Human Resources Administration
Department of Homeless Services
Department of Social Services

Date: 2022-06-07

Case Number: 000375093641

Participant Name: Janay Norman

CityFHEPS Approval Notice

We have approved your household for CityFHEPS.

The approved address, including unit number, is listed below:

112 Nagle Ave, 3C, Manhattan 10040

Your monthly household share is $0.00. Your household must pay the monthly household share directly to your landlord.

Your first payment to your landlord is due on 2022-07-01.

Household Information

1. Number of Individuals in Household Receiving Cash Assistance (CA):	**3**
2. Number of Individuals in Household Not Receiving CA:	**0**
3. Total Income for Individuals Receiving CA:	**$0.00**
4. Total Income for Individuals Not Receiving CA:	**$0.00**
5. CA Shelter Allowance (amount **HRA** will pay to the Landlord):	**$400.00**
6. CityFHEPS Rent Supplement (amount **HRA** will pay to the Landlord):	**$1,600.00**
7. Household Share (amount **you** have to pay to the landlord):	**$0.00**
Total Monthly Rent (sum of 5, 6, and 7):	**$2,000.00**

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Arrears (overdue rent), if applicable:

Your rent arrears request is approved for $0.00.

- Individuals who **get** CA: If any part of your approved rent arrears is recoupable (must be paid back), we will take a portion of the money back from your CA grant. You will get a separate notice about this amount.

- Individuals who **do not** get CA: You will get a notice of repayment if any part of your approved rent arrears must be paid back to us.

Please remember that:

- You signed a Program Participant Agreement. It explains the requirements for participating in CityFHEPS.
- HRA oversees the Homebase program. Homebase is administered by non-profit partners across New York City. Homebase is there to help you with any issues you have after leaving shelter. This can include employment, benefits advocacy, rent arrears, or help to discuss disputes or problems with your landlord.
- Your Homebase office and phone number are listed below:

  SUS - Urgent Housing Programs, Inc., 2276 Third Avenue, 917-492-1019.
- If you have a CA shelter allowance and it is reduced, you will have to make up the difference to your landlord.
- If your income has gone down and you would like to see if you can get a larger CityFHEPS supplement, call 929-221-0043.
- Your CityFHEPS is approved for one year. You must renew your CityFHEPS each year that you need assistance. HRA will mail you a renewal application up to five months before your lease expiration. Your CityFHEPS will be renewed if your household meets the CityFHEPS requirements. Homebase can help you with your renewal if you need assistance.
- If you want to move to a new address and use your CityFHEPS, we must approve your move first. If you move without getting our approval first you may lose your CityFHEPS. Go to your Homebase provider to ask about moving.

If you have any questions about this decision, please call us at 929-221-0043.

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CityFHEPS is similar to the federal Section 8 program in that, subject to the availability of funding, it provides assistance, including rental assistance of specified amounts, to landlords and tenants who want to form a landlord–tenant relationship. Any contractual relationship will be solely between each tenant participating in the program and each tenant's landlord participating in the program.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

YOU HAVE THE RIGHT TO APPEAL THIS DECISION.
BE SURE TO READ THE ENCLOSED CONFERENCE AND ADMINISTRATIVE APPEAL RIGHTS INFORMATION SECTION OF THIS NOTICE FOR HOW TO APPEAL THIS DECISION.

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Right to a Review of Our Determinations

DO YOU THINK WE ARE WRONG? *(IF SO, CONTACT HRA IMMEDIATELY)*

If you think our decision is wrong, you should talk with your case manager. If we made a mistake, we will correct it. If you are not satisfied with the explanation your case manager gives you, you can request a review conference with HRA and/or an administrative appeal hearing to obtain a review of the decision. Often, the quickest way to have the decision reviewed is by requesting a conference with HRA. **An agency review conference must be requested within 60 days of the issuance of this determination.**

HOW TO REQUEST A REVIEW CONFERENCE

It is very easy to request a review conference. Just call 929-221-0043 and say that you are requesting a review conference about your eligibility for the CityFHEPS program. One will be scheduled as soon as possible.

WHAT TO EXPECT AT A REVIEW CONFERENCE

At a review conference, we will discuss our decision with you. Sometimes this is the fastest way to solve any problem you may have. If you have documents that show there was an error, you can explain the error to us and we will direct you regarding the fastest way to change or update your information.

If you are not satisfied with the results of the review conference, you are still entitled to an administrative appeal. **Your time to request an appeal will be extended until 60 days after the date of your review conference.**

ADMINISTRATIVE APPEAL PROCESS

Deadline for requesting an appeal: You have 60 days from the date of this notice or the date of your conference to request an Administrative Appeal.

How to Ask for an Administrative Appeal Hearing:

You can ask for an administrative appeal by **mail**, by **fax**, or by **email**. If you cannot reach HRA by fax or email, please write to NYC/DSS Administrative Hearings, 109 East 16th Street, 3rd Floor, New York, NY 10003 to ask for an administrative appeal before the deadline. All requests for administrative appeals must be in writing.

(1) MAIL: Send a copy of **ALL PAGES OF THIS NOTICE,** completed, to:
NYC/DSS Administrative Hearings
109 East 16th Street, 3rd Floor
New York, NY 10003
(Please keep a copy for yourself.)

(2) FAX: Fax a copy of **ALL PAGES OF THIS NOTICE** to: **917-639-0313**.

(3) E-MAIL: Scan and E-mail **ALL PAGES OF THIS NOTICE** to: **RACC@hra.nyc.gov**

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☐ **I want an administrative appeal. I do not agree with the City's decision.**

(You may explain why you disagree below, but you do not have to include a written explanation.)

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_____

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Keeping your Benefits the Same:

We will not end your CityFHEPS if you ask for an Administrative Appeal hearing about the decision in this notice within 10 days of the date of this notice. If you ask for a conference only and not an Administrative Appeal hearing, we WILL end your CityFHEPS.

If you do not want your rental assistance amount to continue until the decision is issued, you must tell HRA when you request the Administrative Appeal hearing.

Print Name: _____ Case Number: _____
Name M.I. Last Name

Address: _____

_____ Telephone: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

What to Expect at an Administrative Appeal Hearing

HRA will send you a notice that tells you when and where the appeal hearing will be held.

At the hearing, you will have a chance to explain why you think the decision is wrong. You can bring a lawyer, a relative, a friend or someone else to help you do this. If you cannot come yourself, you can send someone to represent you. If you are sending someone who is not a lawyer to the hearing instead of you, you must give this person a letter to show the hearing officer that you want this person to represent you at the hearing.

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To help you explain at the hearing why you think we are wrong, you should bring any witnesses who can help you. You should also bring any papers you have, such as: pay stubs, leases, receipts, bills, doctor's statements. At the hearing, you and your lawyer or other representative can ask questions of witnesses which we bring or which you bring to help your case.

If you have a disability and cannot travel, you may appear through a representative, either a friend, relative or lawyer. If your representative is not a lawyer, or an employee of a lawyer, your representative must bring the hearing officer a written letter, signed.

If you have a disability and need a reasonable accommodation, such as sign language interpretation, assistance for a visual impairment or some other accommodation, to participate in a conference or hearing, please make this request on this form.

Legal Assistance

If you think you need a lawyer to help you with this problem, you may be able to get a lawyer at no cost to you by contacting your local Legal Aid Society or other legal advocacy group. For contact information for Legal Aid or other advocacy groups or the names of other lawyers, check your Yellow Pages under "Lawyers" or check the internet equivalent.

Access to Your File and Copies of Documents

To help you get ready for the hearing, you have a right to look at your case file. If you call, write or fax HRA, we will send you free copies of the documents from your files which we will give to the hearing officer at the hearing. Also, if you call, write or fax us, we will send you free copies of other specific documents which you think you may need to prepare for your appeal hearing. To ask for documents or to find out how to look at your file, call HRA at **929-221-0043** or write HRA at **NYC/DSS Administrative Hearings, 109 East 16th Street, 3rd Floor, New York, NY 10003**.

If you want copies of documents from your case file, you should ask for them ahead of time. They will be provided to you within a reasonable time before the date of the hearing. Documents will be mailed to you only if you specifically ask that they be mailed.

Information

If you want more information about your case, how to ask for an administrative appeal, how to see your file, or how to get additional copies of documents, call HRA at **929-221-0043** or write to **NYC/DSS Administrative Hearings, 109 East 16th Street, 3rd Floor, New York, NY 10003**.

Further Appeal Rights

If you think the hearing officer's decision is wrong, you will have the right to appeal the hearing officer's decision to a higher-level manager within HRA. Information on how to take a further appeal will be included in the hearing officer's decision.