ESSHI and other types of housing with services for individuals at risk of homelessness and/or history of homelessness.

Below are the housing categories the applicant was reviewed for and the resulting outcome:

Application Type: Individual

Housing Type: Scatter; Congregate*



Approval Period: 12/23/2021 - 12/22/2022




Approvals: NY/NY III; NYC 15/15




Medicaid Redesign Team: No





Standard Vulnerability Assessment: Low

* The housing type determination is applicable only for NY/NY III and/or NYC 15/15 supportive housing.

Housing Category	Eligibility Determination	Contact for Housing Referral
Serious Mental Illness (SMI) Supportive housing for single adults with SMI or an SMI with a co-occurring substance use disorder.	 Ineligible Does not have a serious mental illness based on OMH criteria	
NY/NY I & II Supportive housing for chronically homeless single adults with a SMI or an SMI with a co-occurring substance use disorder.	 Ineligible Does not have a serious mental illness based on OMH criteria	

Housing Category	Eligibility Determination	Contact for Housing Referral
NY/NY III (Population A) Chronically homeless single adults with a SMI or a SMI with a co-occurring substance use disorder.	 Ineligible Does not have a serious mental illness based on OMH criteria	
NY/NY III (Population B) Single adults who are presently living in NYS operated psychiatric centers or a NYS operated transitional residences and who are at risk of street or sheltered homelessness upon discharge.	 Ineligible Does not have a serious mental illness based on OMH criteria	
NY/NY III (Population C) Young adults (18-24 years old) who have a SMI or SED being treated in NYS licensed residential treatment facilities, state psychiatric facilities or leaving or having recently left foster care and are at risk of street or sheltered homelessness, if discharged without supportive housing.	 Eligible	State Office of Mental Health Dr. Elizabeth Sieger Young Adult Housing Liason (212) 330-1650 Elizabeth.Sieger@omh.ny.gov

Housing Category	Eligibility Determination	Contact for Housing Referral
<p>NY/NY III (Population F)</p> <p>Single adults who are homeless or at risk of homelessness and have completed a course of treatment or are successfully being treated for a substance use disorder.</p>	<p> Ineligible</p> <p>Recently used substances</p>	
<p>NY/NY III (Population H)</p> <p>Chronically homeless single adults, including those at serious risk of becoming chronically homeless, with HIV/AIDS and HASA service connection, who have a co-occurring serious mental illness and/or substance use disorder.</p>	<p> Ineligible</p> <p>Not an active HASA client</p>	
<p>NY/NY III (Population I)</p> <p>Young adults (18 - 24 years old) who are leaving or having recently left foster care and are at risk of street or sheltered homelessness, if discharged without supportive housing.</p>	<p> Eligible</p>	<p>Adminstration for Children's Services Paul Williams (212) 676-6779 Paul.Williams@acs.nyc.gov</p>

Housing Category	Eligibility Determination	Contact for Housing Referral
NYC 15/15 Young Adult Young adults (18-25 years old) with high service utilization who are homeless or at risk of homelessness (including aging out of foster care).	 Eligible	Human Resources Administration Fuad Rasulov Program Manager (929) 221-6800 rasulovf@hra.nyc.gov
ESSHI Mental Health Adult Single adults who are homeless or at risk of homelessness with a SMI or a SMI with a co-occurring substance use disorder.	 Ineligible Does not have a serious mental illness based on OMH criteria	
ESSHI Substance Use Disorder (Adult) Single adults who are homeless or at risk of homelessness with substance use disorder as primary barrier to independent living.	 Ineligible No significant functional impairments due to recent substance use or successful participation/completion in substance use treatment	
ESSHI Mental Health Young Adult Young adults (18-25 years old) who are homeless or at risk of homelessness with a SMI or a	 Ineligible Not currently homeless or at risk of homelessness	

The following service conditions have been required:

- Case Management Services
- TB testing within sixty days of placement into supportive housing unless tested within the last year

The following service conditions have been recommended:

- Mental Health/Day Treatment Program
- Ongoing Psychiatric Treatment
- Sub Use Disorder Counseling/Treatment
- Money Management Services
- Vocational/Educational Training Program

To learn more about the criteria for supportive housing please review the ***Supportive Housing Description and Criteria*** sheet available in the Coordinated Assessment and Placement System. If you have questions about this application determination, please contact me by telephone or email as listed below.

Best Regards,

HOUSING & INDEPENDENT LIVING GOALS WORKSHEET

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HOUSING & INDEPENDENT LIVING GOALS WORKSHEET

HOUSING & INDEPENDENT LIVING GOAL:

Obtain Supportive Housing (residence or scatter-site)*

Complete this worksheet if the young person has applied to Supportive Housing (residence or scatter-site).

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Contact supportive housing providers where packet was submitted	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Prepare youth for interview once a spot opens	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Accompany youth on day of interview and ensure youth has all documents	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Once accepted, schedule trial discharge conference	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Apply for \$645 ACS grant for first month rent	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Apply for discharge grant for home goods/furniture	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Provide social-emotional support to young person during the transition process - check-in on them	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Advocate for youth to receive an interview at any agency with a vacancy	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Visit residences with young person to increase chances of being accepted	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If youth is not employed, visit HRA with youth to apply for public assistance (will need letter from agency that youth is being discharged)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist youth with moving in - setting up the home, unpacking home goods, etc	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____	<input type="radio"/> YES <input type="radio"/> NO		

*ONCE GOAL IS COMPLETED:

- Proceed to: "Maintain Housing" and "Gain Independent living/life skills" goals on Housing & Independent Living Goals Roadmap and begin worksheet(s) on pages 163 and 165
- Review additional "Apply to Affordable Housing" goals on Housing & Independent Living Goals Roadmap on page 16.

GOAL TRACKING			
START DATE: _____	GOAL COMPLETED	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____	DATE: _____	
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NEW GOAL: _____	
		NOTES: _____	

Eligibility

- 18-25 years old at time of application
- Former foster care or DYCD placement
- Currently enrolled in school and/or employed
- At risk of homelessness
- Able and prepared to make a minimum of \$167/month (amount based on income)
- Able to pass criminal background and credit checks

Applying to Harlem Dowling

- Coach/Housing Specialist must complete an application for Life Bridges Housing
- Coach/Housing Specialist must run criminal background check and attach to application
- Coach/Housing Specialist must run credit check and attach to application
- Send completed packet to Vincent Madera (VMadera@childrensvillage.org)

HOUSING & INDEPENDENT LIVING GOAL:

Apply to Harlem Dowling Permanent Supportive Housing*

Complete this worksheet if young person is age 19 or older and has an APPLA (Another Planned Permanent Living Arrangement) goal.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Complete Harlem Dowling application	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Run a credit check (must submit with application)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Run criminal background check (must submit with application)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Submit application and all supporting documents to Children's Village	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Other: _____ <div></div>	<input type="radio"/> YES <input type="radio"/> NO		

***ONCE GOAL IS COMPLETED:**

- Proceed to "Obtain Harlem Dowling Permanent Supportive Housing" goal on Housing & Independent Living Goals Roadmap and begin worksheet on page 147
- Review additional "Apply to Affordable Housing" goals on Housing & Independent Living Goals Roadmap on page 16

GOAL TRACKING

START DATE: _____	GOAL COMPLETED	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____	DATE: _____	
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NEW GOAL: _____	
		NOTES: _____	

HOUSING & INDEPENDENT LIVING GOAL:

Obtain Harlem Dowling Permanent Supportive Housing*

Complete this worksheet if the young person has applied to Harlem Dowling Permanent Supportive Housing

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Follow up to ensure application was received and assess for upcoming vacancies	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Prepare youth for interview process	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Provide social-emotional support to young person during the transition process - check-in on them	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Take youth to view the building and assess for suitability	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If called for interview, accompany youth on day of interview	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist youth with moving in - setting up the home, unpacking home goods, etc	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____	<input type="radio"/> YES <input type="radio"/> NO		

*ONCE GOAL IS COMPLETED:

- Proceed to: "Maintain Housing" and "Gain independent living/life skills" goals on Housing & Independent Living Goals Roadmap and begin worksheet(s) on **pages 163 and 165**
- Review additional "Apply to Affordable Housing" goals on Housing & Independent Living Goals Roadmap on **page 16**

GOAL TRACKING

START DATE: _____	GOAL COMPLETED	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____	DATE: _____	
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NEW GOAL: _____	
		NOTES: _____	

Cons/Considerations

- ACS has over 1,500 applicants on waitlist
- Cannot remain on NYCHA waitlist once utilize a voucher
- Difficult to locate an apartment
- Stable employment crucial in being accepted by landlords
- Most youth will need a broker; ACS will only pay for this if under 21 or on approved CCS21+
- Credit score of 500+ is recommended to find an apartment (not required)
- Pay 30% gross income but also usually responsible for other utilities
- Rent must be paid in full at the start of the month

Applying for Section 8

- ACS manages an internal waitlist for Section 8
- Ronette Short, **Ronette.Short@acs.nyc.gov**, 212-676-6838
 - Client's full name
 - Date of Birth
 - Social Security Number
 - Mailing Address
 - Cell Phone Number
 - Email
 - Emergency Contact
- Can email, youth is not required to apply in person

HPD Section 8 Vouchers

- ACS also partners with HPD for a limited number of Section 8 vouchers
- Eligibility requirements are the same
- Voucher prices vary based off zip code
- Youth must apply in person at the ACS office (150 William Street)
- ACS is not accepting applications for this program at this time; however, if/when they open again, must bring:
 - State ID, Birth Certificate, Social
 - Previous month bank statement
 - Proof of income (paystubs, HRA budget letter, SSI award letter, child support etc)

Coach Tips

- Good credit is essential!
 - Once youth are 18 run credit checks and work to build credit
- Brokers are key
 - Coaches/Housing Specialists should work to develop relationships with brokers who are willing to assist youth aging out of care/former foster youth
- Street Easy app
- Plan for the Security Deposit
- Poll

HOUSING & INDEPENDENT LIVING GOAL:

Apply to Section 8 Housing*

Complete this worksheet if the young person is still in foster care and is able to obtain Section 8 housing (see Manual).

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Contact ACS with required information to add youth to waitlist	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Inform youth of long waitlist for Section 8 and the pros/cons of the program	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If youth is approaching or already 24 years old, inform ACS of urgency of case	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____	<input type="radio"/> YES <input type="radio"/> NO		

***ONCE GOAL IS COMPLETED:**

- Proceed to: "Obtain Section 8 Housing" goals on Housing & Independent Living Goals Roadmap and begin worksheet on **page 151**
- Review additional "Apply to Affordable Housing" goals on Housing & Independent Living Goals Roadmap on **page 16**

GOAL TRACKING			
START DATE: _____	GOAL COMPLETED	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____	DATE: _____	NEW GOAL: _____
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NOTES: _____	

HOUSING & INDEPENDENT LIVING GOAL:

Obtain Section 8 Housing*

Complete this worksheet if the young person has applied to Section 8 Housing while still in foster care.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Ensure youth has stable employment and good credit before trying to obtain housing	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Run youth's credit score	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Once called for voucher, immediately assist youth in locating an apartment (no fee apartments or connect to broker)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Discuss with youth and agency staff how the one month security deposit will be paid to landlord	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Once a signed lease is secured, submit to ACS Housing staff	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Provide social-emotional support to young person during the transition process - check-in on them	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Outreach to brokers to find those with section 8 apartments available for viewing	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If needed, work with youth to build positive credit	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Counsel youth during this trying and difficult process	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If a broker was used, apply to the \$1800 ACS grant and ACS discharge grant to cover the broker fee	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If a broker was used, discuss with youth and agency how furniture and home goods will be provided for	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist youth with moving in - setting up the home, unpacking home goods, etc	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____	<input type="radio"/> YES <input type="radio"/> NO		

*ONCE GOAL IS COMPLETED:

- Proceed to: "Maintain Housing" and "Gain independent living/life skills" goals on Housing & Independent Living Goals Roadmap and begin worksheet(s) on pages 163 and 165
- Review additional "Apply to Affordable Housing" goals on Housing & Independent Living Goals Roadmap on page 16

GOAL TRACKING			
START DATE: _____	GOAL COMPLETED	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____	DATE: _____	
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NEW GOAL: _____	
		NOTES: _____	

NYC Affordable Housing Lottery

- Affordable, rent stabilized apartments throughout NYC
- Offers apartments at a variety of income levels
- Permanent housing option for youth who have history of stable employment and strong financial management skills
 - Can be good option for youth in supportive housing approaching 26 or youth who have been living independently for some time and are ready to leave NYCHA
 - Most apartments, but not all, have income requirements that necessitate employment
- Apartments are fully renovated and in luxury style buildings
- No age limit to leaving units and can apply at any age/stage
- Must match income requirements at time of *interview*

Application Process

- Create an account via the HPD Housing Connect website
 - Once created the site will store youth information for future applications
- Developments open applications for a set period of time
 - Check frequently, be one the first to apply!
- Tenant selection process varies by development, but often takes several months to begin after the application period closes
- If selected, will have short timeline to bring in required documents and complete additional screening interview

HOUSING & INDEPENDENT LIVING GOALS WORKSHEET

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HOUSING & INDEPENDENT LIVING GOALS WORKSHEET

HOUSING & INDEPENDENT LIVING GOAL:

Obtain NYC Affordable Housing Lottery*

Complete this worksheet if the young person has applied to NYC Affordable Housing Lottery

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Discuss plan with youth for moving from current housing situation	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Provide social-emotional support to young person during the transition process - check-in on them	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> If contacted for an apartment, assist youth in completing application	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Prepare youth for interview	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Follow up with youth after interview	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Coach youth on length of time the process can take, and provide regular support	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist youth with moving in - setting up the home, unpacking home goods, etc	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____	<input type="radio"/> YES <input type="radio"/> NO		

*ONCE GOAL IS COMPLETED:

- Review additional goals on Housing & Independent Living Goals Roadmap on page 16

GOAL TRACKING		
START DATE: _____	MAINTAINED HOUSING FOR THE YEAR:	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES NOTES: _____	DATE: _____
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NEW GOAL: _____
	DATE: _____	NOTES: _____

Activity **TIME**

Housing Vignette #1

Martin is a 19 year old male currently living with a foster family. A few years ago Martin was diagnosed with bipolar disorder. He was recommended to participate in weekly counseling as well as meet with a psychiatrist for medication management. Martin has been working as a stock clerk the past 3 months. Prior to this job, he worked another retail store for 6 months. Martin hopes to enroll in a vocational school to become an automotive technician in the future. Martin receives monthly SSI payments in addition to his part time work. Martin struggles with keeping appointments and finds it difficult to maintain stable employment.

Housing Vignette #2

Eddie is a 23 year male who is no longer in the foster care system (and not under CCS21+). Prior to turning 21, he was discharged to his sister. While he was living with his sister, due to lack of contact with the agency he lost his NO priority status and his NYCHA application became “inactive”. Due to an overcrowded living space, Eddie really needs his own space. He came to the ACS office asking if he would be eligible for any housing at this time. Eddie works full time at a large retail store and maintains a decent credit score.

Housing Vignette #3

Lara is a 22 year old female living with a foster family (under CCS21+). She has been with this foster family for the past 10 years and has a great supportive relationship. Lara works part time as a babysitter and currently training to become a home health aide. Lara is easy going and forms relationships with other people very nicely. Lara has an excellent credit score and has had a steady income for couple years.

Housing Vignette #4

Kaitlin is a 19 year old with a 2 year old daughter. Her daughter is also in foster care but is set to be returned to Kaitlin when she obtains permanent housing. Kaitlin lives in a group home currently. She is training to be a dental assistant and hopes to be employed within 6 months. Kaitlin could benefit from support for parenting a toddler and budgeting once living on her own.

Housing Vignette #5

John is a 23 and a half year old male living in a supportive housing. He currently works as a peer mentor at a small non-profit agency. He moved into his current home when he was 20 and has done well with the support from staff at his current placement. He is starting to feel anxious as he only has 2 more years before he will no longer be eligible for his housing. His apartment building doesn't turn into section 8 voucher. He already turned down 2 NYCHA apartments and is no longer an option for him. John plans on maintaining his job as he thoroughly enjoys it but does not make enough money to afford an apartment on his own.

ACS Housing Subsidies

The ACS Housing Subsidy consists of two parts:

- Two “one shot” payments of up to \$1,800 each
 - A move in grant of \$1,800 which can be used for security deposit, first month rent, broker’s fees, moving expenses, and/or furniture
 - A grant of \$1,800 for rent arrears, can only be used one time
- Monthly recurring rental assistance of \$300 per month
 - This cannot be used if over 21 OR for NYCHA/Section 8, making it rarely used by youth aging out of foster care

Eligibility

- Minimum age of 18 years old
- Maximum age of 21 and 6 months
- APPLA goal
- Being discharged from care or recently discharged from care
- Youth moving into supportive housing are only eligible for \$645 of the move-in grant, not the full \$1800

Application Process

- Housing Specialist should apply for the move-in grant as soon as the youth receives a letter of intent from NYCHA or an acceptance from supportive housing
- Youth do not need to apply in person
 - Housing specialist should contact Paul Williams to apply
- Arrears: if applying for one shot grant for rental arrears this must be noted in email along with youth CIN and DOB
 - Include copy of lease and breakdown from landlord stating amount owed
 - If over 21 and 6 months cannot access this fund; must apply via HRA

ACS Discharge Grant

- Reinstated in 2017
- Funding up to \$1000 to assist youth aging out with essential items needed when transitioning into independent living
- Covers items such as home goods, additional furniture, metrocard, food, toiletries etc
 - ACS will not reimburse sales tax
 - ACS will not reimburse TV larger than 50 inches
 - ACS will not reimburse entertainment electronics such as video games

Eligibility

- Must have been in continuous care of ACS for at least nine months
- Youth must have an approved APPLA goal
- Youth must have an approved discharge plan
 - Ex: youth signing self out must have viable and approved discharge plan
- Youth must not have received a discharge grant in last two years
 - Ex: youth who signed self out and returns to care
- Youth cannot be over 21 and 6 months unless on approved CCS21+

Application Process

- Hold the discharge conference!
- Agency fiscal department must complete the Discharge Grant Itemized Invoice and the Discharge Grant Detail Reimbursement Request
- Agency must also submit the Connections Progress Note that outlines the trial or final discharge conference and/or approval of the discharge plan or a Court Order ordering the grant be dispersed
- Submit above to DFS.SPPT@acs.nyc.gov
- Questions about this process should be directed to Cheryl.Church@acs.nyc.gov

Youth PANEL