



Strengthening Homes,  
Communities  
and Lives

[www.rupco.org](http://www.rupco.org)

## EMERGENCY ASSISTANCE APPLICATION 2018

**PLEASE NOTE: Unless you are only seeking assistance for a Security Deposit, you are required to apply for assistance to the Ulster County Department of Social Services (DSS).**

**RUPCO will require a written denial that is signed by the DSS caseworker.**

**RUPCO's Emergency Assistance program is for renters who are  
1 MONTH BEHIND IN RENT, OR NEED ASSISTANCE WITH A SECURITY DEPOSIT.**

### Application Process

1. Fill out the attached application completely.
2. You will need to provide the following documentation:
  - Signed denial from Department of Social Services, UNLESS you are applying for a security deposit.
  - Birth certificates for all household members, Social Security OR driver's license to prove identity
  - Proof of Income (4 paystubs, child support, and social security award, public assistance budget, etc.)
  - Proof of all assets (savings/checking account statements, etc.)
  - Proof of hardship or reason for nonpayment (loss of job, medical bills, etc.)
  - Landlord information

Return the application with all requested documents.

**Your application will be reviewed within 72 hours and you will be called by staff to verify information and to let you know whether you are eligible for assistance. If you appear to be eligible for assistance, we will schedule an interview appointment at that time.**

3. In order for us to assist you with this program, your housing must be affordable and sustainable. Staff will review your income and rent to determine affordability. **Your income should be at least 2 times what your living expense is including utilities. An EXAMPLE: Income is \$1,500 – Rent and Utilities should not exceed \$750.**

**If you have submitted an application and would like to know your application status, please call Kim Mapes (845) 331-2140 ext. 307.**

### RETURN Application to:

Kim Mapes  
c/o RUPCO  
289 Fair Street  
Kingston NY 12401



