

Instructional Guide for Completing the Housing Program Residential Eligibility Application

A. First, determine whether you meet the criteria to qualify for Pittsburgh Scholar House's Housing Program. You must meet all eight (8) criteria to qualify:

1. You have primary custody of children under the age of 18
2. You have earned a high school diploma or GED
3. You are currently enrolled full-time in a degree-granting program
4. You have at least one year of study left before graduating with your degree
5. You have a cumulative GPA of 2.0 or higher
6. You meet the Housing Authority of the City of Pittsburgh's (HACP) eligibility guidelines
7. You are willing to undergo HACP's application process, including a background check
8. You are willing to sign a Pittsburgh Scholar House Housing Program Agreement/Lease

B. Second, gather the required documentation. You can use the checklist below to track your progress.

1. SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD MEMBERS	
<ul style="list-style-type: none"> Where to get this documentation: Please visit the Social Security Administration's website linked here to learn about requesting new or replacement Social Security Cards at no cost. 	
2. BIRTH CERTIFICATES FOR ALL HOUSEHOLD MEMBERS	
<ul style="list-style-type: none"> Where to get this documentation: For persons born in PA, birth certificates can be requested through the PA Dept. of Health's website linked here. The cost is \$30 per certificate (\$20 plus a \$10 processing fee). For persons born outside of PA, please see the website linked here. 	
3. PROOF OF ALL INCOME EARNED/RECEIVED BY ALL HOUSEHOLD MEMBERS	
INCOME CHECKLIST	<ul style="list-style-type: none"> <u>Why do I need to document my household's income?</u> Pittsburgh Scholar House's Housing Program uses housing vouchers from the Housing Authority of the City of Pittsburgh to make sure each family's rent payment is affordable. Vouchers are available only to households that earn below a certain level of income each year, so we must ensure your family's annual income falls below this level. <u>What income do I need to document?</u> Use the checklist below to determine which types of income your family receives. Provide documentation for only income sources your family earns or receives:
	3(I) – WAGES FROM EMPLOYMENT
	<ul style="list-style-type: none"> Example: Your 40 hour per week job/contract work How to Document: provide copies of two to six of your most recent, consecutive paystubs
	3(II) – INCOME FROM SELF-EMPLOYMENT/1099 CONTRACT WORK
	<ul style="list-style-type: none"> Example: Income from your own business (ex. babysitting service) or contract work (ex. ridesharing service) How to Document: Provide a copy of your most recent Federal Tax Return, including Schedule C – Profit & Loss from Business
	3(III) – UNEMPLOYMENT COMPENSATION
<ul style="list-style-type: none"> Example: Unemployment benefits paid to your household following the loss of a job How to Document: Log into PA Unemployment Compensation via this link for a benefit statement 	

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B. Second, gather required documentation (continued):

INCOME CHECKLIST (CONT.)	3(IV) – SOCIAL SECURITY PAYMENTS
	<ul style="list-style-type: none">○ Examples: Monthly Social Security, Supplemental Security Income, Social Security Disability, and/or Survivor's Benefits payments○ How to Document: Request a Benefits Statement from the Social Security Administration by visiting a local office or by visiting their website via this link
	3(V) – PUBLIC ASSISTANCE PAYMENTS
	<ul style="list-style-type: none">○ Example: TANF, WIC, and SNAP Payments○ How to Document: Visit PA Compass on the web via this link to get a Benefits Statement
	3(VI) – CHILD SUPPORT PAYMENTS
<ul style="list-style-type: none">○ Example: Court-ordered Child Support or payments agreed upon by parents outside of Court○ How to Document: For court-ordered child support, provide a print out of payments received for the last six months via the website linked here. For child support payments outside of the court system, obtain a signed letter from the paying parent stating the amount given and the frequency.	
3(VII) – REGULAR MONTHLY CONTRIBUTIONS TO THE HOUSEHOLD FROM THIRD PARTIES	
<ul style="list-style-type: none">○ Example: Your parents give you \$200 cash each month for groceries○ How to Document: Obtain a signed and dated letter from the third party stating the amount given and the frequency of payment. Be sure to include the third party's contact information (email or phone no.)	
4. VERIFICATION OF GRADUATION FROM HIGH SCHOOL OR GED ATTAINMENT	
<ul style="list-style-type: none">○ Where to obtain this documentation: If you have your High School Diploma or GED certificate handy, you can take a picture of the document with your phone or device. If you do not have a copy of your High School Diploma or GED certificate handy, you will need to:<ul style="list-style-type: none">▪ Contact your High School or School District to obtain verification of High School Graduation, OR▪ Contact your GED Provider to obtain verification of earning a GED	
5. VERIFICATION OF ENROLLMENT IN A DEGREE PROGRAM	
<ul style="list-style-type: none">○ Where to obtain this documentation: Contact your school, college, or university to inquire about the best place to obtain this documentation. You may be able to obtain this documentation from your school's intranet and/or student portal.○ What do I need to document:<ul style="list-style-type: none">▪ Provide a copy of your unofficial transcript▪ Provide a copy of your current or forthcoming class schedule	

C. Third, complete the Application's Family Information Section.

1. The adult, single-parent member of the household will provide their information in fields labeled "Head of Household." Provide your name, date of birth, sex, marital status, Social Security number, home address, telephone number, personal email address, and/or your school email address.
2. For the question, "How many children under the age of 18 are in the Head of Household's primary custody?" enter the number of children currently in your primary custody. A corresponding number of "Dependent" boxes will appear.
3. For each dependent, list their full name, date of birth, sex, and Social Security number.
4. Answer yes or no to the following questions:
 - a. Does the head of household currently possess a valid, unexpired driver's license or state-issued photo ID?

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- b. Does the head of household currently possess government-issued Birth Certificates for themselves, and all the dependents listed above?
- c. Has the head of household ever been convicted of a crime?
 - i. If yes, a box will appear in which you can describe the conviction(s), when they occurred, the type of conviction (felony or misdemeanor) and extenuating circumstances that led to the conviction.

D. Fourth, complete the Application's Family Income Section using the documentation you collected in part B(3) of this Instructional Guide.

- 1. Answer yes or no to the following questions:
 - a. Do you currently possess and/or receive subsidy through the Housing Choice Voucher program administered by the Housing Authority of the City of Pittsburgh?
 - i. If yes, a field will appear in which you can input your voucher number. If unknown, write, "unknown."
 - b. To the best of your knowledge, do you or any member of your household have a debt with the Housing Authority of the City of Pittsburgh and/or any other Public Housing Authority in the United States?

Family Size	Maximum Annual Income
1	\$35,150
2	\$40,200
3	\$45,200
4	\$50,200
5	\$54,250
6	\$58,250
7	\$62,250
8	\$66,300
9	\$70,300
10	\$74,300
11	\$78,350
12	\$82,350

*Please note: income eligibility requirements are determined on an annual basis by the U.S. Department of Housing and Urban Development (HUD) and are subject to change.

Family Size

Total Annual Income

To the best of your knowledge, does the annual income for your family fall below the income maximums listed above for your family size? *

Yes
 No
 Unsure

2. Next, check all sources of income received by the household. For each source of income checked, a box will appear below the checklist to upload documentation collected during step B(3) of this Instructional Guide. Each upload field allows for multiple file uploads.

a. If you check, "my household has zero/no income" a field will appear in which you must explain how your family covers expenses for shelter, food, clothing, medicine, shelter, school supplies, childcare supplies, and other necessities.

3. Finally, you will see the information to the left.

a. Enter your family size and an estimate of your total annual income in the appropriate boxes.

b. Answer yes, no, or unsure to the question, "to the best of your knowledge, does the annual income for your family fall below the income maximums listed above for your family size?"

E. Fifth, complete the Application's Student Eligibility for housing voucher Assistance section.

1. From the checklist, select Option 3 – "The student head-of-household has one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent/relative in the head-of-household's care)." You may also check any other

Options that apply to your household.

F. Sixth, complete the Application's Post-Secondary, College or University Enrollment Certification section using the documentation you gathered in steps B(4) and B(5) of this instructional guide.

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1. Answer yes or no to the question, “Have you already earned a High School Diploma or GED?” Next, upload documentation proving that you have earned a High School Diploma or GED in the corresponding upload field.
2. Answer the following questions:
 - a. Enter the name of the Post-Secondary School, College, or University you attend
 - b. Select the Degree Type sought
 - c. Enter your major/field of study
 - d. Select whether you are enrolled full-time or part-time
 - e. Enter your cumulative GPA
 - f. Enter your anticipated graduation date
3. Upload Documentation gathered in Step B(5) of this instructional guide to verify enrollment status.

G. Finally, read, sign and date the Application’s Attestation, Release of Information, and Submission section, and the Authorization to Release Education Records to Pittsburgh Scholar House.

H. What happens after submission?

1. Applicants will receive an email which includes their completed application as an attachment. This document is password protected. To open the document, enter this password when prompted: **Wayfinders2024!**
2. Pittsburgh Scholar House staff will review your application materials in the order in which they are received.
3. Once preliminary eligibility has been determined, which will include a formal, third-party verification of the applicant’s enrollment in a degree-granting program, Pittsburgh Scholar House staff will contact you via phone or email with any questions they have about your application, to confirm preliminary eligibility, and to schedule attendance at a mandatory interview session which will be conducted virtually.
4. PSH will interview eligible applicants for program suitability and community alignment.
5. Following the interview, if PSH determines the applicant is eligible and suitable for the Program, the applicant will receive a DocuSign envelope by email to sign the Referral Form to the Housing Authority of the City of Pittsburgh. Upon signing the document, you will be referred to the Housing Authority of the City of Pittsburgh to verify your housing voucher eligibility.
6. If determined eligible by the Housing Authority of the City of Pittsburgh for a housing voucher, you will receive a physical copy of the housing voucher.
7. Applicants who receive a housing voucher will be placed on a waiting list for a housing unit.
8. The applicant will be contacted when a unit becomes available.
9. To move into the unit, the applicant will need to complete a **Request for Tenancy Approval Packet**, sign a lease, and sign the Housing Program Manual and Agreement.

Please Note: you may be determined ineligible for participation in Pittsburgh Scholar House’s Housing Program at any stage of the application process. If you are determined to be ineligible for participation, you will receive written notification explaining your eligibility and the process for appealing the decision.