

Filing a Hardship for Minimum Rent Requirement

Type

Short term-these are for individuals awaiting some income that is likely to come fairly soon (3-12 months). This can be disability income or employment income. If it is disability income, the person should have applied and be awaiting a decision. They should be working with an entity that has ensured a thorough and appropriate application. For employment, use your best judgement if they are likely to obtain this quickly (3-6 months). The person should be involved with an employment program or have had employment within the year.

*Please note: individuals who receive a short-term hardship will be required to pay back the amount once they obtain income. This will be set up as a payment plan.

*These requests will need to be updated every 90 days (please mark your calendars)

Long-term- these are for individuals who have not had income in a long time and are not connected to a service that will help them receive income. This person may have little to no employment experience and may have many barriers to obtaining employment. This person may also have a disability that is keeping them from employment but has not applied for disability and may not be connected to a provider to supply enough history for a disability application.

*Please note: individuals who receive a long-term hardship will *not* be required to pay back the amount.

When

You can apply for a hardship when the IHA application is completed or anytime throughout the process when you have the information. Many of the required documents are included in the IHA regular packet. In order to apply at this time, you will need to have a thorough understanding of the individual's history in order to make an informed request. Please note that if this is completed once housed, rent will be due until the hardship is granted.

How

Fill out the Minimum Rent Hardship Exemption Request (IHA form), choose short or long term and the reason, and have the client sign the form. Write a support letter explaining the reason for your request and giving a little bit of history as to why the request is being made (print on letterhead). Print and include the information from the Workone database about the person's last known employer. Give the request with additional documents to supervisor to submit to IHA. Supervisor will track requests and keep a scanned copy. Keep paper copy in participant's folder.