

# Greater New Haven CAN Security Deposit Guarantee (SDG) Procedure

Effective 11/1/19

## STEP #1

**A household is eligible for Security Deposit Guarantee if they meet one of the following criteria and all of the additional requirements listed in step #2:**

1. Household is currently experiencing "literal homelessness" (Category 1 and/or Category 4).
2. Household has received a subsidized housing voucher to "move on" from Permanent Supportive Housing through the CAN.

## STEP #2

**Additional Requirements:**

1. The case manager must contact Penny Clark to do a pre-eligibility check. Households with previous SDG applications/claims may not be eligible.
  - a. Anyone 18+ must provide full name and social security number.
2. Household gross income must be below 150% federal poverty for household size. *See attached guide*
3. Unit must be at or below Fair Market Rent for unit size.
4. Households must be able to pay no more than 60% of their income towards rent through proof of subsidy or income verification.

## STEP #3

**Process for case manager to complete with client in order to request SDG when the household meets the above criteria and requirements:**

1. The following documents should be collected for all household members:
  - a. SDG referral form *See attached*
  - b. Photo ID
  - c. Social Security Card
  - d. Birth certificate
  - e. Proof of income (last month of paystubs, SSI/SSDI proof, etc.)
  - f. Proof of subsidy (if applicable)
  - g. Homeless verification
  - h. SNAP Benefit Letter
  - i. DSS Card
2. Photo ID, Social Security Card, and Birth Certificate must be original documents. The case manager should make color copies of the originals and sign off on the Referral Form that they have seen the originals for all household members.
3. Complete the initial SDG forms with the client.
  - a. SDG 1 *See attached*
  - b. SDG 2 *See attached*

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<ul style="list-style-type: none"> <li>c. SDG 4 <i>See attached</i></li> <li>d. SDG 6 <i>See attached</i></li> <li>e. SDG 8 <i>See attached</i></li> </ul>
<p>4. Give the client the following forms to have completed with the landlord:</p> <ul style="list-style-type: none"> <li>a. SDG 6 <i>See attached</i></li> <li>b. SDG 9 <i>See attached</i></li> <li>c. SDG 10 <i>See attached</i></li> <li>d. SDG 11 <i>See attached</i></li> </ul>
<p>5. Once those forms are completed by the landlord and tenant, they must be returned to the case manager. The final documents that are needed to complete the application are:</p> <ul style="list-style-type: none"> <li>a. Rental calculations (if receiving subsidy)</li> <li>b. Apartment inspection (if receiving subsidy)</li> <li>c. Signed and dated lease</li> </ul>
<p><b>IMPORTANT NOTE</b></p>
<ul style="list-style-type: none"> <li>1. Client should <u>NOT</u> move into the unit until their application is approved by the local CAN SDG contact.</li> <li>2. It is recommended to have the lease start date about a week out from date application is submitted to the CAN Housing Coordinator in case there are revisions needed or missing documents.</li> </ul>

## STEP #4

<p><b>Submitting the Referral for Review:</b></p>
<ul style="list-style-type: none"> <li>1. When all the above-mentioned documents are obtained the case manager should contact the CAN Housing Coordinator to schedule a time to review the original application with supporting documents with the case manager.</li> </ul>
<ul style="list-style-type: none"> <li>2. Once everything is complete the CAN Housing Coordinator will connect with the local CAN SDG contact person for final review and approval.</li> </ul>

## CONTACT INFORMATION

Penny Clark	Department of Housing <i>Pre-Eligibility Check</i>	1-860-270-8109 <a href="mailto:Penny.clark@ct.gov">Penny.clark@ct.gov</a>
Margaret LeFever	United Way of GNH <i>CAN Housing Coordinator</i>	1-203-691-4228 <a href="mailto:mlefever@uwgnh.org">mlefever@uwgnh.org</a>
Jason Almeida	Liberty Community Services <i>Local CAN SDG Contact</i>	1-203-495-1763 <a href="mailto:Jason.almeida@libertycs.org">Jason.almeida@libertycs.org</a>