

PARTNER WORK

REENTRY RENTAL ASSISTANCE POLICY

Purpose

The Improving Reentry Education and Employment Outcomes Program is designed to improve correctional educational and employment programs that serve individuals during incarceration and throughout their period of reentry into the community. It promotes an evidence-based and data-informed approach that will provide meaningful opportunities, interrupt the cycle of unemployment, and promote reentry success for formerly incarcerated adults.

The purpose of this policy is to articulate how rental assistance funds are permitted to be provided to participants in the US Department of Justice (DOJ) Reentry program in Allegheny County.

Affected Parties

This policy applies to qualifying reentry program participants. Reentry, partner, and Partner4work staff are responsible for implementing this policy.

References

- HUD [FY 2023 Income Limits Documentation System](#)
- HUD [FY 2023 Fair Market Rent Documentation System](#)

Eligibility Requirements

To qualify for rental assistance, the reentry participant:

- Has an income at or below 60 percent of the median family income estimated for Pittsburgh, PA HUD Metro FMR Area* as provided on the WIOA statement of family size/income form completed at enrollment.
- Has an agreement between tenant and the landlord to rent to them; AND
- Has sustainable income sufficient to pay rent in the future **or** have no income BUT have reasonable expectations for sufficient income in the next 60 days to maintain rental agreements; AND

The most common acceptable documents for use of verifying sustainable income include:

PROOF OF EMPLOYMENT	TRAINING PROGRAM ENROLLMENT	TRANSITIONAL JOB ENROLLMENT
<ul style="list-style-type: none">• Hire letter• Payscale• Email from employer• Telephone verification	<ul style="list-style-type: none">• Training justification form• Acceptance letter• Email verification• Telephone verification• On-the-Job Training (OJT) contract	<ul style="list-style-type: none">• Acceptance letter• Email verification• Telephone verification

* NOTE: Allegheny County is part of the Pittsburgh, PA HUD Metro FMR Area.

Policy

Reentry staff should meet with each participant to assess the need for rental assistance using the [BJA Housing Needs Assessment](#) tool. Rental assistance awards should be based on individual participant needs and plan development. This information should be properly documented in the Individual Employment Plan (IEP) and case notes in accordance with DOJ reporting requirements.

Participants receiving rental assistance funds **must** be in good standing and/or active with reentry service coordination. Reentry program staff and/or ACTION-Housing staff will initiate contact twice per month.

Payments must be made directly to the landlord. Rental receipts shall be maintained in the participant's file with other lease or rental documentation.

Rental Assistance Services Availability

Eligible participants may qualify to receive financial assistance for housing costs to include first and second month's rent, security deposit, and a portion of rent for months four and five, as outlined below in the payment schedule. The participant will be responsible for the full amount of the rent beginning month 6. The maximum total assistance is \$4,068. Flexibility is designed to consider variability in financial status and available assistance.

DECLINING SUBSIDY MODEL		
SCHEDULE	PROGRAM SHARE	PARTICIPANT SHARE
MONTH 1 & 2	100%	0%
MONTH 3	75%	25%
MONTH 4	50%	50%
MONTH 5	25%	75%
MONTH 6	0%	100%

A stepdown plan will be created by the eligible participant and their reentry service coordinator that will determine the participant portion of the rent each month. Reentry participants are required to pay their portion of rent by the 1st of each month (or no later than the grace period listed in the lease agreement). ACTION-Housing will not pay any late fees. Participants are also responsible for paying monthly utility bills as required per lease agreement.

Loss of Income

Any loss of income should be reported to the reentry service coordinator immediately.

Reasonable Accommodations

Under limited circumstances, Partner4Work may make reasonable accommodations that expand or differ from the requirements of this policy. Requests for accommodation may be submitted by service providers to policy@partner4work.org. Requests must be made using the Policy Exception Form available at www.partner4work.org.

Effective Date: _____, 2023