

NYC CoC: HOUSING STABILITY REVIEW CHECKLIST (v.1, August 2023)

Rapid Rehousing (RRH) programs support families and individuals who are experiencing homelessness to quickly find and stabilize in decent, safe, and sustainable housing. RRH programs do this by providing housing search and placement assistance, including support and time-limited financial assistance to resolve barriers to safe, stable housing – such as not having any income, having prior evictions or low credit, or issues related to family conflict.

To stretch resources and assist as many households as possible, RRH programs seek to offer only what individuals and families need and want, and only for as long as necessary to resolve the housing crisis and achieve **safe, stable housing**. Assistance such as housing search and navigation, case management support, trouble-shooting housing issues, information and referral services, and financial and rental assistance may be adjusted to meet individual needs and may increase or decrease over time, depending on what participants need and want to secure and stabilize in housing.

RRH programs help people achieve **housing stability**, which means having the ability to pay for and maintain decent, safe housing, *and* having a plan for unexpected situations that might affect housing in the future. Safe and stable housing may not be “affordable” and may require other ongoing housing subsidy to maintain (e.g., City FHEPS, Housing Choice Voucher/Section 8).

Planning for housing stability and RRH program exit should begin at or soon after program admission. Participants and case managers should use the **NYC CoC: Housing Stability Review Checklist** at admission and periodically following housing move-in to review housing stability and assistance needs, whether to adjust services, and whether to begin program exit. Important factors to consider include:

- Housing safety, adequacy
- Financial resources
- Lease compliance
- Resource linkages
- Plan for future housing issues

Staff should maintain a copy of completed **Review Checklists** in the participant case file and provide a copy to the participant.

NYC CoC: HOUSING STABILITY REVIEW CHECKLIST (v.1, May 2023)

	INDICATORS	<i>Meeting</i> (indicator for closure)	<i>Not Meeting</i> (indicator for continuation)	Notes
FINANCIAL	IF RENTING: Income sufficient to pay rent in near term (at minimum next two months) despite high rent burden and/or until a housing subsidy is secured.			
	IF STAYING WITH HOST FAMILY/FRIEND: Able to contribute financially to support housing and basic needs or host is ok with what can be contributed.			
	Not in need of additional financial/rental assistance from the RRH program to sustain housing.			
LEASE/ HOST	IF RENTING: Compliant with lease requirements and not at-risk of violation – e.g., no rent arrears (or has plan), no complaints, etc., and landlord agrees tenant is stable/compliant.			
	IF STAYING WITH HOST FAMILY/FRIEND: Compliant with host expectations and no current major conflict that may jeopardize housing.			
	IF RENTING: Current on rent and utility payments (no arrears).			
	IF RENTING: Understand lease, how to avoid non-compliance, what to do if/when there's a lease compliance issue. IF STAYING WITH HOST FAMILY/FRIEND: Understand host expectations and what to do if/when there's a conflict that may jeopardize housing.			
	Housing is safe, decent, and habitable.			
LINKAGES	Connected to resources necessary to sustain housing (e.g., childcare) and connected to other critically needed community services/resources.			
	Family, social supports available when needed and able to assist with ongoing needs or future crisis.			
PLAN	Plan in place to address potential future housing-related crisis, including updated IHSP for ongoing housing retention after exiting program.			
	Aware of and know how to access key emergency assistance resources in community if/when needed.			
CHOICE	Ready to exit program.			

Consult with Direct Supervisor to aid in case closure decision. If participant has met none, or only some the case closure indicators above, determine if additional assistance is needed and speak with Direct Supervisor to determine next steps.