

**The New Jersey Department of Human Services
Division of Developmental Disabilities**



**Division of Developmental Disabilities
Housing Subsidy Program**



What is the Supportive Housing Connection (SHC)?

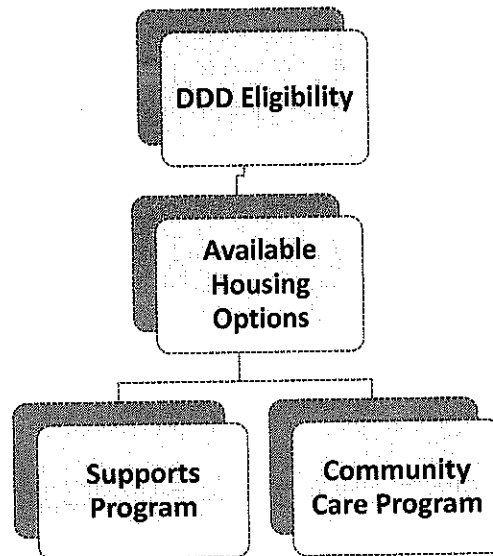
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The SHC is a partnership between New Jersey Department of Human Services (Division of Developmental Disabilities along with the Division of Mental Health and Addiction Services) and New Jersey Department of Community Affairs (DCA) to administer housing subsidies.



DDD Overview

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Housing Subsidy Eligibility

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- **Active Medicaid**
- **Receiving services from Supports Program or Community Care Program**
- **Current NJCAT assessment**
- **Support coordinator assigned**



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Housing Subsidy Eligibility cont.

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Supports Program	Community Care Program
Housing subsidy for one bedroom apartment	Housing subsidy for one bedroom or one bedroom apartment*
Must meet DDD's Published Rent Standards (Fair Market Rate)	Must meet DDD's Published Rent Standards (Fair Market Rate)
Rent directly with third party landlord	Rent directly with third party landlord or DDD Residential provider
Eligible for own apartment/ shared living arrangement	* Eligible for Group Home / Supervised Apartment Setting



DDD Housing Subsidy Program

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When an individual applies for and accepts a DDD funded housing subsidy it is important that he/she understand the program guidelines and requirements found under the DDD Housing Assistance Policy and the DDD Rental Subsidy Agreement.

DDD's Housing Subsidy Program does not provide funding for disability-related services and supports. Before applying for a housing subsidy it is important that the individual work with his/her Support Coordinator to ensure that his/her budget can fund needed services and supports within the desired rental unit.



Tenant Responsibilities

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- The individual is responsible to contribute 30% of his/her gross annual income toward the monthly rent. This amount is referred to as the "tenant portion" and is paid directly to the landlord.
- The SHC pays the subsidy portion directly to the landlord.
- If the individual has no income, his/her case is reviewed every six months.
- The individual should remain in the unit for the lease term in order to remain eligible for the DDD rental subsidy program.
- 90 days prior to the end of the lease, the individual will receive recertification documents from the SHC.
- 30 days written notice must be provided to and submitted to DDD if the individual intends to move out of the unit.
- All moves after the lease term must be approved by DDD.



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Annual Recertification

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Tenant Documents Completed Annually:

- DDD Rental Subsidy Agreement
- Tenant Information Form
- Copy of the lease
- Copy of current income

Landlord Documents Completed Annually:

- HAP
- W9

Annual Inspections:

- Rental units inspected by the SHC and must meet and maintain 13 HUD Quality Standards. The SHC will schedule the annual inspection during tenant recertification/lease renewal.



Grounds for Denial or Termination of Rental Subsidy

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Rental subsidies can be denied or terminated if the tenant violates:

- **Any obligation under the NJ DDD Rental Subsidy Agreement.**
- **Commits fraud, bribery or any corrupt or criminal act in connection with the NJ DDD Rental Subsidy Program.**
- **Engages in criminal activity including drug related or violent activity.**
- **Must comply with providing all required documentation.**
- **If the individual allows other people to live in the rental unit that have not been reported to the Division and received prior approval.**
- **Refusing to pay their portion of the rent, for damages to the unit or other amounts owed by the resident under the lease to the landlord.**
- **Refusing to allow the SHC home inspection or comply with HUD Quality Standards.**



DDD Housing Subsidy Program

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**All housing subsidy program forms, FAQ's and policy are located
on the Division's Community Living Options website**

(<http://www.state.nj.us/humanservices/ddd/resources/community/>)



Questions

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