

## Housing Resource Center (HRC)

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## HOW TO ACCESS NY/NY I & II HOUSING

***CUCS is available to assist individuals living with mental illness and their advocates in navigating the New York/New York Housing application process in NYC.***

1. Call the **CUCS Housing Resource Center** at (212) 801-3333 and ask for a Housing Consultant for information about the HRA housing application and referral process. Effective July 1<sup>st</sup> 2007, all new HRA housing applications (called the HRA 2010e) must be submitted electronically. You may also request the **CUCS Vacancy and Information Update**, which lists available vacancies—the **CUCS Vacancy and Information Update** is also available online at [www.cucs.org](http://www.cucs.org).
2. In order to submit the HRA 2010e application electronically, you must be trained by HRA's Customized Assistance Services and receive your Username and Password. To sign up for the next available Online Application Training, call HRA directly at (929) 221-4515.
3. A complete **HRA application** packet includes:
  - a) The HRA housing application
  - b) A comprehensive psychiatric evaluation\*, signed and dated by a psychiatrist or psychiatric nurse practitioner, and completed within 6 months
  - c) A comprehensive psychosocial summary\*, completed within 6 months

*\* You may choose to utilize the Comprehensive Mental Health Report in lieu of a separate psychosocial summary and psychiatric evaluation; for information about the Mental Health Report, call CUCS/RPMs at (212) 801-3333.*

*FYI -- Tuberculosis testing results must be provided by referring worker within 60 days after placement occurs.*

It is always important to remember to provide thorough documentation of all street and shelter homelessness in your application packet, especially if you wish the applicant to be considered either NY/NY eligible and/or eligible for a **Chronically Homeless Priority** status from HRA/OHMHS or for NY/NY III. In order to receive the Chronically Homeless Priority designation, a person who is SMI must be currently homeless and have been homeless (in shelter and/or on the streets) for 365 days out of the last two years or 730 days in the last four years.

4. Once you have all the requested documentation, the completed HRA application packet is then submitted to HRA electronically. Copies of the entire packet should be made prior to submission.
5. Within a few days for electronic submissions, HRA will send a response to the referring person named on the application. If the application is denied, HRA will indicate the reason with an opportunity to remedy any deficiency, and send an approval letter when completed.
6. HRA 2010e approvals are valid for 6 months; to check the status of an HRA 2010e once it has been submitted, simply log in to the PACT system, using your username and password.
7. After receipt of an NY/NY I & II approval letter, **contact CUCS at (212) 801-3333 for housing referrals**, based on the needs and preferences of the applicant and the available vacancies in the housing programs.
8. Contact housing providers and make referrals. Generally providers will want a copy of the HRA application packet as submitted to HRA and the approval letter received from HRA, but in some cases additional materials will be requested.
9. Applicants will be contacted for interviews with staff and sometimes other residents. Interviews will often include questions about the information contained in the HRA application packet and applicants should be familiar with these materials. Prior to final acceptance by a housing program, an applicant can often expect a second interview.
10. Accessing supportive housing will require advocacy and follow-up with housing providers. If an applicant receives one or several rejections, contact CUCS/RPMs to discuss the situation and possibly reevaluate the model and level of housing being sought. Additionally, CUCS' Housing Consultants can suggest strategies to overcome obstacles to housing access.
11. Continue to send out housing referrals until the applicant is accepted at a housing program that meets their needs. It is important to maintain an active HRA approval letter throughout the wait list process, as housing providers will need it to move the applicant into their program.

**Questions?** Any questions pertaining to NY/NY Housing, please contact CUCS, at:

(212) 801-3333