

Housing Resource Center (HRC)

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HOW TO ACCESS NY/NY I & II HOUSING

CUCS is available to assist individuals living with mental illness and their advocates in navigating the NY/NY I & II Housing application process in NYC.

1. Call the **CUCS Housing Resource Center** at (212) 801-3333 and ask for a Housing Consultant for information about the HRA housing application and referral process. You may also request the **CUCS Vacancy and Information Update**, which lists available vacancies—the **CUCS Vacancy and Information Update** is also available online at www.cucs.org .
2. In order to submit the HRA 2010e application electronically, you must be trained by HRA's Customized Assistance Services (or your agency administrator) and receive your Username and Password. To sign up for the next available HRA 2010e Application Training, email HRA directly at hracassupport@hra.nyc.gov .
3. A complete **HRA 2010e application** packet includes:
 - a) The HRA 2010e housing application
 - b) A comprehensive psychiatric evaluation*, signed and dated by a licensed psychiatrist, licensed psychiatric nurse practitioner, licensed psychologist, or a licensed clinical social worker, and completed within 6 months
 - c) A comprehensive psychosocial summary*, completed and signed within 6 months

** You may choose to utilize the Comprehensive Mental Health Report in lieu of a separate psychosocial summary and psychiatric evaluation; for information about the Mental Health Report, call CUCS/RPMs at (212) 801-3333.*

FYI -- Tuberculosis testing results must be provided to the housing provider by the referring worker within 60 days after placement occurs.

It is always important to remember to provide thorough documentation of all street and shelter homelessness in your application packet, especially if you wish the applicant to be considered either NY/NY eligible and/or eligible for a **Chronically Homeless Priority** designation. In order to receive the Chronically Homeless Priority designation, a person who is SMI must be currently homeless and have been homeless (in shelter and/or on the streets) for one of the last two years or two of the last four years.

4. Once you have all the requested documentation, the completed HRA application packet is then submitted to HRA electronically. Copies of the entire packet should be made prior to submission.
5. Within a few days for electronic submissions, HRA will send a response to the referring person named on the application. If the application is denied, HRA will indicate the reason with an opportunity provide additional information if necessary, and send an approval letter when completed.
6. HRA 2010e approvals are valid for 1 year; to check the status of an HRA 2010e once it has been submitted, simply log in to the PACT system, using your username and password.
7. After receipt of an NY/NY I & II approval letter, **contact CUCS' Housing Resource Center at (212) 801-3333 for housing referrals**, based on the requirements, needs, and preferences of the applicant and the available vacancies in the housing programs.
8. Contact housing providers and make referrals. Generally providers will want a copy of the HRA application packet as submitted to HRA and the approval letter received from HRA, but in some cases additional materials will be requested.
9. Applicants will be contacted for interviews. Interviews will often include questions about the information contained in the HRA application packet and applicants should be familiar with these materials. Prior to final acceptance by a housing program, an applicant can often expect a second interview.
10. Accessing supportive housing will require advocacy and follow-up with housing providers. If an applicant receives one or several rejections, contact CUCS to discuss the situation and possibly reevaluate the model and level of housing being sought. Additionally, CUCS' Housing Consultants can suggest strategies to overcome obstacles to housing access.
11. Continue to send out housing referrals until the applicant is accepted at a housing program that meets their needs. It is important to maintain an active HRA approval letter throughout the wait list process, as housing providers will need it to move the applicant into their program.

For any questions pertaining to NY/NY Housing, please contact CUCS' Housing Resource Center at:
(212) 801-3333