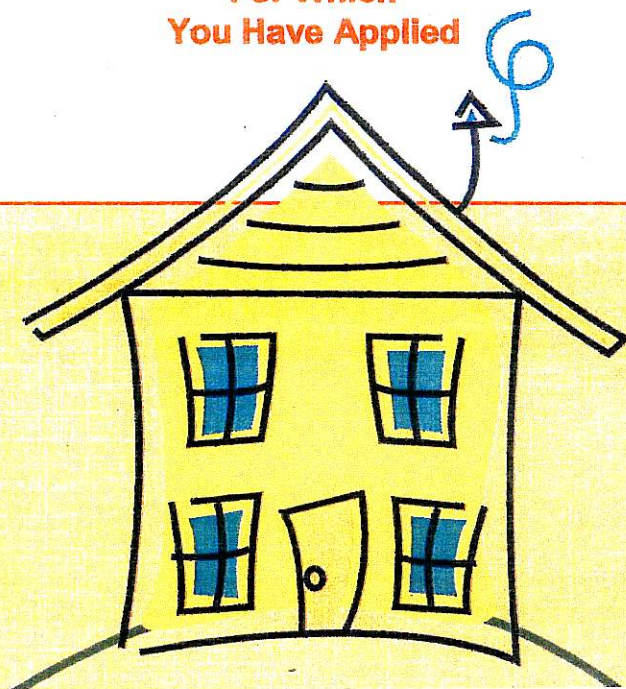


HAP Information Guidelines

The Purpose
Of
This Brochure
Is To Let You Know About
The Housing Assistance Program (HAP)
Funds
For Which
You Have Applied



General Information

HAP stands for Housing Assistance Program. The money for HAP comes from the Ohio Department of Mental Health and the Lorain County Board of Mental Health. The money given to you through HAP is a temporary way to help you pay your rent. Ideally, we would like you to be off HAP in 3 years.

As a HAP recipient, you are expected to pay 40% of your income for housing expenses. The Nord Center will pay 60% of your rent directly to your Landlord, not to you. The Lease Agreement is between you and the Landlord. As such, you are totally responsible if you are in violation of your Lease. If you need assistance with understanding the terms of your Lease, discuss this with your Case Manager.

Since HAP is temporary, you are expected to find other, more permanent means to cover your housing costs. These might include: Receiving a Section 8 Voucher, Getting a Job, Increasing Your Income (receiving benefits). In order to receive HAP, you must actively work on your plan for securing permanent funds for housing.

If your HAP is discontinued, then you can still stay in the same place, but there will be no money paid by Nord to help you stay in the same place. You will be responsible for the entire rent. This will either happen because you did not work on a plan for more permanent funding or the place is not considered to be a safe and decent environment.



Section 8

If your plan is for Section 8, then you are expected to apply for Section 8, submit all required paperwork, and keep all appointments. You must use the Voucher once it becomes available. If you do not do these things, your HAP will most likely end. (Exceptions will be considered if you are in the hospital or other extreme circumstances apply.)

Aside from your HAP ending, another good reason to follow your Independence Plan is so that others in financial need can receive the Subsidy.

We know that sometimes when you first start receiving HAP, the Lorain Metropolitan Housing Authority (LMHA) is not taking applications. In this case, you will be informed of when to apply. Proof of application must be turned in to the HAP Administrator, Virginia Ramos.

Employment

If your plan is to get a job, then you must also be active with this plan. You will need to apply for jobs, go on interviews, and demonstrate an attempt to work. If you get a job, but lose it, you can be placed on HAP again. Also, you would not lose your HAP funds until you had worked for 3 months at an income level that would end your HAP assistance.

HAP would pay 50% of the original HAP subsidy the first month, 30% the second month, and 20% the third month that you have been working and receiving an income that would result in your HAP ending. Virginia Ramos can help you figure out this information.



Social Security

If your plan is to get Social Security Benefits, then you must apply and, if necessary, appeal. However, if you are continuously denied, you need to develop another plan to move toward independence.

Property Inspections

In order to keep your HAP Subsidy, you must also agree to have inspections of your property. This is so the Board can ensure that the housing it subsidizes is safe, decent, and affordable.

These inspections will only happen within 30 days of your moving into an apartment and once a year after the first inspection unless there are problems with your place. You will be notified by mail of the time and date of inspection. If there are problems, your Landlord will be given an additional 30 days to repair them and then an Inspector will come back to make sure the repairs have been completed. If the Landlord does not complete the repairs, then you can use your HAP to pay for rent at another place.

HAP can be transferred to another site as long as the HAP Administrator, Virginia Ramos, is notified. She should also be notified when there is a change in your income.

**CONTACT INFORMATION:
VIRGINIA RAMOS
HAP ADMINISTRATOR
440.204.4341**



**3150 Clifton Ave
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