

## Special Supplemental Assistance Fund Fact Sheet

CityFHEPS landlords (as well as landlords with tenants that participated in the LINC, SEPS, or CityFEPS programs) may receive additional financial protection in the event rental payments are not made and the shortfall cannot be covered by other eviction prevention programs or there is damage to the apartment beyond what is covered by the security deposit or voucher. This fund will provide up to a total of **\$3,000** for the total time of the covered household's tenancy, including renewals. It 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 security voucher. The fund 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 three months after the tenant has left or in very special circumstances during the tenancy when an arrears grant cannot be paid.
- **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 three months). 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 SSAF form.

### Claiming Process

The landlord completes the SSAF form and also submits:

- Proof of ownership (of premises); **AND**
- Documentation of unpaid rent (e.g., court judgment or stipulation, landlord breakdown, etc.) **OR** documentation to verify the damage(s) to the apartment and the cost of repairs (e.g., photographs, estimates, receipts for repairs, etc.)

The claim is sent to:

**Email:** [SSAF@hra.nyc.gov](mailto:SSAF@hra.nyc.gov)

**Mail:** Rental Assistance Program Unit, 109 East 16th Street, 10th Floor, New York, NY 10003

HRA staff review the claim, checking to see if:

- the tenant is or was a CityFHEPS, LINC, CITYFEPS, or SEPS tenant
- the claim cannot be covered by an HRA arrears grant or HRA security voucher
- no more than three months has 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 still remains towards the \$3,000 limit
- the security voucher has been redeemed (if applicable)
- the receipts or payment ledgers provided match up again total damages claimed

Approved claims will be mailed to the landlord unless a pick-up option is requested.

The SSAF fund does NOT apply to FHEPS or SOTA tenants and does NOT cover legal fees.