

Lebanon County Community Action Partnership
EMERGENCY RENTAL ASSISTANCE PROGRAM
Client Acknowledgement

The goals of the Emergency Rent Assistance Program (ERAP) are:

- to mitigate the effects of homelessness on families and individuals impacted directly or indirectly by the COVID-19 Public Health Emergency through rental assistance and housing stability services;
- to provide families and individuals financial assistance for rent including: rent, rental arrears, utilities and home energy costs, utility and home energy costs arrears, and other expenses related to housing incurred due, directly or indirectly, to COVID-19, and housing stability services to eligible households.

ERAP Eligible households are:

- A household of one or more individuals who are obligated to pay rent on a residential dwelling, where
- One or more of the individuals qualified for unemployment benefits; or experienced a reduction in household income, incurred significant costs; or experienced other financial hardship due, directly or indirectly, to the COVID-19;
- One or more individuals in the household can demonstrate a risk of experiencing homelessness or housing instability, which may include a past utility or rent notice or eviction notice; unsafe or unhealthy living conditions; and
- The household has an annual or monthly income that is not more than 80% of the Area Median Income (AMI) for the household size; and
- Tenants are U.S. citizens, or qualified noncitizens with an unexpired immigration status.

ERAP Payment of rent and rent arrears

- Rental arrears may be paid in full for up to 12 months for past due rent that has been accrued after March 13, 2020.
- An eligible household can apply for prospective rent payments up to three months.
- A new application and eligibility determination will take place every three months for a total prospective payment of no more than twelve months.
- Reduction of rental arrears must be provided before any prospective benefits can be provided.
- A landlord can apply on behalf of a tenant, and the tenant must co-sign the application.

ERAP Payment of Utility and Home Energy Costs and Arrears

- Utility and Home Energy Costs which are separately stated charges related to the occupancy of the property may be paid in full.
- Utilities that are covered by the landlord within rent will be treated as rent.
- Utilities include: electricity, gas, water, sewer, trash removal, and energy costs, such as fuel oil.
- Telecommunication services (telephone, internet, cable) delivered to the rental dwelling are not considered to be utilities.
- Utility and home energy costs arrears can be paid for a total of twelve months on arrearages that have been accrued after March 13, 2020.

ERAP Housing Stability Services

Clients may be asked to cooperate with a case management service plan in order to obtain or retain housing. The case management service plan will include specific, measurable, achievable, realistic time-bound goals across these domains: basic life skills, health needs, financial management, parenting skills, home maintenance and job prep/employment skills. Clients may call their case manager at any time during business hours. If the case manager is not available, the phone call will be returned as soon as possible.

ERAP Right to Appeal

Clients of the Emergency Rent Assistance Program who request financial assistance and are denied their requests have the right to appeal their cases and to have them reviewed at the county level and at the state level.

Be advised that you have no grounds to appeal the denial if you were denied financial assistance because there are no funds available; if your household income exceeds the eligibility guidelines; or if you have exhausted the maximum amount of assistance you may receive at this time.

At the county level, clients may appeal the denial in writing within five days of the denial to Lebanon County Community Action Partnership, 503 Oak Street, Lebanon, PA, 17042, Attention: ERAP. You will receive the resolution to your appeal in writing within five days after the hearing of your appeal.

During or after your appeal, you may also take your complaint to the Pennsylvania Department of Human Services, Office of Hearings and Appeals, P. O. Box 2675, Harrisburg, PA, 17105.

Client sign and date: _____