

# HOUSING ASSISTANCE NETWORK OF DADE (HAND)

Presentation for Miami-Dade HIV/AIDS Partnership's  
Housing Committee

FEBRUARY 16<sup>TH</sup>, 2017

HAND/OUR KIDS PROGRAM S.E.C ADA MARTINEZ

- ❖ What is the HAND Program?
- ❖ How is the process of application?

HAND Program has been working with the community since 2009 providing short term rental assistance for clients that are currently homeless or in risk of becoming homeless in Miami Dade County.

HAND offers rental assistance, moving, storage and deposit for utilities. Bills must be presented with the rental assistance application. Restrictions may apply.

Clients must complete an application to determine eligibility criteria for Rapid Rehousing or Homeless Prevention assistance and provide documentation such as: Proof of income, ID and Social Security Card and proof of current living situation and hardship.

Once we determine client fits the program criteria and meets all the eligibility requirements we provide them with a landlord package to start looking for a unit that not only is affordable but reasonably priced based on the Fair Market Rent Values.

After client identifies a unit program performs a Rent Survey and a Habitability inspection and if both pass and no documentation is pending case is approved.

An Approval form is issued signed by the SEC assigned and the Program Administrator and given to client to sign and collect landlord's signature. It would include the type of assistance client is receiving, the amount that is paid and if client is eligible for reassessment at the 3<sup>rd</sup> month.

Once approval is returned signed by all parties case is transfer to accounting in order to proceed with payments.

# ELEGIBILITY CRITERIA BASED ON CURRENT LIVING SITUATION

## RAPID REHOUSING OR HOMELESS PREVENTION

- ❖ PROGRAM GENERAL REQUIREMENTS
- ❖ DOCUMENTATION NEEDED
- ❖ PROOF CRISIS TO DETERMINE TYPE OF ASSISTANCE
- ❖ INCOME ELIGIBILITY, REQUIREMENTS AND LENGTH OF ASSISTANCE

### PROGRAM GENERAL REQUIREMENTS

#### Applicable for all types of assistance...

- ❖ Client must provide all necessary documentation.
- ❖ All household members must be included on application.
- ❖ Rent must be affordable based on client's income.
- ❖ Rent must be within the FMR (Refer to annual values)
- ❖ Client must be within the income limits depending on the category (Refer to annual values)
- ❖ If moving into a new unit client CANNOT move inn prior to inspection.
- ❖ Client and landlord must signed and return approval to HAND in order to issue payments.
- ❖ Units cannot be owned by Miami Dade, Citrus or any of the providers.
- ❖ Units must be legally registered (no efficiencies)
- ❖ Maximum length of assistance for rent in arrears is 4 months in the same unit.

## **DOCUMENTATION NEEDED:**

- CLEAR COPY OF PICTURE ID/OR BIRTH CERTIFICATE FOR EACH MEMBER OF HOUSEHOLD.
- CLEAR COPY OF SS CARD FOR EACH MEMBER OF HOUSEHOLD.
- PROOF OF INCOME AND/OR BENEFITS FOR THE LAST 30 DAYS FOR ANYONE RECEIVING ANY INCOME IN THE HOUSEHOLD. WE CAN ACCEPT:

- PAY STUBS. LAST 2 IF PAID BIWEEKLY. LAST 4 IF PAID WEEKLY.
- EMPLOYMENT VERIFICATION LETTER WITH EMPLOYERS LETTER HEAD STATING PAY RATE, FREQUENCY OF PAYMENT AND CONTACT INFORMATION FOR EMPLOYER. MUST BE SIGNED BY EMPLOYER. IF LETTER HEAD NOT AVAILABLE LETTER MUST BE NOTARIZED.
- AWARD LETTER FOR SOCIAL SECURITY BENEFITS.
- UNEMPLOYMENT LETTER.
- AWARD LETTER FROM DCF FOR CASH ASSISTANCE
- NOTARIZED CONTRIBUTION LETTER FROM THIRD PARTY STATING CONTRIBUTION AMOUNT, FREQUENCY OF IT AND CONTACT INFORMATION FOR THIRD PARTY. (1)
- CHILD SUPPORT PAYMENT HISTORY REPORT.
- NOTARIZED INCOME SELF-CERTIFICATION (2)
- FOOD STAMPS LETTER SHOWING CURRENT MONTH OR PERIOD OF ASSISTANCE
- LAST BANK STATEMENT OR TRANSACTION HISTORY FOR PREPAID CARDS.

(1) Depending on the amount of the contribution, contributor might be requested to provide proof of income.  
(2) Client might be requested to provide proof of income tax for self-employment

- PROOF OF NO INCOME FOR ADULTS FOR THE LAST 30 DAYS:

- NOTARIZED INCOME SELF-CERTIFICATION FOR NO INCOME (1)
- WORK FORCE REGISTRATION AND JOB SEARCH
- SCHOOL REGISTRATION
- PROOF OF PENDING APPLICATION FOR SOCIAL SECURITY BENEFITS

(1) All adults not receiving income in the household must complete this form and notarize it in addition to provide the other documentation supporting it.

## **PROOF CRISIS TO DETERMINE TYPE OF ASSISTANCE:**

### **❖ RAPID REHOUSING (HOMELESS IN MIAMI DADE)**

- HOMELESS VERIFICATION FORM <30 DAYS
- SHELTER VERIFICATION LETTER <30 DAYS (1)
- DISCHARGE LETTER FROM REHAB OR HOSPITAL CONFIRMING HOMELESS STATUS PRIOR TO ENTER THE PROGRAM <30 DAYS
- DOMESTIC VIOLENCE POLICE REPORT OR COURT DOCUMENTATION <90 DAYS
- TERMINATION LETTER FROM TRANSITIONAL HOUSING <30 DAYS
- LETTER FROM HALF WAY HOUSE OR THREE QUARTER HOUSE <30 DAYS

(1) Clients that provide Shelter Verification from CHAPMAN PARTNERSHIP or CAMILLUS HOUSE must be referred back to their Case Manager at the shelter to complete the HAND application there as part of the shelter protocol.

### **❖ HOMELESS PREVENTION (IN RISK OF BECOMING HOMELESS IN MIAMI DADE)**

- COURT ORDER EVICTION <90 DAYS (1)
- FORECLOSURE DOCUMENTS <90 DAYS (2)
- FIRE DEPARTMENT INCIDENT REPORT WITH RED CROSS REFERRAL <90 DAYS
- CONDEMNATION LETTER FOR BUILDING <90 DAYS
- AUTHORIZATION FOR CHANGE OF DWELLING <90 DAYS (3)
- TERMINATION LETTER FROM PUBLIC HOUSING <90 DAYS (4)

(1) Only applies to clients living under Section 8 or Public Housing that are relocating to another unit and not receiving their Security Deposit back. Must provide proof of lease termination from landlord, or fail inspection report.  
(2) If eviction is dismissed on court or under stipulation we are not able to accept it.  
(3) Clients under eviction or foreclosure must provide proof of hardship, reason why haven't paid rent or mortgage, reason why they haven't save money towards relocation if not paying rent or mortgage.  
(4) All documents must be under the client's name, if not, must provide lease or utility bill under their name on the address of crisis.

## INCOME ELIGIBILITY, REQUIREMENTS AND LENGTH OF ASSISTANCE

### RAPID REHOUSING (HOMELESS IN MIAMI DADE):

\*Candidates Below 30% AMI. These clients qualify for 7 months of assistance. They will receive Security Deposit, Last Month and 3 months of additional rent and must complete a reassessment during the 3<sup>rd</sup> month in order to confirm they still eligible and are in compliance with lease and Housing Case Plan. In addition to the reassessment application client must provide updated proof of income and proof that portion of the rent for the 3<sup>rd</sup> month was paid. If Security Deposit is higher than 1 month rent and landlord is not willing to lower it, client must pay the difference and show proof of it. Client might not qualify for reassessment if they are over 30% AMI, if they submit reassessment late, don't provide pending documentation or if they don't pay the portion of the rent for the 3<sup>rd</sup> month of assistance. Section 8 recipients only qualify for Security Deposit

Extremely Low (30%) Income Limits (\$)*	Persons in Family							
	1	2	3	4	5	6	7	8
	14,950	17,050	20,160	<b>24,300</b>	28,440	32,580	36,730	40,890

\*Candidates Below 50% AMI. These clients qualify for 4 months of assistance. They will receive Security Deposit, Last Month and 3 months of additional rent. If Security Deposit is higher than 1 month rent and landlord is not willing to lower it, client must pay the difference and show proof of it. If client's income changes by the 3<sup>rd</sup> month and is now below the 30% AMI, Case Manager might complete a reassessment so they can take advantage of another 3 months of assistance. Section 8 recipients only qualify for Security Deposit

Very Low (50%) Income Limits (\$)	Persons in Family							
	1	2	3	4	5	6	7	8
	24,850	28,400	31,950	<b>35,500</b>	38,350	41,200	44,050	45,900

## INCOME ELIGIBILITY, REQUIREMENTS AND LENGTH OF ASSISTANCE

\*HOME: Clients must be homeless with an income below 30% AMI, and with possibilities to increase it during the time of assistance. These clients qualify for up to 12 months, paying 30% of their income towards rent (program doesn't cover utilities, only FPL Deposit). They will receive Security Deposit, Last Month and 3 months of additional rent and must complete a reassessment every 3 months in order to confirm they are in compliance with lease and Housing Case Plan. In addition to the reassessments, a monthly contact with case manager must be completed to keep receiving assistance. Client must provide updated proof of income and proof that portion of the rent was paid. Portion of rent might vary depending on income reported by the time of each reassessment and might not qualify if they are over 30% AMI, if they submit reassessment late, don't provide pending documentation or if they don't pay the portion of the rent. Section 8 or Public Housing recipients don't qualify. Clients cannot move to Broward, only Miami Dade.

Extremely Low (30%) Income Limits (\$)*	Persons in Family							
	1	2	3	4	5	6	7	8
	14,950	17,050	20,160	<b>24,300</b>	28,440	32,580	36,730	40,890

## INCOME ELIGIBILITY, REQUIREMENTS AND LENGTH OF ASSISTANCE

**HOMELESS PREVENTION (CLIENTS IN RISK OF BECOMING HOMELESS IN MIAMI DADE):** Clients must be below the 30% AMI in order to qualify. And have 2 options:

**\*RENT IN ARREARS:** Clients might qualify for up to 4 months of rent in arrears. Program doesn't cover for Late fees, Court Fees or Legal fees. If client owes more than 4 months they must pay for that balance, in advance, in order for the program to assist with the rest. Program doesn't pay rent moving forward, only back rent, if case is approved and a new month has started client must pay rent, in advance, in order to be approved for the arrears. Lease must be up to date and cover for the requested months of assistance. Case might be denied if client fails to provide proof of affordability, requested documentation or if doesn't cover for the remaining balance that program is not able to assist with. Section 8 or Public Housing recipients don't qualify.

Extremely Low (30%) Income Limits (\$)*	Persons in Family							
	1	2	3	4	5	6	7	8
	14,950	17,050	20,160	<b>24,300</b>	28,440	32,580	36,730	40,890

**\*RELOCATION:** Client might qualify for Security Deposit, Last month and 3 months of assistance. Program doesn't cover for application fees. If Security Deposit is higher than 1 month of rent and landlord is not willing to lower it, client must pay the difference and show proof of it. Case might be denied if client fails to provide proof of affordability or requested documentation. Section 8 recipients only qualify for Security Deposit.

Extremely Low (30%) Income Limits (\$)*	Persons in Family							
	1	2	3	4	5	6	7	8
	14,950	17,050	20,160	<b>24,300</b>	28,440	32,580	36,730	40,890

# THANK YOU

for joining us!

❖ FOR GENERAL INFORMATION CONTACT 305-231-7667

