

## SECTION 23E

### E. OBTAINING A NYCHA APARTMENT

It is not uncommon for young people in foster care who are aging out to say that they do not want to apply to NYCHA. Many grew up in NYCHA developments and returning to them feels like coming full circle - going back to where they came from. Other concerns often include safety and the condition of the apartments themselves.

While all of these concerns are valid, Coaches/Case Planners should strongly encourage all young people to apply for all forms of housing. Some NYCHA developments are better than others (and some are in very desirable locations in NYC). A young person can always choose to reject it and pursue other housing options. Many young people also change their minds over the course of the years that they are waiting for housing; it is always better to have the option. If a youth has negative past experiences in a specific neighborhood or borough of the city, encourage the young person to make a borough selection that makes them more comfortable.

See [Appendix I1 Applying to and Obtaining a NYCHA apartment](#) for a comprehensive summary that includes: a description of NYCHA housing; key highlights/information; pros/cons and considerations when applying; eligibility requirements; application details (required documents, application process, and timeline); and tips for Coaches and staff (common mistakes, best practices, etc.).

#### GOALS & STEPS

All young people aging out should have “[Apply to NYCHA](#)” as one of their Goals for obtaining housing. For detailed Steps, please refer to the “[Apply to NYCHA](#)” Goal Worksheet in [Appendix E Goals & Steps Guide and Worksheets](#)

##### Required Steps include:

- Get [Memorandum of Attestation](#) signed by agency Director
- Get [APPLA Certification Letter](#) signed by the Case Planner
- Get [Employment Referral Letter](#)
- Ensure youth has all vital documents and required documentation
- Ensure all documents and NYCHA application are submitted to ACS
- Ensure youth attends NYCHA Eligibility Interview

##### Potential Steps include:

- If youth is not employed, request Presumptive Budget Letter
- Follow up with ACS Housing to ensure application was accepted by NYCHA
- Advise youth to attend the ACS Housing Academy
- Prepare youth for eligibility interview

**After the “Apply to NYCHA” Goal is complete, the Coach should select the “[Obtain NYCHA apartment](#)” Goal.**

##### Required Steps include:

- Accompany youth to view the apartment they were offered
- Request discharge conference to be scheduled as soon as possible if youth does not reject apartment
- After discharge conference, apply for ACS \$1,000 discharge grant (for home goods, etc.)
- Help youth obtain the \$1,800 ACS grant to pay first month rent and needed furnishings
- Take youth shopping to select furniture
- Provide social-emotional support to young person during the transition process, check in on them

##### Potential Steps include:

- If youth is unhappy with apartment, discuss pros/cons of denying first choice
- Review home goods youth will need
- If youth is not employed, visit HRA with client to apply for public assistance (will need letter from agency that youth is being discharged)
- Assist youth with moving in - setting up the home, unpacking home goods, etc.

For detailed Steps, refer to the “[Obtain NYCHA apartment](#)” Goal Worksheet in [Appendix E Goals & Steps Guide and Worksheets](#)

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