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+
- High school diploma or GED
- Eligible to work in the United States
- Income must be at or below 500% of the Federal Poverty Line
- 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
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
HOUSING COUNSELING SERVICES
HOUSING INDEPENDENCE THROUGH EMPLOYMENT
APPLICATION

Date: ___________________________ Date of Birth: ___________________________

Name: ____________________________________________
Last Name                                      First Name                                      Middle

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

Phone Number: ___________________________ Email: __________________
Home Mobile

Describe your current housing situation and how long you have been there
(Apartment, SRO, Transitional Housing, Renting a Room, Homeless, Staying with
Friends/Family):_____________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Highest Level of Education Completed (Specify degree):
___________________________________________________________________________
___________________________________________________________________________

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 ______)

How many people are in your household: _____ If multiperson household, please list
household members and relationship:_________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Housing Counseling Services, Inc-04/17/19
Current Employer: ___________________________ Annual Salary: ____________
Position: ___________________________ Hours per week: ____________
How long with current employer: ________________
If not employed, date of last employment: ____________________________
If not employed, how do you spend your time? Describe your efforts/capacity to secure employment? ________________________________________________________________
______________________________________________________________
Describe any educational/vocational programs you are currently participating in or recently participated in: ____________________________
______________________________________________________________
Please describe any limitations you may have in achieving full-time employment? ________________________________________________________________
Describe briefly your personal career goals ____________________________
______________________________________________________________
Describe briefly any specific assistance you need to achieve your career goals ______
______________________________________________________________
Do you have a Case Manager who you work closely with? _____Yes _____No
Name______________________________ Contact # ____________________________
Organization__________________________
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:
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)

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Average hour/week:</td>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Average hour/week:</td>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Average hour/week:</td>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Average hour/week:</td>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Average hour/week:</td>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Average hour/week:</td>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Average hour/week:</td>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>