

Emergency Housing Request

Please fill out the following form along with standard Ryan White Client Intake Form and attach all necessary supporting documentation. Failure to submit a complete application and required documentation may result in request being denied and returned to applying case manager.

I. Client Information

Household Income: _____

of Adults: _____ Age(s) and Sex: _____ # of Children: _____ Age(s) and Sex: _____

II. Is the applicant currently receiving, on a waiting list or been denied for other forms of housing assistance (indicate date or N/A)?

Receiving (Date) Waiting List (Date) Ineligible (Date)

Supportive Housing/Section 8/Other _____ _____ _____

Has the person called 211 and received a date for an intake through the Coordinated Access Network (CAN)?

Yes No

If the person is not currently receiving a subsidy or on a waiting list for other housing assistance, explain why:

Clearly describe the reason for emergency need:

III. Attach all of the following information. Applications without complete documentation will be denied.

Verification of income for all members of household.

Documentation to support request (if applicable).

Signatures: client signatures on release form, application form (below); case manager and supervisor signatures on application form (next page).

I acknowledge that all information contained in this application is true and correct to the best of my knowledge. I authorize my case manager to discuss the information contained in this application with representatives of the Housing Assistance Fund. I also promise to immediately inform my case manager of any and all changes to my income or housing status.

Client Name (please print): _____

Client Signature: _____ Date: _____

Case Manager Name (please print): _____

Case Manager Signature: _____ Date: _____

Agency: _____ Phone: _____ Fax: _____

Address: _____

Supervisor's Signature: _____ Date: _____

Last Updated 11/16