

APPLYING TO & OBTAINING SUPPORTIVE HOUSING: NY/NY 3



NY/NY III IS A TEMPORARY, SUPPORTIVE HOUSING PROGRAM that serves nine distinct populations, including foster youth who age out. In this program, young people are supposed to transition out by age 26.



IMPORTANT REMINDER:

WHEN A NY/NY 3 APPLICATION IS SUBMITTED, THE APPLICATION IS AUTOMATICALLY SCREENED FOR NYC 15 ELIGIBILITY.

Any submitted **NY/NY 3 application** should be consistent with the information in the psychosocial or it will not be approved. Both documents must clearly explain the need for supportive housing (not just affordable housing).

THE KEY DIFFERENCES BETWEEN NY/NY 3 AND NYC 15 ARE:

- **NYC 15** is a more recent program and thus has more spots open/opening.
- **NYC 15** is permanent housing, whereas **NY/NY 3** is temporary
- **NYC 15** includes more robust staffing/onsite supports than **NY/NY 3** (both are voluntary, however)
- **NYC 15** is more stringent around showing proof that young people need **supportive housing**, *not just affordable housing*
Most foster youth aging out will meet these requirements. A clinical diagnosis is not required, but it is critical for agency staff to fill out the forms correctly.

RENT

There is no proof of income requirement for NY/NY 3 supportive housing upon application.

PAYING RENT/ACCEPTABLE FORMS OF INCOME:

RENT is based on 30% of gross income (before taxes) and is re-evaluated annually. *(After taxes, this is closer to 50% of income!)*

SSI and **Public Assistance** are acceptable means of paying rent.

ELIGIBLE INCOME SOURCES

The eligible income sources depend on the residence, so it is important to know this upfront!

Residences that use tax credits are not legally able to have full-time students as tenants and require a formal source of income (paychecks or public assistance).

Therefore, young people in college would need to go part-time and do work/study or have a paid internship/job.

Some residences only charge \$50/month or \$215 for full-time students.

Students can use grants and/or scholarship funds as a source of income in these residences *(if they have additional funds outside of tuition cost coverage)*.

Youth who do not have additional scholarship funds apply for **HRA benefits** to cover rent costs while in school.

HRA allows for students enrolled in an Associate or Bachelor degree program to receive benefits.

- Some students may not have enough hours to fully exempt them from the HRA work requirement.
HRA will count each hour of class, as well as one hour per credit for homework.
- Recipients may be required to either attend the Back to Work program or gain part time work to remain eligible. Coaches should assist the young person in getting work study, which is easier to manage with their course load.
- *Note: HRA cannot count scholarship money as overall income when making eligibility determinations.*

ELIGIBILITY

NY/NY 3 Housing is supportive housing program with a social services component. The population served is classified into nine categories: Population A through Population I. NY/NY 3 Applicants must be eligible for one of the nine Populations.

YOUTH AGING OUT OF CARE ARE ELIGIBLE FOR POPULATION C, POPULATION D, AND POPULATION I.

POPULATION I

Young adults ages 18-25 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 ages 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.

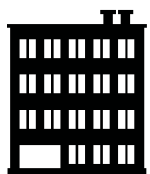
To meet the homelessness criteria for Population D: must be residing in a DHS shelter OR have had 2+ moves in the last two years with a history of DHS residence.

To qualify must also meet 3 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

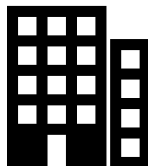
THE LEVEL OF NEED DETERMINES IF YOUTH IS ELIGIBLE FOR A CONGREGATE OR SCATTERED SITE APARTMENT.

HRA will determine level of need.



CONGREGATE HOUSING

This is a residence with on-site support staff. Depending on the residence: some apartments are for a single young person, some young people have roommates.



SCATTER-SITE HOUSING

These are individual apartments located throughout NYC. They do not have on-site supports. Young people have roommates.

NY/NY 3: POINTS TO CONSIDER

BENEFITS

- Paid staff can assist and provide support to youth during transition from care
- Some supportive housing units will turn into a **Section 8 Voucher** (*though not all*)
- Units come furnished
- There are more options for young people to live in a neighborhood where they feel safe and comfortable
- Supportive housing residences are often in much better physical condition than NYCHA apartments
- It is much less likely a young person will get evicted for accruing rental arrears as compared to NYCHA
- Sources of income can be more flexible

CONS/CONSIDERATIONS:

- Youth must move out of the apartment and obtain other housing by age 26
In practice, some young people stay beyond age 26
- Difficult to secure
Applicants must find available unit, go through an interview process, be selected, etc.
- Very limited availability for parenting youth
- Will not receive the full \$1,800 ACS grant
Limited to \$645 in rent deposit and furniture allowance

APPLYING

APPLICATION SUBMISSION

Designated agency representatives must complete the **HRA 2010e Supportive Housing Application** online via the **CAPS** (Coordinated Assessment and Placement) **System**.

Note: Only designated agency representatives and approved users can access this system.

Youth who are no longer in foster care can apply for NY/NY 3 in-person at ACS Housing: 150 William Street, 8th floor, New York NY.

APPLICATION DOCUMENTS

☑ HRA 2010e Application

Application will cover: Demographic information, Current housing/homelessness history, Clinical/medical information including any diagnoses, medications, hospitalizations, and restrictions on ADLs (Activities of Daily Living)

☑ Psychosocial Summary*

☑ Psychiatric Evaluation* (NOT required for Population I)

**Cannot be more than 6 months old at the time of application or application will be rejected.*

APPLICATION TIMELINE

3 MONTHS BEFORE SUBMISSION

IF A PSYCHIATRIC EVALUATION IS REQUIRED:

The Case Planner (or Coach) must notify the treating psychiatrist of the need for a formal evaluation to take place. This can take time to complete so should begin 3 months prior to plans on submitting the packet.
Reminder: evaluations done more than 6 months prior to application submission will not be accepted.

CASE PLANNER OR COACH SHOULD MEET WITH YOUTH TO COMPLETE A THOROUGH PSYCHOSOCIAL SUMMARY:

The Psychosocial Summary should clearly discuss the reasons why the young person needs supportive housing (versus just affordable housing) and provide specific examples and details. *Psychosocial Summary cannot be written from a strength-based perspective that focuses on a young person's potential.*

To be accepted into supportive housing the application needs to make a clear case as to why the young person is struggling, what has been done to address it to date, what the result has been, and why the young person still needs housing.

See [Appendix I7 Applying to and Obtaining Supportive Housing: NYC 15](#) for additional information and examples.

SUBMISSION

AGENCY APPROVED REPRESENTATIVE COMPLETES AND SUBMITS HRA 2010E APPLICATION VIA ONLINE CAPS SYSTEM:

The application MUST be consistent with the information provided in the Psychosocial Summary.

For example: If the Psychosocial Summary says the young person has difficulty showing up to school and appointments and needs to be in a supportive setting, and if the application says the young person shows up on time, the application will not be approved. (Note: additional input may be requested, or it may be rejected outright.)

See [Appendix I7 Applying to and Obtaining Supportive Housing: NYC 15](#) for additional information and examples.

AGENCY APPROVED REPRESENTATIVE UPLOADS THE PSYCHOSOCIAL SUMMARY AND, IF NEEDED, PSYCHIATRIC EVALUATION INTO THE ONLINE CAPS SYSTEM.

APPROVED

AFTER HRA APPROVES APPLICATION, ACS WILL FORWARD THE PACKET TO VARIOUS SUPPORTIVE HOUSING UNITS

Based on the approved population and congregate/scattered designation

Some developments have requirements, such as attending an orientation, to be considered for approval or placed on the waiting list. The Coach should make sure the youth attends this.

YOUNG PEOPLE MUST ATTEND AN INTERVIEW WITH INDIVIDUAL PROGRAMS PRIOR TO BEING ACCEPTED INTO ANY SUPPORTIVE HOUSING UNIT.

The Coach should accompany the young person to interviews.

YOUTH ACCEPTS AN APARTMENT

THE CASEWORKER/HOUSING SPECIALIST SHOULD APPLY FOR THE ACS MOVE-IN/FURNITURE GRANT

See [Appendix I11 ACS Housing Subsidy](#) for more information.

FOR YOUTH STILL IN CARE: THE CASEWORKER/HOUSING SPECIALIST SCHEDULES A TRIAL DISCHARGE CONFERENCE

This must take place in order to apply for the discharge grant.

See [Appendix I12 ACS Housing Grant](#) for more information.

TIPS FOR HELPING YOUNG PEOPLE APPLY TO NY/NY3

The following are tips to ensure that the process is expedited.

Depending on the agency, the Coach, Case Planner, or Housing Specialist will complete these steps.

- ☑ The Coach should advocate with the different parties to ensure all application documents are begun/completed in a timely fashion. This includes scheduling the psychiatric evaluation and following up with the psychiatrist and scheduling time with the case planner and/or treating therapist to complete a psychosocial summary.
- ☑ The Coach should provide the above information to whoever is helping the young person with the psychosocial and application – they need to be consistent, and clearly explain and justify the need for supportive housing (not just affordable housing).
- ☑ After the application is submitted via CAPS, the Coach or Housing Specialist should reach out to Paul Williams (paul.williams@acs.nyc.gov) to assess which supportive housing agencies the packet has been sent to.
- ☑ Getting a vacancy is not easy! The Coach – or Housing Specialist - should become familiar with the CUCS website and weekly vacancy list and call ALL facilities where the packet was sent and advocate for client to receive an interview.
- ☑ Coach should visit housing options with the young person to assess for suitability/comfort.
 - When visiting, the Coach should have a hard copy of the application on hand (either from the agency representative who submitted the packet or from ACS Housing Unit); many supportive housing agencies will ask for this due to the high volume of packets they receive.
- ☑ In general, Coaches and Housing Specialists should work on building relationships with the different providers so their name/email is recognized when outreach is made on behalf of a client.
- ☑ If youth is offered an interview, coach should prep the young person and accompany them to the site on the day of the interview.