

HOUSING COUNSELING SERVICES HOUSING INDEPENDENCE THROUGH EMPLOYMENT APPLICATION

Program Information

The *Housing Independence Through Employment Program* (HITE Program) supports highly motivated individuals in seeking increased income and improved employment opportunities with the goal of achieving their highest level of economic and housing independence. In order to be selected, participants must demonstrate aptitude, interest and experience in employment that, within two years, can lead to housing independence. The HITE Program provides individuals with financial support for housing and employment enhancements for up to 24 months. HITE participants will pay 30% of their income toward rent while engaged in this program and will be eligible for financial assistance to support career enhancement opportunities. Participants must agree to take active steps to improve employment opportunities and to engage with in-depth case management.

HITE Program Eligibility Criteria:

- HIV+
- Only open to single individual adult households;
- High school diploma or GED
- Eligible to work in the United States
- Income must be at or below 50% of the Area Median Income (AMI)
- At least 24 months of one of the following with the last 5 years:
 - Full-time employment, or a combination of part-time employment hours equal to that of full-time employment;
 - Full-time student;
 - Part-time student with part or full-time employment;
 - Paid or unpaid volunteering or internships meeting full-time hours
 - Any combination of the above
- Must be able to identify realistic goals, achievable within a 24 month period, to achieve economic and housing independence.
- Amenable to engage in intensive case management and/or other HCS supportive services up to 4x/month

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A completed housing services referral package will consist of the following items:

- HITE Eligibility Application: **All sections must be completed.**
- Physician's statement confirming HIV diagnosis **and labs** (within the last 6 months).
- Identity documents: government issued picture ID and either a birth certificate or social security card.
- Verification of high school diploma or GED
- Provide a resume or list of the past five years of employment/education/volunteering experience including dates and salaries.
- Proof of current or recent employment (W-9, pay stubs, letter from employer, letter of recommendation).
- Proof of current enrollment in college or trade school (if applicable).
- Completed **Character Reference Form** from case manager, clergy, employer, or professor.

Please submit this application and supporting documentation by fax, email, or mail to :

Housing Counseling Services, Inc.
Metropolitan Housing Access Program
(MHAP)
2410 17th Street, N.W., Suite 100
Washington, DC 20009
Tel: 202.667.2681 Fax: 202.667.0862
Email: mhap@housingetc.org

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Date: _____ **Date of Birth:** _____

Name: _____
Last Name First Name Middle

Current Address: _____
Street Apt. #
_____ City State Zip Code

Phone Number: _____ **Email:** _____
Home Mobile

1. Family Status:

Single Person Household: I understand that this is an employment program designed to support single person households. I confirm that I am applying as a single individual household and understand that should my household composition change during the term of the program that I must report such changes so that a determination will be made as to my ability to continue in this program.

2. Describe your current housing situation and how long you have been there

(Apartment, SRO, Transitional Housing, Renting a Room, Homeless, Staying with Friends/Family): _____

3. Highest Level of Education Completed (Specify degree):

4. Employment History over the past 5 years (Check all that apply/ include total # of months):

- Full time employment (# of months _____)
- Full time school (# of months _____)
- Part time employment (# of months _____)
- Part time school (# of months _____)
- Volunteering (# of months _____)
- Internship (# of months _____)
- Other: _____ (# of months _____)

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5. Current Employer: _____ **Annual Salary:** _____

Position: _____ **Hours per week:** _____

How long with current employer: _____

6. If not employed, date of last employment: _____

7. If not employed, how do you spend your time? Describe your efforts/capacity to secure employment? _____

8. Describe any educational/vocational programs you are currently participating in or recently participated in: _____

9. Please describe any limitations you may have in achieving full-time employment?

10. Describe briefly your personal career goals _____

11. Describe briefly any specific assistance you need to achieve your career goals _____

13. Do you have a Case Manager who you work closely with? ___ Yes ___ No

Name _____ **Contact #** _____

Organization _____

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The goal of the HITE program is to support highly motivated individuals with achieving economic independence through employment and housing support for a period up to 24 months. If accepted into the HITE program, what is your employment/education plan that will lead to economic independence? What qualities make you a good candidate for this program? Include strengths and barriers to housing and economic independence:

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(add additional pages as necessary)

I understand that this application is a preliminary step for consideration of acceptance into the HITE Program. I certify that all of the information provided in this application is true and accurate. I understand that I may be required to provide additional documentation and I agree to participate in a full assessment to determine HITE eligibility.

Signature

Date

Character Reference Form

Applicant Name: _____ **Date:** _____

The individual listed above is applying for an employment program that aims to assist participants in achieving their highest level of economic independence over the course of 24 months. This program is able to provide support in regards to education, training, and personal/professional development. Appropriate candidates must be highly motivated, proactive, and self-driven. Please provide us information on whether you feel that the individual possesses these qualities, as well as other personal strengths, and potential barriers to success:

Reference Signature: _____ **Date:** _____

Reference Printed Name: _____

Relationship to Applicant: _____

Employment/ Education History (Disregard if submitting a resume)

Company/Institution Name:		Begin Date:	End Date:
Position:	Description:		
Average hour/week:	Reason for leaving:		
Company/Institution Name:		Begin Date:	End Date:
Position:	Description:		
Average hour/week:	Reason for leaving:		
Company/Institution Name:		Begin Date:	End Date:
Position:	Description:		
Average hour/week:	Reason for leaving:		
Company/Institution Name:		Begin Date:	End Date:
Position:	Description:		
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