



EMERGENCY ASSISTANCE APPLICATION 2019

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.

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 attached application completely.
2. You will need to provide the following documentation:
 - Signed denial from Department of Social Services, UNLESS you're 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, an interview appointment will be made.

3. In order for us to assist you in 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 are \$750.**

If you have submitted an application and would like to know the status please call

Kelsey Vargas, Program Services Supervisor at 331-2140 ext. 218.

**RETURN Application to: Kelsey Vargas, Program Services Supervisor, RUPCO 289 Fair Street, Kingston NY 12401
Fax: 545-331-6217 Attn: Kelsey Vargas**

Reason For Assistance

What is your hardship? For example: medical, job loss, reduction of hours, divorce or separation

Approximate date when the hardship began? _____

Have you applied to Department of Social Services (DSS) for assistance? Yes No

If you are behind on rent, how many months? _____

Required Documentation:

All Items must accompany the application before it can be reviewed

- Signed denial from Department of Social Services, **UNLESS** you're applying for a security deposit.
- Birth certificates for all household members, Social Security Cards or Driver's License to prove identity.
- Proof of Income (4 paystubs, child support, social security award letter, and public assistance budget, etc.)
- Proof of assets (savings/checking account statements, etc)
- Proof of hardship or reason for nonpayment (loss of job, medical bills, etc.)
- Landlord information:

Name: _____ Phone: _____

I/We certify that all information contained in this pre-application is true and correct. I/We also give permission for staff from RUPCO to review the details of the information given on this application with other organizations. I/We understand and agree that by signing this form, I/we consent that RUPCO can release my information to individuals or organizations for the purpose of services provided by the Emergency Assistance Program.

Signature of Applicant

Date

Clients are required to provide documentation verifying this information. Failure to cooperate could result in being denied assistance.

Return Applications To:

**Kelsey Vargas, Program Services Supervisor
RUPCO
289 Fair Street
Kingston, NY 12401
845-331-2140 ext 218**

Fax: 545-331-6217 Attn: Kelsey Vargas