



# Transitional Supportive Housing Application Process

## New Moms Chicago Housing Program Quick Facts

- This is a program that is not just housing
- For young moms, 18-24 years old, with one or two children.
- For families experiencing homelessness.
- Residents can stay 24 months or until age 25, whichever comes first.
- This is Transitional Supportive Housing with time limits - it is NOT permanent housing.
- All residents pay rent based on income, the minimum is \$75.00
- All residents are assigned a Housing Coach to meet with 2 times a month
- **For everyone's safety, only residents are allowed in the building.**

## How does the application work?

CHA manages the application, waitlist, and process - not New Moms. There are 3 essential steps to the application process:

1. Complete a housing assessment with "Coordinated Entry" if you are not in a shelter or connected to agency who provides supports like a drop-in center (15-30 mins). If you are, skip Step 1
2. Apply to CHA's Project Based Housing Voucher or "PBV" (30 mins).
3. After completing steps 2 and 3, contact New Moms by email (5 mins).
4. Wait for CHA to match you to New Moms. New Moms will only contact you after CHA has matched you to our housing program. New Moms cannot see the wait list ONLY CHA.

## Follow the Application Steps Below In Order



### Step 1: Complete a Coordinated Entry Assessment

- Call 312-971-4178 to complete the assessment regarding your unstable housing. Currently, it's open Monday, Wednesday, and Friday from 10:00 am to 3:00 pm, with Tuesday and Thursday Hours coming soon.
- This housing assessment puts your name on the waitlist for ALL Youth Transitional Housing Programs that you are eligible for.
- **This may or may not lead to a housing option and does not provide immediate housing. If you are in need of immediate shelter, please call 3-1-1 to get transportation to a shelter.**



## Step 2: Apply for CHA's Project Based Housing Voucher ("PBV") Online. Follow each step in order.

**Start Here! Open Online Application at [www.applyonline.thecha.org](http://www.applyonline.thecha.org)**

### Submit Your Personal ID Number

- This is the CHA Waitlist Portal. Submit your Social Security Number or Alien Registration Number, date of birth, and email address to begin the application.
- After you enter the information, select "Continue."

#### CHA HOUSING WAITLISTS

Apply for Housing or Update/Check Application Status

### Complete Waitlist Application Form

- This is the Waitlist Application Form. Enter your personal information; required fields have an asterisk.



**Important! When asked your household size, please select "2."**



**Important! When asked "Are you Homeless?" answer "Yes."**

- When you complete the form, select "Next Page" at the bottom-center of the website.

### Select Type of Property: Project Based Voucher (PBV)

#### 1st page: Select Public Housing Waitlist (optional)

- **You do not need to select Public Housing Waitlist if you only want to select Project Based Voucher (PBV).**
- If you want to continue the application for PBV without selecting Public Housing, just click "Next Page."

#### 2nd page: Select Project Based Voucher Waitlist

- You will see a description of the "Project Based Voucher (PBV) Option" and the question, "Would you like to select a Project Based Voucher (PBV) Wait List?"
- Select "Yes" to select the Project Based Voucher Waitlist.
- Select the **green** Search button to see a complete list of PBV properties.



**Getting through those steps**

## Select Your PBV Property: New Moms Transformation Center

- When the PBV Properties appear make your selection.
- Click the box corresponding to your preferred property on the left-hand column.
  - **Select NEW MOMS TRANSFORMATION CENTER (5317 W Chicago).**
- Once the box is checked, NEW MOMS TRANSFORMATION CENTER (5317 W Chicago) will be highlighted yellow.



**If you proceed to the "Next Page" without checking a box, you will not be signed up for any PBV Waiting List!**

- Only after choosing NEW MOMS TRANSFORMATION CENTER (5317 W Chicago), scroll down to the bottom of the page and select "Next Page."



## Review & Submit Your Application

- Double check your personal information and Waiting List selection to make sure it is correct.
- Scroll down to check your Project Based Voucher Waitlist Selection near the bottom of the page.
- Scroll down and click on all three (3) certification buttons. You must agree and click on all three!



**You must select the third box for CHA to select you: "I agree to allow CHA to share my information with City, state, federal agencies and social service agencies for the purpose of validating a stated preference (e.g. homeless) or communicating opportunities for housing employment or related resources."**



**CHA will only process your application if you have a completed a housing assessment with the Coordinated Entry Call Center and confirmed that you are on the PBV Waitlist.**



Complete the Electronic Signature Form and click "Submit" to submit your full application.

I/we certify that the statements on this application are true to the best of my/our knowledge and belief and understand that inquiries must be made to verify them. I/we authorize the release of information to the Housing Authority by my/our employer(s), the Department of Public Services, the Social Security Office, Police or Law Enforcement agencies, and/or other business or government entities. By my signature below, I/we authorize the CHA to conduct the following for purpose of determining housing eligibility: criminal background check, credit card and court record inquiries. I also understand that failure to sign this release statement will invalidate my application. I/we understand that any false statements made on this application will cause me/us to be ineligible and if housed subject of eviction.

I agree to update my contact information and confirm my site-based waitlist property selection annually. I understand that a failure to comply with this requirement will result in my name being removed from the waitlist.

I agree to allow CHA to share my information with city, state, federal agencies, and social service agencies for the purpose of validating a stated preference (e.g. homeless) or communicating opportunities for housing, employment, or related resources.

Please type your name in the box below to sign this form electronically.

TYPE NAME HERE  Date 12/27/2018



**You're almost done! Only a few more steps!**



## Step 3: Contact New Moms After Submitting Your Application

- After you have been selected for PBV by CHA, please email your CHA confirmation to New Moms' Housing Director at **housing@newmoms.org**
- In the email, please also share your household size
- Remember you must let Coordinated Entry every 90 days for CHA to match you to New Moms
- You will receive a thank you confirmation email in return from New Moms. New Moms does not manage or have access to CHA's wait list



## Step 4: If you are selected:

- If/when CHA notifies New Moms Property Manager that you have been selected and the Property Manager will contact you. This could be a short or long time.



**Keep your phone, email, and address up to date in both the CHA and Housing Assessment systems.**



- Once you have been contacted, by the property manager, direct any questions about the status of your application to the Property Manager at **propertymanager@newmoms.org**
  - We do not know your spot on the waitlist.
  - You can try to call CHA for updates.
  - When the Property Manager contacts you, it will be to complete CHA's housing application and New Moms' application and to collect documents to submit CHA.
  - CHA then reviews your application, approves or denies it, and if approved, sets your rent amount.
  - This process could take up to 3 months from the time you submit your application to the property manager
  - Then the property manager schedules your move-in and you meet with your housing coach

**Thank you for applying!**