



New Orleans-Jefferson Parish-Kenner Homeless Continuum of Care Moving On Participant Screening Packet

Moving On is an initiative of the New Orleans-Jefferson Parish-Kenner Homeless Continuum of Care (CoC) in partnership with the Housing Authority of New Orleans (HANO), the Jefferson Parish Housing Service Development District (JPHSDD), and Kenner Housing Authority (KHA). Moving On is designed for people in Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) programs who have demonstrated housing stability, are no longer in need of intensive services, and ready and able to move on into area Section 8 Housing Choice Voucher (HCV) Programs.

Instructions:

1. For all PSH and RRH tenants that express interest in Moving On, complete the **Moving On Participant Eligibility Assessment**. If tenant(s) and provider agree that the tenant is ready for Moving On, and the household is interested in obtaining a Housing Choice Voucher, move on to #2.
2. Complete the **Moving On Participant Screening Packet** (this document). If tenant meets all the requirements in the CoC Minimum Eligibility Criteria and HCV Minimum Eligibility Criteria sections (all boxes are checked), please work with them to complete the appropriate Housing Choice Voucher Application Packet (based on where they live; see details in the checklist).
3. Once all documents on the checklist below are ready, please submit to:

UNITY of Greater New Orleans
Attn: Valerie Coffin
2475 Canal Street, Suite 300
New Orleans, LA 70119

Checklist: Documents to be Submitted for Moving On Tenants	
Completed and signed Moving On Participant Screening Packet (this document)	<input type="checkbox"/>
Completed and signed Moving On Participant Eligibility Assessment	<input type="checkbox"/>
HCV Application Packet - Select based on where the tenant <u>currently resides</u> : <ul style="list-style-type: none"> City of Kenner -> Complete application for Kenner Housing Authority (KHA) Jefferson Parish (except within the City of Kenner) -> Complete application for Jefferson Parish Housing Service Development District (JPHSDD). Orleans Parish -> Complete application for Housing Authority of New Orleans (HANO). * If the tenant would like to move to a new jurisdiction, the provider <i>must</i> contact UNITY of Greater New Orleans (vcoffin@unitygno.org) before proceeding. Moving On tenants are not guaranteed the right to apply to a PHA outside of where they live; exceptions will be granted on a case-by-case basis.	<input type="checkbox"/>
Signed Supplement to Application for Federally Assisted Housing (HUD Form 92006)	<input type="checkbox"/>



Participant Information		
Program Participant Name:		HMIS #:
Referring PSH or RRH Provider Name:		
Referring Provider Phone Number & Email:		
Referring Agency & PSH or RRH Program Name:		
Current Address:		Does Participant wish to remain at this address, if possible? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Total Rent: \$	Participant Rent: \$	List utilities not included in rent: Utilities Amount: \$
Phone Number:	Year Admitted to Program:	# Persons in Household:
Is the tenant, or any member of the household, a non-elderly person with disabilities (defined as a person 18 years of age or older and less than 62 years of age with a disability)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Type: <input type="checkbox"/> Permanent Supportive Housing (PSH) <input type="checkbox"/> Rapid Rehousing (RRH)		

Tenant and Provider Certification	
<p>The information contained in this form is true and accurate to the best of my knowledge. The CoC program participant and provider have met to discuss the “Moving On” application and feel that the tenant is a great candidate for graduation from their current RRH or PSH program to a Housing Choice Voucher from the Housing Authority of Jefferson Parish. The participant meets the minimum required criteria as defined by UNITY of Greater New Orleans and the participating PHAs, and they have demonstrated the ability to maintain stable housing with little support required. The referring provider agency further agrees to provide follow-up services to support the “Moving On” participant as needed for six months, and the participant agrees to communicate with the provider should issues affecting tenancy arise during those six months. The program participant and provider understand they must complete all required PHA paperwork and that submitting this form does not guarantee that they are eligible for or will receive “Moving On” assistance.</p>	
Program Participant Signature	Today’s Date
Referring Provider Signature	Today’s Date



CoC Minimum Eligibility Criteria for “Moving On”						
The program participant is currently enrolled in and housed through your agency’s CoC RRH or PSH program.						<input type="checkbox"/>
The program participant is the holder of a current lease, rental or occupancy agreement and has maintained housing for at least 12 consecutive months in the past year.						<input type="checkbox"/>
The program participant has paid their rent or occupancy fee <u>on time</u> at least 8 times in the past 12 months.						<input type="checkbox"/>
The program participant does not owe rental or occupancy arrears for any month in the past year.						<input type="checkbox"/>
The program participant has paid the utility bills for which they are responsible <u>on time</u> at least 8 times in the last 12 months.						<input type="checkbox"/>
The program participant does not owe utility arrears for any month in the past year.						<input type="checkbox"/>
The program participant has only required occasional, light support						<input type="checkbox"/>
Housing Choice Voucher (HCV) Minimum Eligibility Criteria						
No member of the applicant household is subject to a <i>lifetime</i> registration requirement under a State sex-offender registration program. Providers can check database here: www.nsopw.gov .						<input type="checkbox"/>
No member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.						<input type="checkbox"/>
No member of the applicant household owes money to any PHA in connection with Section 8 or public housing assistance.						<input type="checkbox"/>
Participant has not been evicted from public or assisted housing for drug-related or criminal activity within the past 3 years, nor has any household member.						<input type="checkbox"/>
Participant household has income that does not exceed 50% of Area Median Income						<input type="checkbox"/>
Household Size	1	2	3	4	5	
FY2023 Income Limit	\$28,700	\$32,800	\$36,900	\$41,000	\$44,300	
At least one member of the household is a citizen, or has eligible immigration status, per 42 U.S. Code § 1436a (incl. permanent residents, people who have been granted asylum, and people granted permission to stay by the Attorney General).						<input type="checkbox"/>

Reminder: Tenants must meet all criteria on this page (all boxes must be checked) in order to be eligible for the New Orleans-Jefferson Parish-Kenner Homeless Continuum of Care Moving On program. If tenants do not meet eligibility criteria but are still interested, they can apply at a future date if circumstances change so that they meet the criteria.