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
○ Get Memorandum of Attestation signed by agency Director	○ YES ○ NO		
○ Ensure youth has all vital documents and required documentation	○ YES ○ NO		
○ Accompany youth to ACS office to submit NYCHA application	○ YES ○ NO		
○ Ensure youth attends NYCHA Eligibility Interview	○ YES ○ NO		
○ Get APPLA Certification Letter signed by Case Planner	○ YES ○ NO		
○ Get Employment Referral Letter signed by Case Planner	○ YES ○ NO		

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

***ONCE GOAL IS COMPLETED:**

- Proceed to "Obtain NYCHA apartment" goal on Housing & Independent Living Goals Roadmap and begin worksheet on **page 141**

GOAL TRACKING

START DATE: _____

YOUTH NAME: _____

COACH: _____

GOAL COMPLETED

☐ **YES** | NOTES:

☐ **NO** | NOTES:

DATE: _____

☐ **GOAL CHANGED**

DATE: _____

NEW GOAL: _____

NOTES:

ADDITIONAL NOTES