

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 one year, can lead to housing independence. The HITE Program provides individuals with financial support for housing and employment enhancements for up to 12 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 take active steps to improve employment opportunities and to engage with intensive case management.

HITE Program Eligibility Criteria:

- HIV+
- DC Resident
- Single Adult Household
- High school diploma or GED
- Income must be at or below 500% of the Federal Poverty Line (\$63,800 Gross)
- Must demonstrate a housing need (homeless, at risk of homelessness, housing instability, rent-burden...etc.)
- At least 24 months of educational/vocational history within the last 5 years
- Must be able to identify realistic employment goals, achievable within a 12-month period, that will lead to 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).
- Other documents may be requested as needed.

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: 202.900.9471 Fax: 202.7652.763
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

Describe your current housing situation: _____

How long have you lived in your current housing situation: _____

If paying rent, list monthly rent amount: _____

Explain your need for housing support: _____

Highest Level of Education Completed: _____

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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Are you employed: ___ Yes ___ No **If no, list date of last employment:** _____

Current Employer: _____ **Pay Rate:** _____

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

How long with current employer: _____

If not employed, how do you spend your time? _____

Describe your efforts to secure employment? _____

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

Describe your long-term career goals: _____

Describe any limitations you may have in achieving career goals: _____

Describe briefly any specific assistance you need to achieve your career goals:

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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 12 months. Participants must have a detailed employment and/or educational plan that will progress them toward economic independence. Participants must be prepared to take immediate steps on their employment plan and demonstrate steps they have already taken.

Describe your 12 month employment plan:

Describe your qualities and strengths that make you a good candidate for this program:

Describe what barriers are keeping you from progressing on your employment goals:

I understand that this application is only a preliminary step for consideration of acceptance into the HITE Program. Submitting this application does not guarantee any sort of approval for this program. Only complete applications with detailed and realistic employment plans will be considered for further assessment. I certify that all of the information provided in this application is true and accurate. I understand that I must participate in a full assessment and that I may be required to provide additional documentation.

Signature

Date

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:		
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