

# 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+
- 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

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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](mailto: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

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

**How many people are in your household: \_\_\_\_\_ If multiperson household, please list household members and relationship:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_)

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**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?** \_\_\_\_\_

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**Describe any educational/vocational programs you are currently participating in or recently participated in:** \_\_\_\_\_

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

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**Describe briefly your personal career goals** \_\_\_\_\_

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**Describe briefly any specific assistance you need to achieve your career goals** \_\_\_\_\_

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**Do you have a Case Manager who you work closely with?** \_\_\_ Yes \_\_\_ No

**Name** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Organization** \_\_\_\_\_







**Employment/ Education History ( Disregard if submitting a resume)**

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