

Document Checklist for Temporary Financial Assistance

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Visit www.lhand.org/fsc.aspx to apply online or print application **OR** call to request an application in the mail

Required for Application	Information To Include ON Application	Documents To Submit WITH Application
<input type="checkbox"/> Identification	For ALL household members: <ul style="list-style-type: none"> • Full legal name • Date of Birth • Gender (including minor children)	<u>For Head of Household ONLY</u> , examples include: <ul style="list-style-type: none"> • Photo ID, license, birth certificate, passport or government issued ID
<input type="checkbox"/> Social Security Number <i>Applicants are NOT required to have a SSN to be eligible</i>	For ALL household members <i>that have Social Security Numbers</i>	NONE
<input type="checkbox"/> Proof of Current Housing	Current address, monthly payment, arrears currently owed, and type of subsidy, <i>if applicable</i>	Examples include: <ul style="list-style-type: none"> • Lease, tenancy at will agreement, mortgage statement
<input type="checkbox"/> Eligible Housing Crisis	Describe current housing situation	See page 2*
<input type="checkbox"/> Financial Hardship <i>If crisis is due to COVID-19</i>	Explain loss of income or increase in expenses due to COVID-19	NONE
<input type="checkbox"/> Income	For ALL household members: <ul style="list-style-type: none"> • Wages • Social Security or SSI • TAFDC or EAEDC • Child Support or Alimony • Unemployment • Pension or Annuity • Other income greater than \$100 per month 	Examples include: <ul style="list-style-type: none"> • Paystubs • Benefit letters • Other documentation <p><i>If the above documents are not available, Intake staff may be able to verify income through other methods</i></p>

Additional Documentation Required from Subsidized Tenants (Section 8, MRVP, public housing, etc.)	
If applying for Rent Arrears:	<input type="checkbox"/> Documentation of unexpected financial hardship (see page 2**) <input type="checkbox"/> Tenant Rent Share letter effective during months of arrearage
If applying for Start-up Costs:	<input type="checkbox"/> Tenant Rent Share letter for new unit

Income eligibility

- **RAFT:** Must be below 50% of Area Median Income (AMI) for household size
- **ERMA:** Must be between 50% - 80% of Area Median Income (AMI) for household size

# of people	1	2	3	4	5	6	7	8
50% AMI	\$44,800	\$51,200	\$57,600	\$63,950	\$69,100	\$74,200	\$79,300	\$84,450
80% AMI	\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650	\$119,350	\$127,050

- Property Owner Packet** completed by the property owner where you plan to live (see packet for more info)
 - *Must include:* Request for Payment form, W9 form, Proof of Ownership
 - *If applicable:* Letter of Full Lead Compliance, Certificate of Fitness, Copy of lease or tenancy agreement

Document Checklist for Temporary Financial Assistance (cont'd)

*Based on your **Current Living Situation**, find the applicable **Housing Crisis**, and submit the **Required Documentation**:

Current Living Situation	Housing Crisis	Required Documentation
Renter behind on rent or unable to pay future rent	Pre-court Rental Assistance	Notice of rent arrears issued by landlord with verification of amount owed, OR verification of inability to pay future market rent
Renter with court date scheduled	Eviction	Summary Process Summons & Complaint
Staying temporarily with friend or family, but must leave within 30 days, or in an overcrowded situation	Doubled Up and Must Leave/Overcrowding	Letter from the primary tenant or landlord, including the address where the family is staying, that verifies that the family is being asked to leave, or documentation to demonstrate that the current unit is too small for the number of people residing there, such as, but not limited to, a letter from the landlord verifying the number of people and bedrooms in the unit
Staying somewhere unsafe and cannot continue to live there	Health & Safety	Documentation of serious health and safety risk, such as, but not limited to a condemnation from Board of Health or failed inspection report
Homeowner behind on mortgage or unable to pay future mortgage	Pre-Foreclosure Mortgage Assistance	Notice of mortgage arrears issued by lender showing past due amounts OR verification of inability to pay future costs
Homeowner currently in foreclosure	Foreclosure	Letter of intent to foreclose from lender
Staying somewhere that is unsafe due to domestic violence	Domestic Violence	Documentation to support a domestic violence allegation connected to an inability to stay safely in current housing, or a self-statement from the applicant
Staying somewhere that was affected by a fire, flood, or natural disaster	Fire/Flood/Natural Disaster	Report of fire, flood, or natural disaster
Received shutoff or termination notice from utility company	Utility Shutoff	Current utility shutoff notice or verification that service has already been disconnected
Other situation not listed above, such as living in a shelter, having a medical need that requires you to move, etc.	Other crisis that will result in housing loss with 30 days or less	Documentation to demonstrate that family will imminently become homeless within 30 days

** Important Information for Subsidized Tenants **

For applicants with Section 8, MRVP, Public Housing, or paying less than 50% of income in a LIHTC ("Tax credit") unit:

- Subsidized households cannot receive payment for more than six months the tenant portion of rent arrears
- **Subsidized households must demonstrate a hardship that caused the nonpayment of rent that was presumed to be affordable** (ex: car repairs, out-of-pocket medical expenses, etc.)
- Subsidized households can only receive assistance with the tenant portion of rent when moving to a new unit

For Utility Shutoff ONLY:

- Households must first exhaust all other options including Fuel Assistance, asserting shutoff protection, or enrolling in the AMP program
- Households may only receive assistance with funds to restore or initiate service in unit
- Property Owner Packet is not required

For Mortgage Assistance ONLY:

- Homeowner must complete the Property Owner Packet and submit proof of ownership
- A W9 is NOT required from your lender, but you must submit your most recent mortgage statement

Next Steps:

- Complete RAFT/ERMA Application and submit **ALL** required items from the Document Checklist
- Please allow **at least 30 days** after submission of completed application for Intake staff to review
- If application is incomplete, Intake staff will contact applicant to request additional information

Please note that due to COVID-19, all LHAND offices are currently closed to the public