

Special Supplemental Assistance Fund Fact Sheet

CityFHEPS landlords may receive additional financial protection in the event rental payments are not made and the resulting arrears cannot be covered by other eviction prevention programs, or when there is damage to the apartment beyond what is covered by the security deposit or Security Voucher (**W-147N**). The Special Supplemental Assistance Fund (SSAF) will provide up to a total of **\$3,000** for the total time of the covered household's tenancy, including renewals. SSAF is a fund of last resort and will cover expenses that cannot otherwise be paid through other means, such as HRA's eviction prevention services or the **W-147N**.

SSAF can cover:

- **Unpaid Rent:** Financial losses due to nonpayment of rent that cannot be addressed through other interventions such as a regular rent arrears payment. Unpaid rent can be claimed up to 90 calendar days after the tenant has left.
- **Damage to the Apartment:** Landlords can make claims for damage sustained to a unit that exceeds the current security deposit amount. Such claims can be made during the tenancy or after the tenant has left the apartment (up to 90 calendar days). If the tenant has left the unit, the landlord must also make a claim against the security voucher issued at the beginning of the tenancy. If costs due to damage remain above the amount of the security voucher, the landlord can submit the Special Supplemental Assistance Fund (SSAF) Claim Request Form (**DSS-14**).

Claiming Process

The landlord must complete and submit the **DSS-14** along with the following documentation:

- Proof of ownership for the rental unit (e.g., deed for a private home or condominium; stock certificate or certificate of shares for a cooperative apartment); **and**
- One of the following:
 - Documentation of unpaid rent (e.g., court judgment or stipulation, landlord breakdown, etc.); **or**
 - a completed Contract Damage and Repair Certification Form (**DSS-14b**) with the following required documentation to verify the damage(s) to the apartment and the cost of repairs:
 - Photographs
 - Estimates or receipts for repairs

The claim must be sent to:

Email: ROSEservices@hra.nyc.gov

Mail: Housing Services Administration Office of Customer Service (HSAOCS)
109 East 16th Street, 10th Floor
New York, NY 10003

HRA staff will review the claim to verify if:

- the tenant is or was a CityFHEPS tenant.
- the claim cannot be covered by an HRA arrears grant or the security voucher.
- no more than 90 calendar days have elapsed since the end of the tenancy (if at the end).
- the landlord has made any other SSAF claims on this tenancy and if any money remains towards the \$3,000 limit.
- the security voucher has been redeemed (if applicable).
- the receipts or payment ledgers provided match up against total damages claimed.

Approved claims will be either mailed to the landlord or issued via Electronic Funds Transfer (EFT) if the landlord is already enrolled in EFT.

Please note that SSAF does not apply to FHEPS or SOTA tenants and does not cover legal fees.