



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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Procedure to Determine Eligibility for Assisted Housing And Waitlist Management

In accordance with the Authority's Administrative Plan, Chapter 4 Part III Section C (4-III.C), preference is given to. . . .

FAMILIES THAT ARE HOMELESS AND A GUEST OF A BERGEN COUNTY EMERGENCY SHELTER OR RECEIVING SERVICES FROM A BERGEN COUNTY EMERGENCY SHELTER; REGARDLESS OF WHETHER THE WAITING LIST IS OPEN OR NOT. HUD DEFINITION OF HOMELESS WILL BE ENFORCED IN DETERMINING ELIGIBILITY OF HOMELESS INDIVIDUALS/FAMILIES.

Based on funding availability referrals for housing assistance will be made by the Housing Team at the BCHHH Center. This team includes HABC assisted housing staff, BCHHH clinical and housing staff, Shelter Managing staff and other social service providers who assist the homeless population in Bergen County.

For BCHHH Center referrals, management staff will ensure that the individual receiving services at the Center has completed required assessments by members of the clinical team and are appropriate to seek assistance in a housing program administered by the Housing Authority of Bergen County.

1. Based on the information provided to the Housing Specialist by the Housing Team, a referral is made by the Coordinator for Program Services. The BCHHH housing specialist will meet the individual to complete a Preliminary Intake Assessment and Eligibility Packet for Housing. (see attached).
2. Based on the information provided the Housing Specialist by applicant, the individual will be given a Documentation Checklist (see attached) identifying what documents are required to be submitted, completed and returned to determine eligibility.
3. As the individual is securing the documentation indicated on the checklist, they may contact the housing specialist who will periodically review their progress. The housing specialist will continue this process until all necessary documentation is received.

4. Once all documentation is received the Housing Specialist will determine eligibility within 10 business days.
 - a. Ineligible individuals will be notified immediately and in writing.
 - b. Eligible individuals will be informed of eligibility by notification and appointment for voucher issue by the BCHHH housing specialist
5. The BCHHH Housing Specialist will issue the voucher, explain program guidelines and requirements. Once the voucher has been issued the housing specialist will notify the Center team that the individual is ready to proceed toward securing housing.
6. Once the voucher has been issued the prospective tenant will then be assigned an Assisted Housing - Housing Subsidy Specialist who will complete paperwork and procedures required to provide assistance.
7. Tenants will then re-certify annually with the Assisted Housing – Housing Subsidy Specialist.