

NEW YORK CITY HOUSING AUTHORITY

LAW DEPARTMENT

Recommender Contact Form for Individuals Who Have Been Permanently Excluded from NYCHA Public Housing

Form Instructions

ABOUT THIS FORM: The person who gave you this form cannot visit a New York City Housing Authority (NYCHA) apartment because they were permanently excluded. A NYCHA resident would like to apply to lift the exclusion on their behalf. If NYCHA approves the application, the person you are recommending could visit again. Only NYCHA residents, not excluded persons, may apply to have exclusions lifted. After you complete this form and return it to the excluded person, they will give it to the NYCHA resident. It will support the resident's application to lift the exclusion.

This form refers to the individual trying to visit NYCHA as the "Requester."

⇒ **WHAT MUST I INCLUDE WITH THIS FORM?**

When you complete and return this form to the person applying to lift the exclusion, you should include:

1. The completed "Recommender Contact Form" (Page 3)
2. Your Recommendation Letter written on your organization's letterhead. If your organization does not have pre-printed paper with an address letterhead, please type the organization's name, address, and daytime phone number at the top of your recommendation letter. If you are an individual (not part of an organization), type your contact information at the top of your recommendation letter.

⇒ **WHO SHOULD FILL OUT THIS FORM?** Complete this form if you:

- Personally know the Requester giving you the form; and
- Can describe your relationship to the Requester (for example, as a supervisor, teacher, case manager, or probation officer); and
- Can provide truthful information about the Requester with as much detail as possible.

⇒ **WHAT TYPE OF INFORMATION IS HELPFUL TO INCLUDE IN YOUR LETTER?**

The list below gives examples of information that would help NYCHA evaluate the application. **You do not have to write about every category on this list.** However, you may include additional information that is not listed below. Please provide detailed information about the Requester's:

- **Employment.** Use as much detail as possible, including: how long the person has been employed, where they work, and any information about their job performance. If the person was incarcerated, work they did while incarcerated will be considered.



- **Job training and employment efforts.** Describe in detail the types of jobs and employment training this person has had, how long and how many hours the training was, and any certificates completed by the Requester.
- **School enrollment, performance, or participation.** If you can, describe how long the person studied, what coursework they completed, activities they participated in, or honors they received. NYCHA will consider information about education while incarcerated.
- **Work in the community, or volunteer work.** Provide as much detail as possible, including length of time in those roles and type of involvement.
- **Support from parole or probation officers.**
- **Participation in programs that have helped the Requester improve behavior, mental and emotional health, or personal growth.** For example, anger management training, restorative justice programs, substance abuse programs, trauma counseling, and psychological counseling or therapy.
- **Participation in a New York State Department of Corrections and Community Supervision Work Release program.** Describe how many hours the person spent in the program.



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RECOMMENDER CONTACT FORM

Please fill out every line in this section. NYCHA will only use your recommendation if every line is filled out.

REQUESTER INFORMATION (Name of the person who is seeking permission to visit a NYCHA residence.)

Name (First) _____ (Last) _____

RECOMMENDER INFORMATION

Name (First) _____ (Last) _____

Business Address: (Street) _____ (Apt/Unit) _____

(City) _____ (State) _____ (Zip Code) _____

Email address _____

Phone number _____

1. What is the best way for us to contact you, if necessary? (Phone, text, or email?)

2. What is your relationship to the Requester? (For example, work supervisor, case manager, teacher, counselor, neighbor, sister, mother, or friend.)

3. How long have you known the Requester? _____

RECOMMENDATION LETTER INSTRUCTIONS

Please follow the instructions below when writing your recommendation letter. Write what you personally know about the Requester based on your own direct interactions with him or her. The most important thing is to respond to the information covered in the questions below. The more detail you provide about your familiarity with the Requester, the more valuable your information will be.

Write your recommendation letter on your organization's letterhead. If your business, agency, or organization does not have a pre-printed letterhead, type its name, address, and phone number at the top. If you are not part of an organization, type your contact information at the top of your letter. Include an e-mail address if you or your organization has one.

In your letter, answer the following three questions on your organization's letterhead:

1. Describe the quality of the individual's program participation, job performance, or other types of involvement with you. Use as much detail as possible. For ideas, see the section titled "What type of information is helpful to include in your letter?" on the preceding page.
2. What other information about this person should NYCHA consider when deciding whether they should be able to visit NYCHA housing?
3. Do you have any concerns about this person visiting NYCHA?
4. Sign and date your letter.

The Recommender Contact Form and Recommendation Letter should be returned to the person who gave you this form. They will give it to the NYCHA resident for inclusion in the application.

