



OF MAKING A STRMU REFERRAL

Friends For
Life, HOPWA
Program

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901-272-0855
ext.: 239

POINTS OF INTEREST

- **What is STRMU?**
- **When should a client apply for STRMU?**
- **Who is eligible to apply for STRMU?**
- **How does a client apply for STRMU?**
- **How does a case manager refer a client for STRMU services?**
- **How is a STRMU referral processed?**

WHAT IS STRMU?

- Short Term financial assistance for Rent, Mortgage, and Utility payments funded by HOPWA not Ryan White.
- This program is not designed to help people find permanent housing but maintain it.
- Program requirements differ from Ryan White funded programs. Income limit is 80% of the AMI.
- Consumers are only eligible to apply for a maximum of **21 weeks of assistance** per year and must demonstrate a financial hardship.

WHEN SHOULD A CONSUMER APPLY FOR STRMU?

- **If a consumer is in cut off status with their utility bill.**
 - Must have a cut off notice from MLGW or other utility provider.
 - The consumer's rent must be current in order to qualify for STRMU utility assistance.
- **If a consumer is in a past due status with their rent or mortgage payment.**
 - Rent and Mortgage are considered late after the due date has passed.
 - *In the case of rent assistance consumers must have written and itemized documentation from their landlord stating that the rent is past due.*
 - *In the case of mortgage assistance a consumer must produce a mortgage coupon with the due date.*

WHO IS ELIGIBLE TO APPLY FOR STRMU ASSISTANCE?

Individuals who are HIV positive.

This can be documented via a copy of the Western Blot or a letter written and signed by a medical doctor demonstrating HIV status on the medical providers letterhead.



WHO IS ELIGIBLE TO APPLY FOR STRMU ASSISTANCE?

Individuals who can demonstrate permanent and legal residency of the property at which they need assistance.

- Current Lease Agreement
- Proof of ownership of the property

Applicant does not have to be the signer of the lease but must be listed as a resident.

Lease and Rental Agreement

This rental agreement is made between:
_____ (Landlord) and _____ (Tenant)

For the property on:
_____ (Address)
_____ (City, State and zip code)

The lease is for one year starting on January 1, 2009 and is automatically renewed for the amount of \$400.00 a month, payable on the first.

_____ (Tenant) is responsible for the Electric, Gas and Telephone.
Snow removal, trash, and lawn care are provided by the Landlord.

_____ (Tenant) is responsible for insuring her personal property.
_____ (Tenant) agrees to use the premises for residential purposes only and not for illegal, immoral or hazardous purposes.

_____ (Tenant) may have/may not have animals, for an additional deposit of \$ _____.

(Tenant) (Date) (Phone)

(Landlord) (Date) (Phone)

(Landlord) (Date) (Phone)

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Individuals living in Section 8 or subsidized housing are **ineligible** for STRMU. “Is your rent based on your income?”

WHO IS ELIGIBLE TO APPLY FOR STRMU ASSISTANCE?

For utility assistance, individuals who have active utility accounts in his/her name at current residence.

If the utility bill is not in the individuals name they must produce bank statements or canceled checks that demonstrate they make payments on the utility account. If payments are made by debit card, the client will need to produce the card with matching number. The individual must also be on the lease or mortgage.

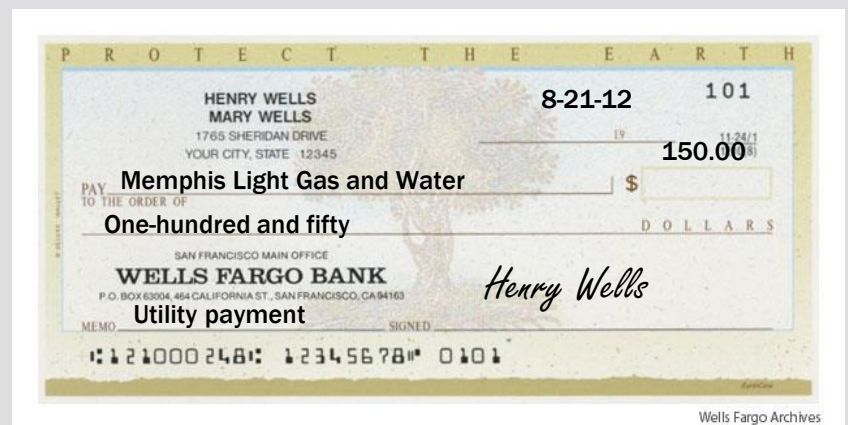
FIRST BANK OF WIKI
1425 JAMES ST, PO BOX 4000
VICTORIA BC V8X 3X4 1-800-555-5555

CHEQUING ACCOUNT STATEMENT
Page : 1 of 1

JOHN JONES
1643 DUNDAS ST W APT 27
TORONTO ON M8K 1V2

Statement period: 2003-10-09 to 2003-11-08
Account No.: 00005-123456-7

Date	Description	Ref.	Withdrawals	Deposits	Balance
2003-10-08	Previous balance				0.55
2003-10-14	Payroll Deposit - HOTEL			694.81	695.36
2003-10-14	Web Bill Payment - MASTERCARD	9685	200.00		495.36
2003-10-16	ATM Withdrawal - INTERAC	3990	21.25		474.11
2003-10-16	Fees - Interac		1.50		472.61
2003-10-20	Interac Purchase - ELECTRONICS	1975	2.99		469.62
2003-10-21	Web Bill Payment - AMEX	3314	300.00		169.62
2003-10-22	ATM Withdrawal - FIRST BANK	0084	100.00		69.62
2003-10-23	Interac Purchase - SUPERMARKET	1559	29.08		40.54
2003-10-24	Interac Refund - ELECTRONICS	1975		2.99	43.53
2003-10-27	Telephone Bill Payment - VISA	2475	6.77		36.76
2003-10-28	Payroll Deposit - HOTEL			694.81	731.57
2003-10-30	Web Funds Transfer - From SAVINGS	2620		50.00	781.57
2003-11-03	Pre-Auth. Payment - INSURANCE		33.55		748.02
2003-11-03	Cheque No. - 409		100.00		648.02
2003-11-06	Mortgage Payment		710.49		-62.47
2003-11-07	Fees - Overdraft		5.00		-67.47
2003-11-08	Fees - Monthly		5.00		-72.47
2003-11-09	Memphis Light Gas and Water	4525	150.00		-222.47
	*** Totals ***		1,516.63	1,442.61	



HOW TO APPLY FOR STRMU



Self-referral by Consumer

Or

E-mailed referral from the MCM to referrals@friendsforlifecorp.org. Faxed referrals will not be accepted.

HOW DOES A CONSUMER APPLY FOR STRMU ASSISTANCE?

Consumers can come to Friends For Life and complete an application for assistance on a walk-in basis. Application must have the following documents in order to be submitted.

SHORT TERM MORTGAGE AND UTILITY ASSISTANCE PROGRAM

USE THE FOLLOWING CHECKLIST OF DOCUMENTS NECESSARY TO PROCESS YOUR APPLICATION:

RENT ASSISTANCE

1. Copy of up to date lease agreement _____
2. Copy of Late notice from landlord on letterhead that details amount due and month or month's delinquent _____
3. Proof of income of all persons in the household (most recent 3 check stubs, unemployment notice, child support statement, or SSI/SSDA award letter) _____
4. Picture ID of person applying for assistance _____
5. Copy of Social Security Card for all persons living in household _____
6. Documentation of hardship which has prevented you from paying your rent (example, police report of theft, receipts for emergency home repairs, letter verifying recent loss of employment) _____

MORTGAGE ASSISTANCE

1. Proof of ownership of home _____
2. Mortgage statement or coupon which details amount due and month or month's delinquent _____
3. Proof of income of all persons in the household (most recent 3 check stubs, unemployment notice, child support statement, or SSI/SSDA award letter) _____
4. Picture ID of person applying for assistance _____
5. Copy of Social Security Card for all persons living in household _____
6. Documentation of hardship which has prevented you from paying your mortgage (example, police report of theft, receipts for emergency home repairs, letter verifying recent loss of employment) _____

UTILITY ASSISTANCE

1. Copy of up to date lease agreement _____
2. Copy of cut off notice in applicant's name _____
3. Proof of income of all persons living in the household (most recent 3 check stubs, unemployment notice, child support statement or SSI/SSDA award letter) _____
4. Picture ID of person applying for assistance _____
5. Copy of Social Security Card for all persons living in the household _____
6. Documentation of hardship which has prevented you from paying your utility bill (example, police report of theft, receipts for emergency home repairs, letter verifying recent loss of employment) _____

HOW DOES A CASE MANAGER REFER A CLIENT FOR STRMU SERVICES?

The following documents must be included in STRMU referrals sent by MCMs:

- Interagency Referral
- Supporting Documents (optional, if consumer has required documents)
- Current RW Card
- Utility Cut-Off Notice (for utility assistance)
- Proof of HIV Status (optional)

STRMU REFERRAL FORM

Supportive Services Housing Programs
Request for Assistance Form

HOPWA Short Term Rent, Mortgage and Utility Assistance (STRMU)
Permanent Housing Placement Assistance (PH)
Aloysius Commons Shelter Plus Care (S+C)
Aloysius New Beginnings Supportive Housing Program (SHP)
HOPWA Tenant Based Rental Assistance (TBRA)

Client Information:

Name _____
Address _____
Telephone No. _____
Sex _____ Race _____ Birth date _____
Source of Income _____

Services Requested: (STRMU) Rent/Mortgage ____ (STRMU) Utility ____ (PH) Deposit (Rent) ____
(PH) Deposit (Utility) ____

or
Housing Program: Aloysius Commons Shelter Plus Care ____ Aloysius New Beginnings SHP ____
HOPWA Tenant Based Rental Assistance ____

Last Known dates of HOPWA STRMU Assistance or last date residing in any of the above housing facilities

Please explain why you are requesting assistance or applying for housing:

Signature of person requesting assistance/housing or designated representative

Date: _____

STRMU SUPPORTING DOCUMENTATION

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HOPWA Short Term Rent Mortgage and Utility
(STRMU) Assistance
and Permanent Housing Assistance
Application for Additional Assistance

REQUIRED DOCUMENTATION OF INCOME

SOCIAL SECURITY, SSI, PENSION, DISABILITY AND VA BENEFITS:

- Current check or check stub
- Current award letter
- Current print out for Social Security Administration Office

TANF/AFDC INCOME:

- Current check or check stub
- Written statement from DHS and disposition sheet (agency letterhead)

CHILD SUPPORT INCOME:

- Current print out from Juvenile Court
- Current letter verifying support:
 - Must be signed and dated
 - Must state how often payments are received

UNEMPLOYMENT BENEFITS:

- Current print out from State
- Letter stating eligibility

EMPLOYMENT:

- Check Stubs from Employer
 - 4 most current
- Current Letter Verifying Gross Wages
 - Must be signed and dated
 - Must be on 8 ½ x 11 letterhead
- Employment verification form

NO INCOME: (*STRMU applicants only, not for Permanent Housing Assistance*)

- Must demonstrate sudden loss of income within past 30 days
 - Letter of termination from employer
 - Application for unemployment benefits

QUICK GUIDE: STRMU REFERRALS

Don't Refer for STRMU	Exception
<p>Client lives in Section 8/TBRA or other subsidized housing.</p>	
<p>Client does not have proof of permanent residency (current and legal lease agreement).</p>	
<p>Client does not have a utility bill in their name.</p>	<p>Client does not have a utility bill in their name but has proof that they pay the bill. Client must present cancelled checks and/or bank statements demonstrating MLGW debit/payment.</p> <p>Utility bill is in spouses name. Valid marriage certificate/license must be submitted.</p> <p>If the HIV positive client is a minor child.</p>

QUICK GUIDE: STRMU REFERRALS

Don't Refer for STRMU

Exception

Client is requesting assistance with an inactive or old utility bill from previous address.

Client is not delinquent/past due with rent, mortgage, or utilities (needs cut off notice).

Client income is over 80% of the Area Median Income.

2017 Income Limits

# in House hold	Low Income 80% AMI* STRMU	Moderate Income 140% AMI*	100% Fed Poverty Level	300% Part A/MAI	400% Part B
1	\$33,700	\$42,125	\$12,060	\$36,180	\$48,240
2	\$38,500	\$48,125	\$16,240	\$48,720	\$64,960
3	\$43,300	\$54,125	\$20,420	\$61,260	\$81,680
4	\$48,100	\$60,125	\$24,600	\$73,800	\$98,400
5	\$51,950	\$64,938	\$28,780	\$86,340	\$115,120
6	\$55,800	\$69,750	\$32,960	\$98,880	\$131,840
7			\$37,140	\$111,420	\$148,560
8			\$41,320	\$123,960	\$165,280

*Area Median Income as determined by HUD

more than 8 add \$4,180 for each person.

more than 8 add \$12,540 for each person.

more than 8 add \$16,720 for each person.