



Homeless and Special Needs Housing Application Process

HOW THE HOMELESS AND SPECIAL NEEDS HOUSING PROGRAMS PROCESS WORKS

1. **Application** - The first step in obtaining rental assistance through the Homeless and Special Needs Housing Programs is to dial 2-1-1, dial 855-567-5341 (toll free) or text your zip code to 898-211 for information, screening and referral. Individuals and/or households may visit a local access site for assessment. If eligible, applicants will be placed on the Coordinate Entry By Name List.
2. **Coordinate Entry By Name List** - When there is an opening in a Homeless and Special Needs Housing program, the first eligible applicant on the list will be contacted by staff and begin the intake process.
3. **Certification** - You will meet with the caseworker and be certified for participation in the program. Certified means you meet all the eligibility requirements and can now begin to look for housing. During this meeting, the caseworker will explain what kind of housing you should be looking for and how much you can spend on that housing.
4. **Housing Selection** - After being certified, you begin your housing search. When you find a house or apartment that you like, contact your caseworker to begin the steps in leasing the unit for you.
5. **Housing Inspection** - All units in this program must be inspected to ensure they meet the U.S. Department of Housing and Urban Development's housing quality standards.
6. **Lease** - After the unit has passed inspection, your caseworker will assist in negotiating the terms of the lease and a move-in date. You should not sign a lease until your caseworker tells you to!
7. **Signing** - You will then meet with your caseworker again to sign the paperwork required by the Housing Authority. Your caseworker will tell you how much of the rent you must pay, where to pay the rent, etc. The caseworker will also review all of the rules and regulations to make sure you understand what you must do to keep your housing and your rental assistance. If you need assistance getting utilities transferred into your name, you should ask your caseworker for help.
8. **Move In!**
9. **Regular Meetings with Your Caseworker** - A requirement of the Homeless and Special Needs Programs is that you meet with your caseworker on a regular basis. The caseworker will contact you with an appointment time. If you cannot make the appointment, you should call and reschedule.



Homeless and Special Needs Housing Programs

CARLISLE SUPPORTIVE HOUSING PROGRAM

The Carlisle Supportive Housing Program (SHP) provides four rental units of permanent housing to chronically homeless individuals with a mental health or chronic substance abuse disability. The units are located in one building in Carlisle.

PERMANENT SUPPORTIVE HOUSING CONSOLIDATED PROGRAMS

This program provides 24 units of subsidized permanent housing to chronically homeless individuals and families with a mental health or substance abuse disability. This program operates in Cumberland County, and participants rent from private property-owners.

***Chronically homeless** is defined as a *disabled individual who has been homeless for a year or more continuously OR has had at least four episodes of homelessness in the past three years; persons must have been sleeping in a place not meant for human habitation or in an emergency shelter.*

SUPPORTIVE LIVING | LEMOYNE AND NEW BLOOMFIELD

Lemoine has two units for homeless individuals with a mental health or chronic substance abuse disability.

New Bloomfield has two, one-bedroom, units as well as one, two-bedroom, unit for homeless persons with a mental health or chronic substance abuse disability.

RAPID RE-HOUSING CUMBERLAND, PERRY AND LEBANON

This is a short-term (6 months) rental assistance program for homeless individuals and families. Participants do not have to meet disability requirements. Participants must work towards self-sufficiency. Chronically homeless are prioritized.

REQUIREMENTS FOR ALL PROGRAMS

1. Participants must meet income requirements (see next page).
2. Homelessness must be documented; acceptable documentation includes a letter from a shelter, caseworker or other agency verifying your homeless status.
3. The mental health or chronic substance abuse disability must be documented by a doctor, physician's assistant, psychiatrist or psychologist.

**To be eligible for rental assistance through any of the homeless and special needs housing programs, participants must meet income requirements. The total household income cannot exceed the amount shown in the table below based on the number of persons residing in the home.*

HOUSEHOLD INCOME LIMITS

Household Size	Income Limit
1	\$29,750
2	\$34,000
3	\$38,250
4	\$42,500
5	\$45,900
6	\$49,300
7	\$52,700
8	\$56,100

ONLINE PREP COURSE

For the convenience of our clients and guests, we have established an online PREP course which follows the same curriculum as the in-person course. **Everyone enrolling in a Homeless and Special Needs Housing program is to complete the course.**

To take the course you must select the link below and follow the registration instructions. Upon completing the sign-in; you may take the course, answer the quizzes to prove your understanding, access the links for further information and obtain your completion certificate. Once your certificate is obtained, please give a copy to your case manager.

<https://becomeagreattenantincumberlandcounty.thinkific.com/courses/Cumberland-county>