



**EMERGENCY
RENTAL ASSISTANCE
PROGRAM (ERAP)

INSTRUCTIONS AND
REQUIREMENTS**

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1. **OVERVIEW**

A) INTRODUCTION

- i. The Emergency Rental Assistance Program (ERAP) was established by section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Dec. 27, 2020). The Rental and Utility Assistance Grant Program component of Act 1 of 2021 signed into law by Governor Wolf on February 5, 2021, gives the Department of Human Services (DHS) the authority to establish programmatic and eligibility guidelines for the Emergency Rental Assistance Program using ERAP1 funds.
- ii. The instructions and requirements in this document have been updated to include rules authorized under the American Rescue Plan of 2021, Pub. L. 117-2 (March 11, 2021) and by PA Act 24 of 2021, enacted June 30, 2021 concerning use of ERAP2 funds as well as updates to ERAP1 fund use. Where rules are different, this document will note “ERAP1” or “ERAP2”, while the term “ERAP” refers to the program and encompasses both.
- iii. ERAP is a county-administered program that offers rental assistance and housing stability services to individuals and families experiencing or at risk for homelessness due to, or during for ERAP2, the novel coronavirus disease (COVID-19). The ERAP instructions and requirements (I & R) guidance will focus on these two components:
 - Rental and Utility Assistance
 - Housing Stability Services
- iv. The ERAP I & R manual provides operational guidance for implementing the Pennsylvania ERAP including program goals, descriptions of the two ERAP components, criteria for client eligibility, allowable ERAP expenditures, fiscal reporting requirements, and expectations for program monitoring.
- v. The term “ERAP provider” refers to the county office or agency designated by the county to administer the ERAP program and benefit issuance, whereas, the term “county or counties” refers to the county commissioners’ office or the county department receiving allocated funds.

B) ERAP GOALS

- i. Community Action Lehigh Valley is receiving ERAP funding and has developed this program to achieve the following goals:
 - Mitigate the effects of homelessness on families and individuals impacted directly or indirectly by the COVID-19 Public Health Emergency.
 - Provide eligible families and individuals financial assistance for rent, rental arrears, utilities and home energy costs, utility and home energy costs arrears, and other expenses related to housing incurred:
 - 1) ERAP1 due directly or indirectly to COVID-19.
 - 2) ERAP2 – occurred during the COVID Public Health Emergency.
 - Comply with programmatic requirements (e.g., verifying and calculating income, maintaining case notes, etc.), reporting requirements, and monitoring requirements as outlined in the ERAP I & R.

2. **GENERAL COMPONENT DESCRIPTIONS**

A) ERAP applications will be accepted again as of June 1, 2023, until the remaining funds are depleted.

B) RENTAL AND UTILITY ASSISTANCE - Rental and utility assistance related to the COVID-19 outbreak or unemployment includes assistance that enables eligible households to prevent homelessness or near homelessness by aiding households where housing stability is at risk. Rental, utility, and other expenses related to housing, separately or when combined, can be made for:

- ERAP1 – payments, including arrearages, for up to 12 months subject to the availability of funds.
- ERAP2 - payments, including arrearages, for any individual household may not exceed 12 months which is inclusive of any assistance provided using ERAP1.

i. Payment for Rental Arrears

- To provide eligible households with payment of rental arrears:
 - 1) ERAP1 - for up to 12-months for past due rent that has been accrued on or after March 13, 2020.
 - 2) ERAP2 - for a total of up to 12-months, inclusive of ERAP1 assistance payment months.
- Rental arrears provided to an eligible household may be made to a landlord on behalf of the eligible household. After reasonable attempts to obtain the cooperation of landlords or service providers or after their refusal to cooperate, assistance payments shall be made directly to the tenant. Assistance payments shall not be delayed and shall be issued directly to the tenant after seven days if the initial written outreach request was mailed, or after five days if the provider made three attempts by phone, text, or email over a five-day period.
 - 1) A payment received by a tenant must be forwarded to the landlord to reduce the tenant's obligation.
 - 2) A landlord can apply on behalf of the tenant, and the tenant must co-sign the application.
 - 3) Payments may be provided for less than the total amount owed based upon funding availability.
- For any payments made by an ERAP provider to a landlord, the provider must provide documentation of such payments to the eligible household tenant.

ii. Payment for Prospective Rent

- Prospective rent will no longer be paid based on availability of funds.

iii. Payment for Utility and Home Energy Costs

- Utilities and home energy costs are separately stated charges related to the occupancy of rental property.
 - 1) Utilities include separately stated electricity, gas, water, sewer, trash removal and energy costs, such as fuel oil.

- 2) Telecommunication services (telephone, cable, internet) delivered to the rental dwelling are not considered to be utilities.
 - 3) Utilities that are covered by the landlord within rent must be treated as rent and paid as rent or rental arrears.
- An eligible household may apply for payment of utility and home energy costs, including arrearages for:
 - 1) ERAP1 - up to 12 months. This total of 12 months is inclusive of any assistance provided with ERAP2 funds.
 - 2) ERAP2 – payments for any individual household may not exceed 12 months (inclusive of any assistance provided using ERAP1).
 - Utility arrears provided to an eligible household must be made to the utility provider on behalf of the eligible household. After reasonable attempts to obtain the cooperation of landlords or service providers or after their refusal to cooperate, assistance payments shall be made directly to the tenant. Assistance payments shall not be delayed and shall be issued directly to the tenant after seven days if the initial written outreach request was mailed, or after five days if the provider made three attempts by phone, text, or e-mail over a five-day period.
 - 1) A payment received by a tenant must be forwarded to the utility provider to reduce the tenant's obligation.
 - 2) For any payments made by an ERAP provider to a utility provider, the provider must provide documentation of such payments to the eligible household tenant.
 - 3) Utility payments shall be verified with the utility company and a ledger documenting which months of arrears are being paid shall be kept in each file.
- iv. Payment for Utility and Home Energy Costs Arrears
- Under ERAP1, an ERAP provider shall provide eligible households with payment of utility arrears for up to 12 months for arrearages that have been accrued on or after March 13, 2020. This total of 12 months is inclusive of any assistance provided with ERAP2 funds. The applicant may choose to receive utilities as a stand alone benefit during the application process.
 - ERAP2 - payments for any individual household may not exceed 12 months (inclusive of any assistance provided using ERAP1).

- Utility arrears must be made to the utility provider on behalf of the eligible household. After reasonable attempts to obtain the cooperation of landlords or utility providers or after their refusal to cooperate, assistance payments shall be made directly to the tenant. Assistance payments shall not be delayed and shall be issued directly to the tenant after seven days if the initial written outreach request was mailed, or after five days if the provider made three attempts by phone, text, or e-mail over a five-day period. Data sharing with utility providers shall be permitted for the purpose of preventing utility shut offs.
- Providers are not required to obtain documentation evidencing the use of ERAP program funds by tenants and landlords.
 - 1) A payment received by a tenant must be forwarded to the utility service provider to reduce the tenant's obligation.
 - 2) For any payments made by an ERAP provider to a utility provider on behalf of an eligible household, the ERAP provider must provide documentation of such payments to the tenant of the eligible household.

v. Payments for Other Expenses Related to Housing

- Under ERAP1, a provider may provide payments for other expenses related to housing incurred due, directly or indirectly, to the COVID-19 outbreak. Such assistance shall be provided for a period not to exceed 12 months for expenses accrued after March 13, 2020. This total of 12 months is inclusive of any assistance provided with ERA2 funds.
- Under ERAP2, a provider may provide payments for other expenses related to housing incurred due, directly or indirectly, to the COVID-19 outbreak, or during the public health emergency. Such payments, including arrearages, for any individual household may not exceed 12 months (inclusive of any assistance provided using ERAP1).
- Other expenses related to housing include but are not limited to relocation expenses, rental fees, reasonable late fees, internet services if needed for work or home schooling or telemedicine.
- Other expense payments provided must be made to a landlord on behalf of the eligible household. After reasonable attempts to obtain the cooperation of landlords or service providers or after their refusal to cooperate, assistance payments shall be made directly to the tenant. Assistance payments shall not be delayed and shall be issued directly to

the tenant after seven days if the initial written outreach request was mailed, or after five days if the provider made three attempts by phone, text, or e-mail over a five-day period.

- Providers are not required to obtain documentation evidencing the use of ERAP program funds by tenants and landlords.
 - 1) A payment received by a tenant must be forwarded to the utility service provider to reduce the tenant's obligation.
 - 2) For any payments made by an ERAP provider to a housing expense provider on behalf of an eligible household, the ERAP provider must provide documentation of such payments to the tenant of the eligible household.

B) **HOUSING STABILITY SERVICES** – Housing stability services related to the COVID-19 outbreak include those that enable eligible households to maintain or obtain housing. Housing stability services are optional services and are not required under ERAP. Housing stability services may include:

- i. Housing or fair housing counseling.
- ii. Case management related to housing stability.
- iii. Housing related services for survivors of domestic abuse or human trafficking.
- iv. Attorney fees related to eviction or utility termination proceedings to include counsel, advice, or representation for mediation and housing services, resource navigation and income support, and other legal services designed to help tenants remain in their home or prevent homelessness.
- v. Specialized service for individuals with disabilities or seniors that supports their ability to access or maintain housing.

3. RENTAL ASSISTANCE

A) As an ERAP Provider, Community Action Lehigh Valley is required to ensure that the following procedures are in place:

- i. Processing applications for assistance so that the household is served in time to resolve the crisis and prevent eviction ensures that individuals do not have a break in housing. Providing timely assistance prevents additional expenditures for the household, the landlord and the agency. It

is recommended that providers, to the best of their ability:

- Permit individuals to apply for rental assistance on the same day they visit the office whenever possible.
 - Review the application on the same day the applicant applies whenever possible for rental assistance or within a reasonable amount of time from application.
 - Provide an applicant with a pending verification list and a reasonable due date for returning the pending items if all verification items are not presented with the application.
 - If all required verification is presented, determine eligibility as expeditiously as possible.
- ii. Individuals or families living in subsidized housing and Section 8 housing are also eligible for rental assistance.
- iii. Rental assistance includes rental costs for trailers and trailer lots.
- iv. Community Action Lehigh Valley will consider hotels, motels, and boarding houses as long-term housing and choose to assist clients with rental assistance payments in these situations. Clients requesting this type of assistance must provide written documentation of long-term living arrangements. This documentation may include a receipt for a security deposit, a signed lease agreement, or other documentation that verifies the unit will be or has been a long-term living arrangement.
- v. Provide the client with a written notice approving or denying their request for assistance. Denial notices shall be kept with each client file.
- vi. Provide the client with written details on their right to appeal adverse actions and the process to do so (see “Client Appeals” for more details on the appeal process).
- vii. Utilize collateral contacts to assist in obtaining verifications to determine eligibility and for questionable documents.
- B) Community Action Lehigh Valley may choose, but are not obligated, to use funds to move clients from one county to another county. If a county chooses to provide funding to move a client to another county, the county should contact the receiving county agency to inform them of the services provided and the payment amount to avoid duplication of services. Verification of Lehigh County residency at the time of application as well as an eviction notice in Lehigh County shall be provided prior to moving a client to another county. The county the client is moving to shall be located within the State of Pennsylvania.

4. HOUSING STABILITY SERVICES

- A) Counties may use the housing stability services component to coordinate the activities necessary for the eligible client to maintain or obtain housing. Such services may include housing counseling, fair housing counseling, case management related to housing stability, housing related services for survivors of domestic abuse or human trafficking, attorney's fees related to eviction proceedings, and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing. Providers using ERAP funds for housing stability services must maintain records regarding such services and the amount of funds provided to them.
- B) County administrative costs and housing stability services combined shall not exceed 9.09 percent of the allocated amount of the grant funds.
- C) DHS recommends ERAP providers leverage existing working relationships with other community service providers and any agencies that can support the family in maintaining and securing housing. By working with a local network of human service agencies, the ERAP provider can also become aware, as confidentiality allows, of service plans within other agencies and establish goals that do not conflict. For any referrals or exchange of identifying information, the client must sign a valid written HIPAA compliant authorization. (See 'Appendix B' HIPAA Authorization Form.)

D) CASE MANAGEMENT UNDER HOUSING STABILITY SERVICES

- i. The following provisions under this section D are applicable when ERAP providers opt to provide case management to eligible households under Housing Stability Services for the client to obtain or retain housing and to achieve self-sufficiency.
- ii. Case management is defined as a “collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the eligible client’s health and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.” For case management resources visit the [HUD Exchange](#).
- iii. Protecting the client's confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

5. HOUSEHOLD ELIGIBILITY

A) Eligible Household:

- i. The term “eligible household” means a household of one or more individuals who are obligated to pay rent on a residential dwelling and with respect to which the ERAP providers involved determines -

- That one or more individuals within the household has
 - 1) Qualified for unemployment benefits, or
 - 2) Experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID–19 outbreak, which the applicant shall demonstrate or attest in writing.

NOTE: For ERAP2 funds, the household only has to verify that a hardship occurred *during* the Public Health Emergency.

- That one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include:
 - 1) a past due utility or rent notice or eviction notice.
 - 2) unsafe or unhealthy living conditions; or

- 3) any other evidence of such risk, as determined by the ERAP provider involved; and
- The household has an annual or monthly household income that is not more than 80 percent of the Area Median Income (AMI) for the household size. (See Appendix F).
- ii. Youths 17 years of age and younger, living as part of a family unit, and not emancipated, are not eligible to apply for ERAP services.
- iii. An individual is considered an emancipated minor and may apply for ERAP services if he or she is 17 years of age or younger and living as a separate family unit from their parents or is married or separated from a spouse or is a parent caring for children.
- iv. Counties must respect client confidentiality, provide a Notice of Privacy Practices (see “Appendix C” DHS Notice of Privacy Practices) and seek written permission for release of information from the client. Counties must maintain written releases in the client record.
- v. See attached privacy policy.
- vi. In reviewing applications for financial assistance, the ERAP provider shall prioritize consideration of the applications of an eligible household that satisfies any of the following conditions:
- The income of the household does not exceed 50 percent of the AMI for the household **OR**
 - One or more individuals within the household are unemployed as of the date of the application for assistance and have not been employed for the 90-day period preceding such date.
- vii. Rental assistance may not be duplicative of other federally funded rental assistance provided to households. Applicants and household members will be cross-referenced within the program database to determine that only one representative from each household has applied for assistance.
- viii. ERAP Providers shall use a signed attestation from the applicant affirming they have not used any other federal funded assistance for the same expense. The county must also verify that the expense is still outstanding.

6. INCOME ELIGIBILITY

- A) This section outlines the income guidelines that ERAP providers must follow to ensure consistency in determining financial eligibility across ERAP.
- B) ERAP providers may determine income eligibility based on either the household's total annual income for calendar year 2020 or the household's monthly income at the time of application.
- i. Annual Income is the total gross income of all adult household members before any deductions are taken.
 - ii. Monthly Income is the total monthly gross income of all adult members provided at application and extrapolated over a 12-month period to determine whether household income exceeds 80 percent of the area median income.
- C) Providers must count the total gross income of each adult person (18 years of age or older and not in high school full-time) when determining eligibility.
- D) Providers must retain copies of the income verification, the calculations used to calculate eligibility, and amount of assistance granted in the client record.
- E) Income Determination:
- i. In determining the income of a household for eligibility purposes, the ERAP provider involved shall consider:
 - The household's total gross annual income for calendar year 2020, or
 - Confirmation of the household's monthly income. If the ERAP provider uses a household's monthly income to determine eligibility, the grantee should review the monthly income information provided at the time of application and extrapolate over a 12-month period to determine whether household income exceeds 80 percent of area median income.

Example: If the applicant provides income information for two months, then multiply it by six to determine the annual amount. If a household qualifies based on monthly income, the grantee

must redetermine the household income eligibility every three months for the duration of assistance.

or

- Categorical eligibility shall be used where income has been verified with a determination letter in connection with participation in another federal, state, or local government program with income limits at or below 80 percent AMI. If an applicant's self-attested household income has been verified to be at or below 80 percent of the area median income for ERAP1, in connection with another local, state, or federal government assistance program, providers are permitted to rely on a determination letter from the government agency that verified the applicant's household income, provided that the determination for such program was made on or after January 1, 2020.

A household may submit and the ERAP agency shall accept as income verification current eligibility determination notices for the following DHS programs with a determination date of January 01, 2020 or later:

- 1) Supplemental Nutrition Assistance Program (SNAP),
- 2) Temporary Assistance for Needy Families (TANF),
- 3) Medicaid or Medical Assistance (MA) or
- 4) Low-Income Home Energy Assistance Program (LIHEAP).

ERAP agencies may use the "Yes" results from the COMPASS Benefit Search page to establish categorical income eligibility provided that the applicant has signed an authorization for release of information. A "Yes" indicator for benefits is sufficient verification that DHS has established income eligibility at an income limit below the 80 percent area median income after January 1, 2020. To determine AMI, a client can self-attest their income.

ERAP agencies may log into COMPASS as a Service Provider to access the Benefits Search Page and request a benefit look up. Users can perform a search for up to five

individuals per search. Use the “Reset” button to perform another search for up to five persons as needed. Please remember to log out after completing searches. (See Appendix J for COMPASS instructions for Benefit Search.)

Note: ERAP agencies must track the number of applicants approved using categorical income eligibility for reporting purposes.

Or

- Fact-specific proxy shall be used where income has been verified through a methodology for household income, such as applicants’ participation in other government programs with similar income eligibility criteria or census-tract data on the average incomes in the household’s geographic area.
 - Clients may also self-certify that they have no current income.
- ii. Using monthly income requires redetermination of eligibility of a household after each period of prospective rent of three months based on the subsequent application required to be filed for each three-month period.
- a) ERAP providers must record requests for additional assistance on an ERAP application form or a shortened ERAP recertification form. This process supports the need to:
- 1) Record the additional request and document that at the time of the request the household is at risk of experiencing homelessness or housing instability, and the type of assistance requested.
 - 2) Record the request for additional prospective rent after receiving three months of prospective rent payments.
 - 3) Record the current income eligibility determination after a prior approval based on monthly income or an attestation of income based on categorical income eligibility or fact specific proxy methodology.
 - 5) Record the authorization of the additional request for purposes of federal and state reporting, appeals and auditing.

- b) Counties may use the DHS Recertification form once provided or may develop a shorter form of their own application. Counties must be able to differentiate between first time applications and subsequent requests.

Note: Counties must report the number of households receiving assistance for the first time for federal reporting requirements.

- iii. To calculate annual gross income using monthly income information when determining eligibility, the ERAP provider will follow these steps: (see “Appendix E” for the Income Calculation Worksheet example).
 - STEP 1: Review the monthly income provided at the time of application.
 - STEP 2: Extrapolate the income over a 12-month period.
Example: If the applicant provides income information for two months, then multiply it by six to determine the annual amount. If a household qualifies based on monthly income, the grantee must redetermine the household income eligibility every three months for the duration of assistance.
 - STEP 3: Households with an estimated annual gross income at or below the county’s AMI limit for the household size are income eligible for ERAP services (see “Appendix F” AMI Tables).
- iv. Income used to determine eligibility follows HUD income inclusions and exclusions requirements at 24 CFR 5.609(b) and (c). (See “Appendix D” HUD Income Inclusions and Exclusions for a complete list.)

HUD has published rules on the treatment of income from:

- a) Pandemic Unemployment Assistance (PUA) - Must be counted. (UC benefits for individuals self-employed).
- b) Pandemic Emergency Unemployment Compensation (PEUC) - Must be counted. (Extension of regular UC benefits).
- c) Federal Pandemic Unemployment Compensation (FPUC) - Meets definition of temporary income and is NOT counted. (Currently \$300 until September 4, 2021).

F) Calculating Income from Self-Employment.

- i. When an applicant is self-employed, the profit from self-employment counts

as gross earned income. An individual is self-employed when he or she owns and operates his or her own business, trade, or profession. Examples of self-employment include day care provider, hair stylist, nail technician, mowing lawns, shoveling snow, selling cosmetic products, selling produce, and renting a room in one's home.

- ii. Use the best information available to estimate the income the applicant expects to receive from self-employment. The ERAP provider may base the estimate on prior earnings, if it correctly represents the self-employment income, or the provider may use income tax returns and other records.
- iii. To determine profit from self-employment:
 - Total the prior earnings or the income from the tax returns or other records.
 - Deduct any allowable costs of producing self-employment income.
 - Divide the result by the number of months the income is expected to cover and use that as the representative month.
- iv. Allowable costs of producing self-employment income are the day- to-day expenses of operating a business, but not the costs of establishing or improving a business. If the applicant does not provide verification of the allowable cost, compute profit without the deduction.
 - Examples of allowable costs:
 - 1) Costs of maintaining a place of business such as rent, utilities, insurance on the business and its property, and property taxes.
 - 2) Interest on the purchase of income-producing equipment and property.
 - 3) Employee labor costs.
 - 4) Cost of goods sold, supplies, and materials.
 - 5) Advertising costs.
 - 6) Accounting and legal fees.
 - 7) Professional licensing fees and union dues, if necessary, to practice a profession or trade; and
 - 8) Transportation costs necessary to produce income.

7. ERAP EXPENDITURES

A) Overview:

- i. Lehigh County will financially participate only in expenditures that are:
 - a) Necessary and proper for the operation of the ERAP and for providing eligible services to eligible clients.
 - b) Limited to the amount of the grant.
- ii. DHS is not responsible for funding a deficit incurred by a county or ERAP provider.
- iii. Not more than 9.09 percent of the grant funds shall be utilized to cover the costs of administering the program.
- iv. ERAP1 funds may be spent through September 30, 2022.
ERAP2 funds may be spent through September 30, 2025.

B) Expenditures – Rental and Utility Assistance and Other Housing Expenses

- i. Allowable use of ERAP1 funds:
 - a) The total combined months that a household can receive rental, utility and/or other expenses related to housing:
 - 1) Example: If a household receives 3 months of only utility arrears, it can only get 9 months of prospective rent payments (plus an additional three months, if necessary, to ensure housing stability for the household). If getting all three types of assistance for the same month, it would only count as one month toward the limitation.
 - 2) Example: Tenant was provided prospective rent for July and August (2 months) and then applies in September for Utility arrears for August. The tenant still only used two months, July and August.
 - b) Total amount of rental arrearages (including lot rental arrearages) incurred on or after March 13, 2020, for up to 12, subject to the availability of funds.
 - c) Total utility arrearages incurred on or after March 13, 2020, for up to

12 months, subject to the availability of funds. (The current utility bill is considered an arrearage if the service has been provided.)

- d) Other expenses related to housing incurred due, directly or indirectly, to COVID-19 for up to 12 months, subject to the availability of funds. See Section 2(A)(v).

ii. Allowable use of ERAP2 funds:

- a) The total combined months that a household can receive rental, utility and/or other expenses related to housing:
 - 1) Example: If a household receives three months of only utility arrears, it can only receive 9 months of prospective rent payments (combined ERAP1 assistance months and ERAP2 assistance months). If a household received all three types of assistance for the same month, it would only count as one month toward the limitation.
 - 2) Example: Tenant was provided prospective rent for July and August (two months) and then applies in September for Utility arrears for August. The tenant still only used two months, July and August.
- b) Total amount of rental arrearages, including lot rental arrearages, incurred on or after March 13, 2020, for up to 12 months total, subject to the availability of funds.
- c) Total utility arrearages incurred on or after March 13, 2020, for up to 12 months total, subject to the availability of funds. The current utility bill is considered an arrearage if the service has been provided.
- d) Other expenses related to housing incurred due directly or indirectly to COVID-19 for up to 12 months total, subject to the availability of funds.

iii. Use of both ERAP1 and ERAP2 funds

- a) ERAP1 and ERAP2 funds do not have to be used consecutively.
- b) Example:
A county has used all its ERAP1 allocation and requests additional ERAP1 funds. The county is using only ERA2 funds while waiting for

additional ERA1 funds. An eligible household is issued 9 months of ERAP2 assistance when additional ERAP1 funds become available. The next 3 months may be paid with ERAP1 funds. If the household remains eligible after that, an additional 3 months of ERAP2 funds may then be used; for a total of 12 months of assistance.

C) Administrative Costs and Housing Stability Expenditures

- i. ERAP1 - Associated administrative costs combined with housing stability expenditures may not exceed more than 9.09 percent of the total allocated funds. Administrative costs are costs attributable to providing financial assistance and housing stability services respectively, including data collection, landlord outreach and reporting requirements related to such funds.
- ii. Administrative costs factor into the overall percent allowed for housing stability services. The combined total of administrative costs and housing stability services shall not exceed 9.09 percent.
 - EXAMPLE: If 3 percent is spent on housing stability services then 6.09 percent may be used for administration.
 - EXAMPLE: If the maximum 9.09 percent is spent on administrative costs, then zero percent may be used for housing stability services.
- iii. ERAP2 - The total of county administrative costs for the ERAP2 program shall not exceed 13.0 percent of the amount of the grant funds. The total county housing stability services costs shall not exceed 10.0 percent of the amount of the grant funds.

8. **COUNTY/ERAP PROVIDER RESPONSIBILITIES**

A) General

- i. The county may retain primary responsibility for delivering ERAP services or the county may subgrant funds to nonprofit agencies to deliver services.
- ii. If the county subgrants the administration of the ERAP, the subgrantee is responsible to meet all county requirements.
- iii. When a county subgrants ERAP services to other agencies, the county remains the department's point of contact for the county

ERAP services.

- iv. When the county ERAP administrator is unavailable, the department reserves the right to contact subgrantees directly.
- v. Counties must provide the department ERAP Program Manager with a list of subgrantees and contact information. In all cases, the county is ultimately responsible for compliance with the county and ERAP provider requirements:

B) County and Community Action Lehigh Valley Responsibilities

- i. Administer and disburse grant funds for the provision of rental and utility assistance and housing stability services in accordance with these guidelines, information from the department and federal and state requirements.
- ii. Establish or maintain, in agreement with another county, local collaborative arrangements for the delivery of rental and utility assistance and housing stability services.
- iii. Determine and redetermine, in accordance with the information provided by the department, whether a household is eligible to participate in the program.
- iv. Submit monthly reports to the department, which shall include identified excess or insufficient funding and an itemization of expenditures for administrative costs. The reports shall be subject to audit as determined by the department.
- v. Review, approve, and summarize all ERAP reports submitted to the county by service providers and submit the county summaries ONLY to the department. The county must maintain the provider reports.
- vi. Comply with timeframes for reporting and requests outlined in Appendix G ERAP Monthly report and Appendix I Key Dates.
- vii. Ensure that participation in the ERAP is not dependent upon a client's affiliation with, or attendance at, religious or political activities.
- viii. Ensure that the program does not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, gender, disability, lifestyle, or sexual orientation. Any person who asserts that denial or termination of services is based on discrimination because of any of these reasons must be informed by the county of their right to appeal to the Pennsylvania Human Relations Commission.

- ix. Ensure that clients are served with ERAP funds and that funds are expended only on allowable services as described in these I & R.
- x. Meet applicable Fire and Panic Regulations, and applicable health and safety requirements for all facilities where service is provided, whether rented or owned by the county or ERAP provider.

C) Outreach

- i. ERAP providers must make reasonable efforts to obtain the cooperation of landlords and utility providers to accept payments from ERAP before determining that the landlord or utility provider will not accept direct payment from the ERAP provider. Outreach efforts should be documented in case records for non-participating landlords or utility providers.
- ii. In general, rental and utility assistance can be provided most effectively and efficiently when the landlord or utility provider participates in the program. Outreach will be considered complete if
 - A request for participation is sent in writing, by mail, to the landlord or utility provider, and the addressee does not respond to the request within 7 calendar days after mailing, or
 - The ERAP provider has made at least three attempts by phone, text, or e-mail over a 5 calendar-day period to request the landlord or utility provider's participation, or
 - A landlord confirms in writing that the landlord does not wish to participate. The final outreach attempt or notice to the landlord must be documented.

D) Client Records

- i. ERAP providers must maintain client case records, client intake procedures, and maintenance of service records for each client. The provider must maintain records in accordance to client confidentiality and HIPAA requirements. Keep copies of any signed releases of HIPAA information and note in the case records the client was given a Notice of Privacy Practices.
- ii. Counties and ERAP providers should consider the populations they serve and understand the risks and implications for clients and entities involved if confidentiality is breached. ERAP providers must provide the client with a Notice of Privacy Practices (See "Appendix C" Notice of Privacy Practices for

DHS example).

- iii. ERAP providers may choose the format for their client records. The ERAP I & R provides a sample in Appendix A Client Records, which can guide how counties and providers design comprehensive, easily navigated client records.
- iv. At a minimum, client records must contain:
 - Written authorizations for releases of information
 - Verification documents of the applicant's identity
 - 1) Applicants should provide documentary evidence to verify identity and to ensure that duplicative payments are not made to the same household. If an SSN is provided, record only the last 4 digits.
 - Intake and assessment forms
 - Acknowledgements of rules and regulations, rights and responsibilities, appeal process, etc.
 - Service plans when case management is provided under Housing Stability Services
 - Application form including the signed applicant attestation that all information is correct and complete
 - Verification or written attestations of income

A self-attestation alone is sufficient without further documentation of household income from the applicant under three approaches:

- 1) Self-attestation Alone – A self-attestation of household income without further verification is acceptable if the applicant confirms in their application or other document that they are unable to provide documentation of their income. The ERAP provider must reassess the household's income every three months.
- 2) Categorical Eligibility – If an applicant's household income has been verified to be at or below 80 percent of the area median income in connection with another local, state, or federal

government assistance program, ERAP providers are permitted to rely on a determination letter or verification from the government agency, provided that the determination for such program was made on or after January 1, 2020.

- 3) Fact-specific proxy – An ERAP provider may rely on a self-attestation from the applicant as to household income if the grantee also uses any reasonable fact-specific proxy for household income, such as reliance on data regarding average incomes in the household’s geographic area.

ERAP providers are encouraged to simplify applications to allow for self-attestation for income eligibility during the public health emergency, as well as to allow self-attestation to demonstrate applicants’ financial hardship and risk of homelessness or housing instability.

- Verifications provided demonstrating need for services (e.g., eviction notices, leases, bills, utility termination notices, etc.)
- The amounts and dates of assistance
- Case notes
- Approval or denial notices
- Appeal and hearing information

E) Signed Certifications

- i. DHS has developed Tenant and Landlord Certification forms and will provide access to the forms for use in application processing. (See “Appendix H” Certifications)
- ii. An ERAP provider can use their agency’s existing forms or utilize the forms provided by DHS.
- iii. The Tenant Certification acknowledges that the landlord is applying on behalf of the tenant.
- iv. The Landlord Certification acknowledges the landlord will or will not accept direct payment of ERAP funds. The Landlord Certification will justify instances where the payment is sent directly to the tenant rather than the landlord.

9. ERAP FISCAL RESPONSIBILITIES

A) FISCAL RESPONSIBILITIES

i. Grant Revocation

- In the event of termination or cancellation of the grant, the county must submit a financial accounting of revenue and expenditures to the department no later than thirty days after the termination date. Counties with more than one ERAP provider must compile fiscal data and submit one summarized report.

ii. Payments

- Counties will be paid a full ERAP allocation in one initial payment. Reallocation of funds is addressed in the Reallocation of Grants section.

iii. Automated Clearing House Process

- Counties may choose the Automated Clearing House (ACH) process for receiving payments versus the United States mail system. The ACH process provides for electronic transmission (direct deposit) of Emergency Rental Assistance Program (ERAP) payments into a designated account. If the county is interested in participating in the ACH process, contact the Commonwealth of Pennsylvania, Bureau of Payable Services at 717-346-2676.
- After the ACH is set up, the county must forward the vendor number (including the suffix, if applicable), bank and account information to ra-cyunit@pa.gov so DHS's Bureau of Financial Operations can update its records and be sure that prospective payments are submitted as ACH.

10. REALLOCATION OF FUNDS

A) Obligated Funds

- #### **i. Counties must certify the following to the department by July 31, 2021:**
- The county has obligated a specified percentage as determined by the Department of its allocated grant funds under section 105-D(c) of the Fiscal Code, as amended by Act 24 of 2021.

- The amount of funding that is expected to be obligated for the period August 1, 2021, through September 20, 2022, along with projections of any excess funding or a funding shortfall through September 20, 2022.
- If the county certifies that excess funds will remain on September 20, 2022, the department may recoup and reallocate excess funding to other counties that have demonstrated a funding shortfall. Any funding shall be reallocated by the department according to the reallocation methodology under section 103-D(a)(7) of the Fiscal Code (Act 1 of 2021).

ii. Definition of Obligated Funds that may be reallocated

The US Department of the Treasury has defined obligated funds as following:

- The funds have actually been spent providing financial assistance and housing stability services under ERAP for eligible households;
- The funds are needed to pay for assistance promised in a commitment letter issued to induce a landlord to enter a rental agreement with an eligible household under Treasury's ERA FAQ #35; or
- Subject to the conditions described below concerning subrecipients, the Grantee has, as part of the Grantee's ERAP administration, entered into a binding agreement or funding commitment requiring the Grantee to disburse the funds to a third party for eligible ERAP1 purposes (a Contractual Obligation).

B) Additional Allocation

- If the Commonwealth receives an additional federal allocation under the Consolidated Appropriations Act, 2021, as a result of other states not having met their threshold under Federal law, the department shall distribute reallocated funding to counties who have obligated at least 65 percent of their initial allocation by July 31, 2021, according to the reallocation methodology under Pa Act 1 of 2021 section 103-D(a)(7) and have certified a shortfall demonstrating additional need.
- Earned Interest

- All funds received by the county through the ERAP must be placed in an interest-bearing account and interest earned shall be spent for the ERAP components. Income received from interest and other sources must be considered as first funds spent. The interest earned must also be reported to the department on the final expenditure report; however, it is available for use by the county in the ERAP.
- iii. Accrual Accounting
- The county and ERAP providers must report expenditures and revenues on an accrual basis. This requires the reporting of expenses, purchases and other bills in the period when incurred (regardless of when paid), and the reporting of revenues, fees, and contributions in the period when earned (regardless of when received). The intent of this requirement is to provide an accurate financial statement of the expenditures.
- iv. Audits
- All counties and ERAP providers are subject to review and audit by the department, Auditor General, federal auditors (where applicable), and persons authorized by the department to determine compliance with statutes, regulations, and policies. The county must submit to the department information on this program for the single county audit.
 - The department encourages the counties to include in their written agreement with ERAP providers the requirement for a single audit. For accountability purposes, counties are encouraged to require a program audit that, if needed, can be used by the county single auditor. Costs for the audit may be considered county or subgrantee administration costs. The audit of the program may be used to support the single audit, but duplication of costs may not occur. All funds received by the county through the ERAP grant will be subject to the single county audit.

11. MAINTAINING FISCAL RECORDS

- A) The counties and ERAP providers must maintain books, records, documents, and other evidence pertaining to costs and expenses of the grant to the extent and in such detail as will properly reflect all costs and expenses of whatever nature for which reimbursement is claimed or payment is made under the grant. Books, records, documents, and other evidence will be maintained according to generally accepted accounting principles.
- B) Financial records, supporting documents, statistical records, and all other records pertinent to ERAP grants will be retained for a period of five years following

submission of the Final Expenditure and Client Reports to the department.

- C) If any litigation, claims, or audit is started before the expiration of the five- year retention period, the records will be retained until litigation, claims, or audit findings involving the records is resolved.
- D) Authorized representatives of the department or federal government, where applicable, will have access to any pertinent books, documents, papers, and records to make audits, examinations, excerpts, and transcripts. If it is determined that the records possess a long-term value, they will be transferred, as requested, to the department.

12. COUNTY HUMAN SERVICES PLANNING AND EXPENDITURE REPORTS

- A) The Department of Human Services, Bureau of Financial Operations and/or Bureau of Policy provides the reporting guidelines, templates, and reporting due dates to the counties. Counties must make revisions to these plans through the department's, Bureau of Financial Operations and/or Bureau of Policy.

B) ERAP Monthly Report:

NOTE – a separate monthly report is due for ERAP1 funds and ERAP2 funds. Counties using both will submit two monthly reports. For monthly reports, the grant period is a calendar month.

- i. A county summarized ERAP Monthly Report must be submitted to the ERAP Program Manager. Counties must provide the monthly report to the ERAP Program Manager by the 10th of the month starting May 10, 2021. The ERAP Program Manager will provide the report template to the counties.

Reports will be submitted to RA-ERAPREPORTSOIM@pa.gov

- ii. Counties will submit ERAP Monthly Reports to the department, to help them assess service usage and to make preparing the final report manageable.
- iii. Counties with subgrantees are responsible for collecting and aggregating provider reports and preparing one county report for the ERAP Program Manager. Counties must maintain provider reports and have them available to auditors and department staff upon request.
- iv. The ERAP Monthly Report collects information used by the department to

show the population of households served and in need of rental assistance and housing stability services. Collecting accurate information is vital for ensuring that the department is capturing the data required by the federal government.

- v. Counties will be granted access to the department's COMPASS ERAP reporting tool.
- vi. The reporting tool will allow counties to:
 - Track applications submitted through COMPASS.
 - Record demographic information
 - 1) Gender
 - 2) Race
 - 3) Ethnicity
 - Record the type and amount of assistance authorized for each application.
 - Record the household income level and the annual or monthly method used for eligibility.
 - Add information on paper applications received and processed.
 - Enter the accrued fiscal expenditures for ERAP.
- vii. The application information entered will be systematically compiled into an aggregate client data report for federal reporting requirements.
- viii. See Appendix G ERAP Monthly Report for a list of the report data fields.

C) ERAP Quarterly Report:

NOTE: For quarterly reports, the grant period is a calendar quarter.

- i. A Participant Household Payment (PHP) Data File must be submitted to the US Department of the Treasury each quarter.
- ii. Counties must submit a data file containing the household level information described below for each ERAP financial assistance payment made to or on behalf of each participant household during the reporting period. The Financial Assistance expenditure category includes payments for rent, rental arrears,

utility/home energy costs, utility/home energy arrears, and other housing services and eligible expenses. The Pennsylvania DHS will provide future instructions on how to submit a PHP Data file. The data file will be required quarterly by the 10th of the month following the end of a calendar quarter.

- iii. Counties are responsible for safeguarding participant household data and privacy prior to their submission to DHS, consistent with the requirements in the Consolidated Appropriations Act of 2021 section 501(g) and existing law.

- iv. Required Data Elements

Counties must provide the data elements via a file in a pre-defined bulk upload format (to be provided by DHS) and uploaded to DHS's portal. Counties must provide one data file for ERAP1 and one data file for ERAP2 with each data element shown below for each unique participant household receiving, directly or indirectly, a disbursement of ERAP funds:

- Physical address of the participant household (not a P.O. Box);
- Payee type (i.e., Tenant; Landlord or Owner; Utility/Home Energy Service Provider; Other Housing Services and Eligible Expenses Provider);
 - Category of Financial Assistance provided (i.e., Rent; Rental Arrears; Utilities/Home Energy Costs; Utility/Home Energy Arrears; and Other Housing Services and Eligible Expenses);
- Amount of payment;
- Date of the payment(s); and
- Date range covered (start date and end date) by the ERAP Financial Assistance (as documented in the participant household's application.

NOTE: Do not include information on payments to Housing Stability Service providers or payments for Administrative Costs on the Participant Household Payment Data File.

- v. To the extent that the county made multiple payments to assist tenants at the same address during the reporting period, the counties should include multiple data entries per household. See the following two scenarios for more information:

- a. When there is a rental payment and a utility/home energy payment for the same household during the reporting period, the data file should include two separate entries (one entry for each type of payment).
- b. When there is one payment to a landlord for the current rent due and an additional amount for rental arrears, the data file should include two separate entries (one entry for each type of payment).

vi. See Appendix G-2 for data fields.

13. CLIENT APPEALS

A) For the DHS ERAP program component, appeals will be handled at the local agency county level.

Under Act 2021-1, Section 104-D(3) of the Fiscal Code stipulates that appeals are subject to 2 Pa. C.S. Chapter 5 Subchapter B (relating to practice and procedures of local agencies). This section applies to all local agencies and provides the following procedures for an appeal:

- i. Any party may be represented before a local agency.
- ii. All parties must be afforded reasonable notice of hearing and opportunity to be heard.
- iii. Testimony may be stenographically recorded and a full and complete record may be kept.
- iv. Local agencies are not bound by technical rules of evidence, and all relevant evidence probative value may be received, and reasonable examination and cross examination will be permitted.
- v. All adjudications will be in writing, contain finds and the reasons for the adjudication and shall be served upon all parties or their counsel, personally or by mail.

Those counties who also administer the Homeless Assistance Program (HAP) can use existing county level appeals process used for HAP.

B) At intake, counties must inform clients, in writing, of their right to appeal and of the availability of a review process at the county and state levels. The client is not entitled

to, but may receive, service during the time of review at the ERAP providers discretion.

- C) The county will use existing appeal procedures when the appeal is related to ERAP to allow clients to appeal denied assistance or terminated services and afford them the opportunity to have their cases reviewed by the county agency. Counties must provide all decisions resulting from a county appeal to the client and the provider, in writing.
- D) The ERAP provider must provide the following information in writing to any client to whom it denies or terminates from service:
 - i. The action being taken,
 - ii. The reason for the action,
 - iii. The effective date of the action, and
 - iv. The availability of an appeal process.
 - v. Information on where and how to file an appeal at the local agency level. This information shall also be made available on the county or agency website.
- E) The ERAP provider must make every attempt to provide a warning or advance notice of termination, when possible.
- F) Appeal of Local Agency Decisions.

If an applicant wants to appeal the ERAP provider decision, the appeal must be made to the county Court of Common Pleas. 42 Pa.C.S. § 933(a)(2) gives the Court of Common Pleas jurisdiction over appeals of local government and agency decisions.

14. PROGRAM MONITORING

- A) Counties that subcontract with other agencies are required to monitor each ERAP providers' compliance with the ERAP I & R document. The county must maintain monitoring reports at the county office. The reports must identify any programmatic or administrative issues that the service provider must resolve and the service provider's plan for resolution and follow-up. These reports are subject to review by DHS, Auditor General, federal auditors, and other persons authorized by the department.
- B) The department will periodically monitor counties receiving ERAP funds to ensure

they and their subcontractors are following ERAP requirements as outlined in the ERAP I & R. Counties can expect a review of ERAP records and must cooperate with the departments monitoring activities.

- C) The department monitor will conduct an entrance interview with the ERAP county describing what will occur during the review.
- D) Once the ERAP county monitoring review is complete, the department monitor will conduct an exit interview with the county.
- E) The department monitor will send a cover letter and an ERAP monitoring report to the ERAP county.
- F) The county has 30 days from the receipt of the ERAP monitoring report to comment or, if necessary, provide a corrective action plan. If the county provides comments, the ERAP program manager or monitor will incorporate them into the final monitoring report. If the county provides a corrective action plan, the ERAP program manager or monitor will revisit the county, ensure that the county has implemented the corrective actions, and incorporate the findings into the final monitoring report.
- G) The department shall send a cover letter signed by the by the Bureau of Policy Director to the county commissioners, with the final monitoring report attached and shall send a copy to the ERAP county contact person.

APPENDIX A

CLIENT RECORDS

1. The ERAP provider must maintain records in accordance with client confidentiality requirements. Counties and ERAP providers should consider the populations they serve and understand the risks and implications for clients and entities involved if confidentiality is breached. (e.g., when serving people experiencing both homelessness and domestic violence, the ERAP provider must be cognizant of the risks facing the client and not allow breaches of confidentiality to place the person at increased risk).

2. ERAP providers may choose the format for their client records. At a minimum, client records must contain:

- a. Releases of information
- b. Copies of documents establishing applicant's identity to ensure that duplicative payments are not made to the same household. If an SSN is provided, record only the last 4 digits.
- c. Intake and assessment forms
- d. Acknowledgements of rules and regulations, rights and responsibilities, appeal process, etc.
- e. Housing Stability case management service plans if applicable
Referral forms if applicable
- g. Verifications or written attestations of income
- h. Verifications provided demonstrating need for services (e.g., eviction notices, leases, bills, utility termination notices, etc.)
- i. Calculation worksheets used to determine income eligibility
 - 0 percent – 30 percent AMI
 - ii. 30 percent – 50 percent AMI
 - iii. 50 percent – 80 percent AMI
- j. Eligibility and amount/type of assistance provided through ERAP (rent, utility, arrears, etc.)
- k. The amounts and dates of assistance

- l. Case notes
 - m. Approval or denial notices
 - n. Any document specific to a client's participation in a particular component.
3. In this example of a client record, the provider divided the record into four sections. Each section includes the following:

SECTION 1: Client Information	SECTION 2: Housing Information	SECTION 3: Financial	SECTION 4: Housing Stability Services
Releases	Landlord Certification	Income verifications	Intake forms
ID, SSN, etc.	Rental Arrears, Utility Arrears	Taxes (1040)	Entry Assessment
Sex, race, gender	Landlord/Utility information	Written Income attestations without documentation	Notes
Client Certifications or Attestations	W9 form	Income Calculation worksheet	Correspondence
Appeal Forms	Eviction notice if applicable	Household AMI percent bracket (30, 50, 80)	
	Lease		
	Housing expense/cost written attestation w/out documentation		

APPENDIX B

HIPAA Authorization Form

Authorization for Use or Disclosure of Personal Information

PART A - General Information

Information to be disclosed and time period of information requested (Identify specifically the information to be used/disclosed such as welfare records, lien records, inspection records, etc. If information to be used or disclosed includes mental health, drug and alcohol, or HIV-related information, please complete section of this form that relates to that information):

This information is to be disclosed to:

(Name or title of the individual/organization to whom disclosure is to be made)

I authorize the use/disclosure of individual information as described below from the records of:

Name:
DOB:
Phone:
Address:

Reason for disclosure: _____

I understand that:

- a) This authorization may be revoked at any time by writing to the individual/organization identified in section 1 except to the extent that information has already been disclosed. If information has already been disclosed in reliance on this authorization, revoking it will only prevent future disclosure.
- b) The Department and its health and human services programs will not condition treatment, payment, enrollment, or eligibility on the provision of this authorization.
- c) Information (except drug and alcohol information) disclosed pursuant to this authorization may be subject to redisclosure by the individual/organization identified in section A.2 below and is no longer protected by federal privacy regulations.
- d) The department, its programs, services, employees, officers, and contractors are hereby released from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized.
- e) I may refuse to sign this authorization.

This authorization expires as indicated:

Once Acted Upon: _____
Other (specify date or event) _____

PART B - Special Categories of Medical Information

B1. Drug and Alcohol Information

If my medical record includes drug and alcohol information, I want to send that information to the individual/organization identified in Part A of this form.

_____ Yes _____ No or Not Applicable

This information will be disclosed from records protected by Federal Confidentiality rules (42 CFR Part 2). The Federal rules prohibit the individual/organization identified in Part A of this form from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

B2. Mental Health Information

If my medical record includes mental health information, I want to send that information to the individual/organization identified in Part A of this form.

_____ Yes _____ No or Not Applicable

B3. HIV/AIDS Information

If my medical record includes HIV/Aids information, I want to send that information to the individual/organization identified in Part A of this form.

_____ Yes _____ No or Not Applicable

This information will be disclosed from records protected by Pennsylvania law. Pennsylvania law prohibits further disclosures of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or is authorized by the Confidentiality of HIV-Related Information Act. A general authorization for the release of medical or other information is not sufficient for this purpose.

* * * * *
* *

Signature of Individual or Personal Representative

Date

If personal representative, state relationship to individual

Signature of Witness (necessary for release of Mental Health and Drug and Alcohol information)

Date

APPENDIX C

DHS Notice of Privacy Practices

The Department of Human Services (DHS) provides and pays for many types of benefits and social services. We also determine an individual's eligibility to receive benefits and services. To do these things, we have to collect personal and health information about you and/or your family. The information we collect about you and/or your family is private. We call this information "protected health information."

DHS does not use or disclose health information unless it is permitted or required by law. DHS is required by law to maintain the privacy of protected health information, to provide individuals with notice of its legal duties and privacy practices concerning protected health information and to notify affected individuals in the case of a breach of unsecured protected health information. As a "covered entity," DHS must follow applicable laws protecting the privacy of your protected health information which include the Health Insurance Portability and Accountability Act (HIPAA) privacy rules. Under HIPAA, Medicaid agencies, certain health plans and health care providers are examples of covered entities that must comply with HIPAA. Other laws that may apply include rules concerning confidential information about Medical Assistance, other benefits, behavioral health, substance abuse/treatment and HIV/AIDS. When we use or disclose protected health information, we make every reasonable effort to limit its use or disclosure to the minimum necessary to accomplish the intended purpose. This notice explains your right to privacy of your protected health information and how we may use and disclose that information. For more information on DHS privacy practices, or to receive another copy of this notice, please contact us. For information on how to contact us, see the "Complaints" section on the last.

We are required by law to follow the terms of this notice. We reserve the right to change the terms of this notice and to make the new notice provisions effective for all protected health information we maintain. If we make an important change in our privacy policies or procedures, we will post a revised copy of the notice on our website and/or provide you with a new privacy notice by mail or in person. You may request and receive a paper copy of this notice at any time.

What is protected health information?

Protected health information is information about you that relates to a past, present, or future physical or mental health condition, treatment, or payment for treatment, and that can be used to identify you. This information includes any information, whether verbal or recorded in any form, that is created or received by DHS or persons or organizations that contract with DHS. This includes electronic information and information in any other form or medium that could identify you, for example:

Your name (or names of your children)
Address
Date of birth
Admission/discharge date
Diagnostic code Telephone
number
DHS case number Social
Security number Medical
procedure code

Who sees and shares my health information?

DHS professionals (such as caseworkers and other county assistance office and program staff) and people outside of DHS (such as our contractors, health maintenance organization (HMO) staff, nurses, doctors, therapists, social workers, and administrators)

may see and use your health information to determine your eligibility for benefits, treatment, payment or for other required or permitted reasons. Sharing your health information may relate to services and benefits you had before, receive now, or may receive later. DHS will not use or share genetic information about you when deciding if you are eligible for Medicaid.

Why is my protected health information used and disclosed by DHS?

There are different reasons why we may use or disclose your protected health information. The law says that we may use or disclose information without your consent or authorization for the reasons described below.

For Treatment: We may use or disclose information so that you can receive medical treatment or services. For example, we may disclose information your doctor, hospital or therapist needs to know to give you quality care and to coordinate your treatment with others helping with your care.

For Payment: We may use or disclose information to pay for your treatment and other services. For example, we may exchange information about you with your doctor, hospital, nursing home, or another government agency to pay the bills for your treatment and services. For Operating

Our Programs: We may use or disclose information in the course of our ordinary business as we manage our various programs. For example, we may use your health information to contact you to provide information about appointments, health-related information and benefits and services. We may also review information we receive from your doctor, hospital, nursing home and other health care providers to review how our programs are working or to review the need for and quality of health care services provided to you and/or your family.

For Public Health Activities: We report public health information to other government agencies concerning such things as contagious diseases, immunization information, and the tracking of some diseases such as cancer.

For Law Enforcement Purposes and As Required by Legal Proceedings: We will disclose information to the police or other law enforcement authorities as required by court order.

For Government Programs: We may disclose information to a provider, government agency or other organization that needs to know if you are enrolled in one of our programs or receiving benefits under other programs such as the Workers' Compensation Program.

For National Security: We may disclose information requested by the federal government when they are investigating something important to protect our country. For Public Health and Safety: We may disclose information to prevent serious threats to health or safety of a person or the public.

For Research: We may disclose information for permitted research purposes and to develop reports. These reports do not identify specific people.

For Coroners, Funeral Directors and Organ Donation: We may disclose information to a coroner or medical examiner for identification purposes, cause of death determinations, organ donation and related reasons. We may also disclose information to funeral directors to carry out funeral-related duties.

For Reasons Otherwise Required by Law: DHS may use or disclose your protected health information to the extent that the use or disclosure is otherwise required by law. The use or disclosure is made in compliance with the law and is limited to the requirements of the law.

Do other laws also protect certain health information about me?

DHS also follows other federal and state laws that provide additional privacy protections for the use and disclosure of information about you. For example, if we have HIV or substance abuse information, with a few exceptions, we may not release it without special, signed written permission that complies with the law. In some situations, the law also requires us to obtain written permission before we use or release information concerning mental health or intellectual disabilities and certain other information.

Can I ask DHS to use or disclose my health information?

Sometimes, you may need or want to have your protected health information sent or otherwise disclosed to someone or somewhere for reasons other than treatment, payment, operating our programs, or other permitted or required purpose not needing your written authorization. If so, you may be asked to sign an authorization form, allowing us to send or otherwise disclose your protected health care information as you request.

The authorization form tells us what, where and to whom the information will be sent or

otherwise disclosed. You may revoke your authorization or limit the amount of information to be disclosed at any time by letting us know in writing, except to the extent that DHS has already taken action in reliance upon the authorization.

If you are younger than 18 years old and, by law, you are able to consent for your own health care, then you will have control of that health information. You may ask to have your health information sent to any person who is helping you with your health care.

Except as described in this Notice, we will not use or disclose your health information without your written authorization. For example, HIPAA generally requires written authorization before a covered entity may use or disclose an individual's psychotherapy notes. In most cases, HIPAA also requires written authorization before a covered entity may use or disclose protected health information for marketing purposes or before it sells it.

What are my rights regarding my health information?

You have the following rights regarding your protected health information that we use and disclose:

Right to See and Copy Your Health Information: You have the right to see most of your protected health information and to receive a copy of it. If you want copies of information you have a right to see, you may be charged a small fee. However, generally, you may not see or receive a copy of: (1) psychotherapy notes; or (2) information that may not be released to you under federal law.

If we deny your request for protected health information, we will provide you a written explanation for the denial and your rights regarding the denial.

DHS does not receive or keep a file of all of your protected health information. Doctors, hospitals, nursing homes and other health care providers (including an HMO, if you are enrolled in one) may also have your protected health information. You also have a right to your health information through your doctor or other provider who has these records.

Right to Correct or Add Information: If you think some of the protected health information we have is wrong, you may ask us in writing to correct or add new information. You may ask us to send the corrected or new information to others who have received your health information from us. In certain cases, we may deny your request to correct or add information. If we deny your request, we will provide you a written explanation of why we denied your request. We will also explain what you can do if you disagree with our decision.

Right to Receive a List of Disclosures: You have the right to receive a list of where your protected health information has been sent, unless it was sent for purposes relating to treatment, payment, operating our programs, or if the law says we are not required to add the disclosure to the list. For example, the law does not require us to add to the list

any disclosures we may have made to you, to family or persons involved in your care, to others you have authorized us to disclose to, or for information disclosed before April 14, 2003.

Right to Request Restrictions on Use and Disclosure: You have the right to ask us to restrict the use and disclosure of your protected health information. We may not be able to agree to your request. In fact, in some situations, we are not permitted to restrict the use or disclosure of the information. If we cannot comply with your request, we will tell you why. Except as otherwise required by law, we must grant your request to restrict disclosure to a health plan if the purpose of disclosure is not for treatment and the medical services to which the request applies have been paid out-of-pocket in full.

Right to Request Confidential Communication: You may ask us to communicate with you in a certain way or at a certain location. For example, you may ask us to contact you only by mail.

Right to Receive Notification of a Breach: You have the right to receive notification if there is a breach of your unsecured protected health information.

Whom do I contact about my rights or to ask questions about this notice?

You can contact the DHS HIPAA helpline, toll-free at 800-692-7462 to discuss your rights or to ask questions about this notice. You can also contact your caseworker or health care provider or write to DHS's Privacy Office, 3rd Floor West, Health and Welfare Building, 7th and Forster Streets, Harrisburg, PA 17120. You can receive important information or updates to this notice by visiting DHS's Web site at www.dhs.pa.gov.

How do I file a complaint?

You may contact either office listed below if you want to file a complaint about how DHS has used or disclosed information about you. There is no penalty for filing a complaint. Your benefits will not be affected or changed if you file a complaint. DHS and its employees and contractors cannot and will not retaliate against you for filing a complaint.

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES PRIVACY OFFICE
3RD FLOOR WEST, HEALTH AND WELFARE BUILDING
7TH AND FORSTER STREETS
HARRISBURG, PA 17120

REGION III
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE FOR CIVIL RIGHTS
150 S. INDEPENDENCE MALL WEST - SUITE 372
PHILADELPHIA, PA 19106-9111

APPENDIX D

HUD Income Inclusions and Exclusions

24 CFR 5.609(b) and (c)

HUD Exhibit 5-1 Income Inclusions and Exclusions

Examples included in parentheses have been added to the regulatory language for clarification.

INCOME INCLUSIONS

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (2) above. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
- (4) The full amount of periodic amounts received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a **periodic amount (e.g., Black Lung Sick benefits, Veterans Disability, Dependent Indemnity Compensation, payments to the widow of a serviceman killed in action). See paragraph (13) under Income Exclusions for an exception to this paragraph;**
- (5) Payments in lieu of earnings, such as unemployment, disability compensation, worker's compensation, and severance pay, except as provided in paragraph (3) under Income Exclusions;
- (6) Welfare Assistance.
 - (a) Welfare assistance received by the family.
 - (b) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with

the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

- (c) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - (d) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.
- (7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling; and
 - (8) All regular pay, special pay, and allowances of a member of the Armed Forces, except as provided in paragraph (7) under Income Exclusions.
 - (9) For Section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph "financial assistance" does not include loan proceeds for the purpose of determining income.
(Note: This paragraph also does not apply to a student who is living with his/her parents who are applying for or receiving Section 8 assistance.)

INCOME EXCLUSIONS:

- (1) Income from employment of children (including foster children) under the age of 18 years;
- (2) Payments received for the care of foster children or foster adults (usually persons with disabilities unrelated to the tenant family, who are unable to live alone);
- (3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, except as provided in paragraph (5) under Income Inclusions;
- (4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- (5) Income of a live-in aide, as defined in 24 CFR 5.403;
- (6) The full amount of student financial assistance paid directly to the student or to the educational institution (see Income Inclusions (9), above, for students receiving Section 8 assistance);

- (7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire (e.g., in the past, special pay included Operation Desert Storm);
- (8)
 - (a) Amounts received under training programs funded by HUD (e.g., training received under Section 3);
 - (b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of supplemental security income eligibility and benefits because they are set-aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - (c) Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program;
 - (d) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the project. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No resident may receive more than one such stipend during the same period of time; or
 - (e) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training programs not affiliated with a local government) and training of a family member as a resident management staff person. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program.
- (9) Temporary, nonrecurring, or sporadic income (including gifts);
- (10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era. (Examples include payments by the German and Japanese governments for atrocities committed during the Nazi era).

APPENDIX E

INCOME CALCULATION WORKSHEETS

1. Counties may create their own worksheets; however, they must show time periods covered, sources of income, payment dates, gross amounts, calculations, and eligibility determination.

ERAP INCOME COMPUTATION WORKSHEET	
ANNUAL	
APPLICANT/TENANT NAME	
APPLICATION SIGNED DATE	
START DATE	
END DATE	

SOURCE	HH MEMBER NAME	YEAR	GROSS AMOUNT
Grand Total Yearly Gross Income:			

FAMILY SIZE	
ANNUAL INCOME LIMIT	
INCOME ELIGIBLE?	

COMPLETED BY:	
DATE:	

ERAP MONTHLY INCOME COMPUTATION WORKSHEET						
APPLICANT/ADULT MEMBER NAME			APPLICATION SIGNED DATE		START DATE	END DATE
HH MEMBER:				HH MEMBER:		
SOURCE	PAID DATE	GROSS AMOUNT	SOURCE	PAID DATE	GROSS	
Total \$ Amount:				Total \$ Amount:		
HH MEMBER:				HH MEMBER:		
SOURCE	PAID DATE	GROSS AMOUNT	SOURCE	PAID DATE	GROSS	
Total \$ Amount:				Total \$ Amount:		
GRAND TOTAL ALL HOUSEHOLD MEMBER'S GROSS INCOME:						

GRAND TOTAL	
NUMBER OF WEEKS IN PAY PERIOD	
REPRESENTATIVE WEEK TOTAL	
ESTIMATED MONTHLY GROSS INCOME	
ESTIMATED ANNUAL GROSS INCOME	

FAMILY SIZE	
ANNUAL INCOME LIMIT	
INCOME ELIGIBLE?	

COMPLETED BY:	
DATE:	

APPENDIX F

2021 AMI Tables – 80 percent, 50 percent, and 30 percent

County	80% AMI 1 Person	80% AMI 2 Person	80% AMI 3 Person	80% AMI 4 Person	80% AMI 5 Person	80% AMI 6 Person	80% AMI 7 Person	80% AMI 8 Person
Adams	\$45,650	\$52,200	\$58,700	\$65,200	\$70,450	\$75,650	\$80,850	\$86,100
Allegheny	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600
Armstrong	\$38,150	\$43,600	\$49,050	\$54,450	\$58,850	\$63,200	\$67,550	\$71,900
Beaver	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600
Bedford	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Berks	\$46,050	\$52,600	\$59,200	\$65,750	\$71,050	\$76,300	\$81,550	\$86,800
Blair	\$38,150	\$43,600	\$49,050	\$54,450	\$58,850	\$63,200	\$67,550	\$71,900
Bradford	\$37,550	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,500	\$70,800
Bucks	\$52,950	\$60,500	\$68,050	\$75,600	\$81,650	\$87,700	\$93,750	\$99,800
Butler	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600
Cambria	\$36,700	\$41,950	\$47,200	\$52,400	\$56,600	\$60,800	\$65,000	\$69,200
Cameron	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Carbon	\$45,850	\$52,400	\$58,950	\$65,500	\$70,750	\$76,000	\$81,250	\$86,500
Centre	\$49,250	\$56,250	\$63,300	\$70,300	\$75,950	\$81,550	\$87,200	\$92,800
Chester	\$52,950	\$60,500	\$68,050	\$75,600	\$81,650	\$87,700	\$93,750	\$99,800
Clarion	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Clearfield	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Clinton	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Columbia	\$38,650	\$44,200	\$49,700	\$55,200	\$59,650	\$64,050	\$68,450	\$72,900
Crawford	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,500	\$69,700
Cumberland	\$47,550	\$54,350	\$61,150	\$67,900	\$73,350	\$78,800	\$84,200	\$89,650
Dauphin	\$47,550	\$54,350	\$61,150	\$67,900	\$73,350	\$78,800	\$84,200	\$89,650
Delaware	\$52,950	\$60,500	\$68,050	\$75,600	\$81,650	\$87,700	\$93,750	\$99,800
Elk	\$39,100	\$44,700	\$50,300	\$55,850	\$60,350	\$64,800	\$69,300	\$73,750
Erie	\$38,100	\$43,550	\$49,000	\$54,400	\$58,800	\$63,150	\$67,500	\$71,850
Fayette	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600
Forest	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Franklin	\$41,700	\$47,650	\$53,600	\$59,550	\$64,350	\$69,100	\$73,850	\$78,650
Fulton	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Greene	\$39,350	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150
Huntingdon	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Indiana	\$36,800	\$42,050	\$47,300	\$52,550	\$56,800	\$61,000	\$65,200	\$69,400
Jefferson	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Juniata	\$38,200	\$43,650	\$49,100	\$54,550	\$58,950	\$63,300	\$67,650	\$72,050
Lackawana	\$39,550	\$45,200	\$50,850	\$56,500	\$61,050	\$65,550	\$70,100	\$74,600
Lancaster	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050	\$82,350	\$87,650
Lawrence	\$36,900	\$42,150	\$47,400	\$52,650	\$56,900	\$61,100	\$65,300	\$69,500
Lebanon	\$42,700	\$48,800	\$54,900	\$60,950	\$65,850	\$70,750	\$75,600	\$80,500
Lehigh	\$45,850	\$52,400	\$58,950	\$65,500	\$70,750	\$76,000	\$81,250	\$86,500
Luzerne	\$39,550	\$45,200	\$50,850	\$56,500	\$61,050	\$65,550	\$70,100	\$74,600
Lycoming	\$38,150	\$43,600	\$49,050	\$54,450	\$58,850	\$63,200	\$67,550	\$71,900
McKean	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Mercer	\$37,350	\$42,650	\$48,000	\$53,300	\$57,600	\$61,850	\$66,100	\$70,400
Mifflin	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Monroe	\$45,650	\$52,200	\$58,700	\$65,200	\$70,450	\$75,650	\$80,850	\$86,100
Montgomery	\$52,950	\$60,500	\$68,050	\$75,600	\$81,650	\$87,700	\$93,750	\$99,800
Montour	\$43,750	\$50,000	\$56,250	\$62,500	\$67,500	\$72,500	\$77,500	\$82,500
Northampton	\$45,850	\$52,400	\$58,950	\$65,500	\$70,750	\$76,000	\$81,250	\$86,500
Northumberland	\$36,800	\$42,050	\$47,300	\$52,550	\$56,800	\$61,000	\$65,200	\$69,400
Perry	\$47,550	\$54,350	\$61,150	\$67,900	\$73,350	\$78,800	\$84,200	\$89,650
Philadelphia	\$52,950	\$60,500	\$68,050	\$75,600	\$81,650	\$87,700	\$93,750	\$99,800
Pike	\$44,200	\$50,500	\$56,800	\$63,100	\$68,150	\$73,200	\$78,250	\$83,300
Potter	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Schuylkill	\$38,300	\$43,800	\$49,250	\$54,700	\$59,100	\$63,500	\$67,850	\$72,250
Snyder	\$39,350	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150
Somerset	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Suillivan	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Susquehanna	\$37,350	\$42,700	\$48,050	\$53,350	\$57,650	\$61,900	\$66,200	\$70,450
Tioaga	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Union	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,950	\$72,650	\$77,300
Venango	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Warren	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Washington	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600
Wayne	\$40,050	\$45,800	\$51,500	\$57,200	\$61,800	\$66,400	\$70,950	\$75,550
Westmoreland	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600
Wyoming	\$39,550	\$45,200	\$50,850	\$56,500	\$61,050	\$65,550	\$70,100	\$74,600
York	\$45,850	\$52,400	\$58,950	\$65,450	\$70,700	\$75,950	\$81,200	\$86,400

APPENDIX F

2021 AMI Tables – 80 percent, 50 percent, and 30 percent

County	50% AMI 1 Person	50% AMI 2 Person	50% AMI 3 Person	50% AMI 4 Person	50% AMI 5 Person	50% AMI 6 Person	50% AMI 7 Person	50% AMI 8 Person
Adams	\$28,550	\$32,600	\$36,700	\$40,750	\$44,050	\$47,300	\$50,550	\$53,800
Allegheny	\$29,700	\$33,950	\$38,200	\$42,400	\$45,800	\$49,200	\$52,600	\$56,000
Armstrong	\$23,850	\$27,250	\$30,650	\$34,050	\$36,800	\$39,500	\$42,250	\$44,950
Beaver	\$29,700	\$33,950	\$38,200	\$42,400	\$45,800	\$49,200	\$52,600	\$56,000
Bedford	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Berks	\$28,800	\$32,900	\$37,000	\$41,100	\$44,400	\$47,700	\$51,000	\$54,300
Blair	\$23,850	\$27,250	\$30,650	\$34,050	\$36,800	\$39,500	\$42,250	\$44,950
Bradford	\$23,450	\$26,800	\$30,150	\$33,500	\$36,200	\$38,900	\$41,550	\$44,250
Bucks	\$33,100	\$37,800	\$42,550	\$47,250	\$51,050	\$54,850	\$58,600	\$62,400
Butler	\$29,700	\$33,950	\$38,200	\$42,400	\$45,800	\$49,200	\$52,600	\$56,000
Cambria	\$22,950	\$26,200	\$29,500	\$32,750	\$35,400	\$38,000	\$40,650	\$43,250
Cameron	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Carbon	\$28,700	\$32,800	\$36,900	\$40,950	\$44,250	\$47,550	\$50,800	\$54,100
Centre	\$30,800	\$35,200	\$39,600	\$43,950	\$47,500	\$51,000	\$54,500	\$58,050
Chester	\$33,100	\$37,800	\$42,550	\$47,250	\$51,050	\$54,850	\$58,600	\$62,400
Clarion	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Clearfield	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Clinton	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Columbia	\$24,150	\$27,600	\$31,050	\$34,500	\$37,300	\$40,050	\$42,800	\$45,550
Crawford	\$23,100	\$26,400	\$29,700	\$33,000	\$35,650	\$38,300	\$40,950	\$43,600
Cumberland	\$29,750	\$34,000	\$38,250	\$42,450	\$45,850	\$49,250	\$52,650	\$56,050
Dauphin	\$29,750	\$34,000	\$38,250	\$42,450	\$45,850	\$49,250	\$52,650	\$56,050
Delaware	\$33,100	\$37,800	\$42,550	\$47,250	\$51,050	\$54,850	\$58,600	\$62,400
Elk	\$24,450	\$27,950	\$31,450	\$34,900	\$37,700	\$40,500	\$43,300	\$46,100
Erie	\$23,800	\$27,200	\$30,600	\$34,000	\$36,750	\$39,450	\$42,200	\$44,900
Fayette	\$29,700	\$33,950	\$38,200	\$42,400	\$45,800	\$49,200	\$52,600	\$56,000
Forest	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Franklin	\$26,050	\$29,800	\$33,500	\$37,200	\$40,200	\$43,200	\$46,150	\$49,150
Fulton	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Greene	\$24,600	\$28,100	\$31,600	\$35,100	\$37,950	\$40,750	\$43,550	\$46,350
Huntingdon	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Indiana	\$23,000	\$26,300	\$29,600	\$32,850	\$35,500	\$38,150	\$40,750	\$43,400
Jefferson	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Juniata	\$23,900	\$27,300	\$30,700	\$34,100	\$36,850	\$39,600	\$42,300	\$45,050
Lackawana	\$24,750	\$28,250	\$31,800	\$35,300	\$38,150	\$40,950	\$43,800	\$46,600
Lancaster	\$29,050	\$33,200	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500	\$54,800
Lawrence	\$23,050	\$26,350	\$29,650	\$32,900	\$35,550	\$38,200	\$40,800	\$43,450
Lebanon	\$26,700	\$30,500	\$34,300	\$38,100	\$41,150	\$44,200	\$47,250	\$50,300
Lehigh	\$28,700	\$32,800	\$36,900	\$40,950	\$44,250	\$47,550	\$50,800	\$54,100
Luzerne	\$24,750	\$28,250	\$31,800	\$35,300	\$38,150	\$40,950	\$43,800	\$46,600
Lycoming	\$23,850	\$27,250	\$30,650	\$34,050	\$36,800	\$39,500	\$42,250	\$44,950
McKean	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Mercer	\$23,350	\$26,650	\$30,000	\$33,300	\$36,000	\$38,650	\$41,300	\$44,000
Mifflin	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Monroe	\$28,550	\$32,600	\$36,700	\$40,750	\$44,050	\$47,300	\$50,550	\$53,800
Montgomery	\$33,100	\$37,800	\$42,550	\$47,250	\$51,050	\$54,850	\$58,600	\$62,400
Montour	\$27,350	\$31,250	\$35,150	\$39,050	\$42,200	\$45,300	\$48,450	\$51,550
Northampton	\$28,700	\$32,800	\$36,900	\$40,950	\$44,250	\$47,550	\$50,800	\$54,100
Northumberland	\$23,000	\$26,300	\$29,600	\$32,850	\$35,500	\$38,150	\$40,750	\$43,400
Perry	\$29,750	\$34,000	\$38,250	\$42,450	\$45,850	\$49,250	\$52,650	\$56,050
Philadelphia	\$33,100	\$37,800	\$42,550	\$47,250	\$51,050	\$54,850	\$58,600	\$62,400
Pike	\$27,650	\$31,600	\$35,550	\$39,450	\$42,650	\$45,800	\$48,950	\$52,100
Potter	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Schuylkill	\$23,950	\$27,400	\$30,800	\$34,200	\$36,950	\$39,700	\$42,450	\$45,150
Snyder	\$24,600	\$28,100	\$31,600	\$35,100	\$37,950	\$40,750	\$43,550	\$46,350
Somerset	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Sullivan	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Susquehanna	\$23,350	\$26,700	\$30,050	\$33,350	\$36,050	\$38,700	\$41,400	\$44,050
Tioga	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Union	\$25,650	\$29,300	\$32,950	\$36,600	\$39,550	\$42,500	\$45,400	\$48,350
Venango	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Warren	\$22,800	\$26,050	\$29,300	\$32,550	\$35,200	\$37,800	\$40,400	\$43,000
Washington	\$29,700	\$33,950	\$38,200	\$42,400	\$45,800	\$49,200	\$52,600	\$56,000
Wayne	\$25,050	\$28,600	\$32,200	\$35,750	\$38,650	\$41,500	\$44,350	\$47,200
Westmoreland	\$29,700	\$33,950	\$38,200	\$42,400	\$45,800	\$49,200	\$52,600	\$56,000
Wyoming	\$24,750	\$28,250	\$31,800	\$35,300	\$38,150	\$40,950	\$43,800	\$46,600
York	\$28,650	\$32,750	\$36,850	\$40,900	\$44,200	\$47,450	\$50,750	\$54,000

APPENDIX F

2021 AMI Tables – 80 percent, 50 percent, and 30 percent

County	30%AMI 1 Person	30%AMI 2 Person	30%AMI 3 Person	30%AMI 4 Person	30%AMI 5 Person	30%AMI 6 Person	30%AMI 7 Person	30%AMI 8 Person
Adams	\$17,150	\$19,600	\$22,050	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Allegheny	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Armstrong	\$14,350	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Beaver	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Bedford	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Berks	\$17,300	\$19,750	\$22,200	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Blair	\$14,350	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Bradford	\$14,100	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,250
Bucks	\$19,850	\$22,700	\$25,550	\$28,350	\$31,040	\$35,580	\$40,120	\$44,660
Butler	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Cambria	\$13,800	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,250
Cameron	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Carbon	\$17,200	\$19,650	\$22,100	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Centre	\$18,450	\$21,100	\$23,750	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Chester	\$19,850	\$22,700	\$25,550	\$28,350	\$31,040	\$35,580	\$40,120	\$44,660
Clarion	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Clearfield	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Clinton	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Columbia	\$14,500	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Crawford	\$13,900	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,600
Cumberland	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Dauphin	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Delaware	\$19,850	\$22,700	\$25,550	\$28,350	\$31,040	\$35,580	\$40,120	\$44,660
Elk	\$14,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Erie	\$14,300	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Fayette	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Forest	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Franklin	\$15,650	\$17,850	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Fulton	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Greene	\$14,750	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Huntingdon	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Indiana	\$13,800	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,400
Jefferson	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Juniata	\$14,350	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Lackawana	\$14,850	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Lancaster	\$17,450	\$19,950	\$22,450	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Lawrence	\$13,850	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,450
Lebanon	\$16,000	\$18,300	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Lehigh	\$17,200	\$19,650	\$22,100	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Luzerne	\$14,850	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Lycoming	\$14,350	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
McKean	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Mercer	\$14,000	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,000
Mifflin	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Monroe	\$17,150	\$19,600	\$22,050	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Montgomery	\$19,850	\$22,700	\$25,550	\$28,350	\$31,040	\$35,580	\$40,120	\$44,660
Montour	\$16,450	\$18,800	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Northampton	\$17,200	\$19,650	\$22,100	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Northumberland	\$13,800	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,400
Perry	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Philadelphia	\$19,850	\$22,700	\$25,550	\$28,350	\$31,040	\$35,580	\$40,120	\$44,660
Pike	\$16,600	\$18,950	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Potter	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Schuylkill	\$14,350	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Snyder	\$14,750	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Somerset	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Sullivan	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Susquehanna	\$14,000	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,050
Tioaga	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Union	\$15,400	\$17,600	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Venango	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Warren	\$13,700	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$43,000
Washington	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Wayne	\$15,050	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Westmoreland	\$17,850	\$20,400	\$22,950	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
Wyoming	\$14,850	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
York	\$17,200	\$19,650	\$22,100	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660

APPENDIX G

ERAP MONTHLY REPORTS

1. The monthly ERAP reports are completed monthly with a final cumulative report at the conclusion of the program. The monthly reports are due to the department by the 10th of the following month. If the 10th of the month is on a weekend or holiday, the reports are due on the previous business day.

- a. The report should contain total monthly figures. A grant period is a calendar month.

Submit the monthly ERAP reports to RA-PWERAPreportsOIM@pa.gov.

2. The monthly report format will capture the aggregated cumulative data points as required by the US Department of the Treasury and the Pennsylvania General Assembly.

3. Application data fields include:

- a. Total number of unique households that submitted an application. Each household should be only counted once, including where applicants applied multiple times in the monthly time period.

- b. Total number of households approved and paid rent/rent arrears/utility payments/utility arrears, or other housing expenses. *(This does not include households that received housing stability services.)*

- i. This number must also be broken out by race, ethnicity, and gender.

- c. The total number of households approved for ERAP for the first time.

- i. This number must also be broken out by race, ethnicity, and gender.

- d. Total number of unique households that received any of the five types of ERAP financial assistance. Each of these types must also be broken out by race, ethnicity, and gender.

- i. Rent: includes any household paid at least one rent payment of any dollar amount in the reporting month.
 - ii. Rental Arrears: includes any household paid during the reporting month a payment of any dollar amount for rental arrears.
 - iii. Utilities/Home Energy Bills: includes any household paid at least one utility payment of any dollar amount in the reporting month.
 - iv. Utilities/Home Energy Arrears: includes any household paid during the reporting month a payment of any dollar amount for rental arrears.
 - v. Other Expenses Related to Housing: includes any household paid any dollar amount in the reporting month for other approved housing expenses.
- e. Total number of unique households that were paid in the reporting month by the following household income levels. Each of these must also be broken out by race, ethnicity, and gender of the primary applicant.
 - i. Less than 30 percent of AMI
 - ii. Between 30 percent and 50 percent AMI
 - iii. Between 50 percent and 80 percent AMI
- f. Total households whose income was determined using categorical eligibility.
- g. Total households whose income was determined using a fact-based proxy.

4. Fiscal report data fields include:

- a. Total dollar amount paid in the report month for each of the five types of ERAP financial assistance. Each of these types must also be broken out by race, ethnicity, and gender.
 - i. Rent
 - ii. Rental arrears

- iii. Utility
 - iv. Utility arrears
 - v. Other expenses related to housing
- b. Average number of future months of rental assistance paid for unique households.
- c. Average number of future months of utility assistance paid for unique households.
- d. Number of unique households that were paid a payment **or were provided services** for housing stability services.
- e. Total dollar amount of ERAP funds approved (obligated) to unique households. Note: Obligated for reporting purposes is defined as approved for payment to a household in the reporting month and the amount obligated should reflect the amount of payment to or for the household the provider has agreed to pay as evidenced by a legally binding agreement or contract.
 - i. Rent: includes any household paid at least one rent payment of any dollar amount in the reporting month.
 - ii. Rental Arrears: includes any household paid during the reporting month a payment of any dollar amount for rental arrears.
 - iii. Utilities/home energy bills: includes any household paid at least one utility payment of any dollar amount in the reporting month.
 - iv. Utilities/home energy Arrears: includes any household paid during the reporting month a payment of any dollar amount for rental arrears.
 - v. Other Expenses Related to Housing: includes any household paid any dollar amount in the reporting month for other approved housing expenses.
- f. Administrative Dollars- Paid and Obligated (approved not paid).
- g. Housing Stability Dollars- Paid and Obligated (approved not paid).

APPENDIX G-2

ERAP QUARTERLY REPORT

Participant Household Payment Data File

Each county must submit a data file containing the household-level information described below for each ERAP financial assistance payment made to or on behalf of each participant household during the reporting period. The Financial Assistance expenditure category includes payments made by the county for rent, rental arrears, utility/home energy costs, utility/home energy services arrears and other housing services and eligible expenses.

Cash Surrender Value Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required in this order for PHP Data File. The “Participant Household” address fields should include the physical address for each Participant Household (i.e., tenant) that received ERAP financial assistance either directly or through a payment made to their landlord, utility/home energy provider, or other service provider.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Participant Household Address 1	First line of the Participant Household’s physical address (not a P.O. Box)	Required	n/a	String	120
Defined Term	Definition	Required	List Values	Data Type	Max Length
Participant Household Address 2	Second line of the Participant Household’s physical address (Not a P.O. Box)	Optional	n/a	String	120

Participant Household Address 3	Third line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120
Participant Household City	The name of the city where the Participant Household's physical address is located	Required	n/a	String	40
Participant Household State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating the Participant Household's state	Required	n/a	String	2
Defined Term	Definition	Required	List Values	Data Type	Max Length
Participant Household Zip+4	Zip+4 (four digits) identifying the physical address of the Participant Household.	Optional	n/a	String	4

Payee Type	A collection of indicators of different types of payees	Required	Tenant; Landlord or Owner; Utility/Home Energy Service Provider; Other Housing Services and Eligible Expenses Provider	Picklist (see permissible values in previous column)	120
Amount of Payment	Total amount of ERA funds disbursed to the payee	Required	n/a	Dollar Numeric	12,2
Date of Payment	The date the payment was disbursed to the payee	Required	n/a	Date Numeric	8 MM/DD/YYYY
Type of Assistance Covered by Payment	A collection of indicators of different types of assistance	Required	Rent; Rental Arrears; Utilities/Home Energy Costs; Utility/Home Energy	Picklist (see permissible values in previous column)	120
Defined Term	Definition	Required	List Values	Data Type	Max Length
Start Date Covered by the Payment	Report the start date indicating the time period covered by the assistance. Format MM/DD/YYYY	Required	n/a	Date	8 MM/DD/YYYY

End Date Covered by the Payment	End date the Financial Assistance covers for a particular household	Required	n/a	Date Numeric	8 MM/DD/YYYY
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APPENDIX H

CERTIFICATIONS

Emergency Rental Assistance Program

TENANT CERTIFICATION

I CERTIFY THAT:

I am the tenant or future tenant of the residence stated below. I am at least one month in arrears of rent payment and in danger of eviction or I am an existing/new tenant and requesting funding for occupancy at this location:

Address _____
City, State _____
Zip code _____

I acknowledge that the Landlord may apply for assistance on my behalf for payment of said arrearage or occupancy.

Monthly rent: \$ _____ Rental Arrears: \$ _____

LANDLORD NAME (PLEASE PRINT)

RENTER NAME (PLEASE PRINT)

ADDRESS

ADDRESS

CITY

ZIP CODE

CITY

ZIP CODE

PHONE NUMBER

PHONE NUMBER

LANDLORD SIGNATURE/DATE

RENTER SIGNATURE/DATE

Emergency Rental Assistance Program

LANDLORD CERTIFICATION

I CERTIFY THAT:

I am the owner or legal agent of the residence stated below. The renter is at least one month in arrears of rent payment and is in danger of eviction or the renter is an existing/new tenant and is requesting funding for occupancy at this location:

Address _____
City, State _____
Zip code _____

☐ I accept payment for said arrearage or occupancy.

☐ I refuse to participate and will not accept payment.

Monthly rent: \$ _____ Rental Arrears: \$ _____

LANDLORD NAME (PLEASE PRINT)

RENTER NAME (PLEASE PRINT)

ADDRESS

ADDRESS

CITY

ZIP CODE

CITY

ZIP CODE

PHONE NUMBER

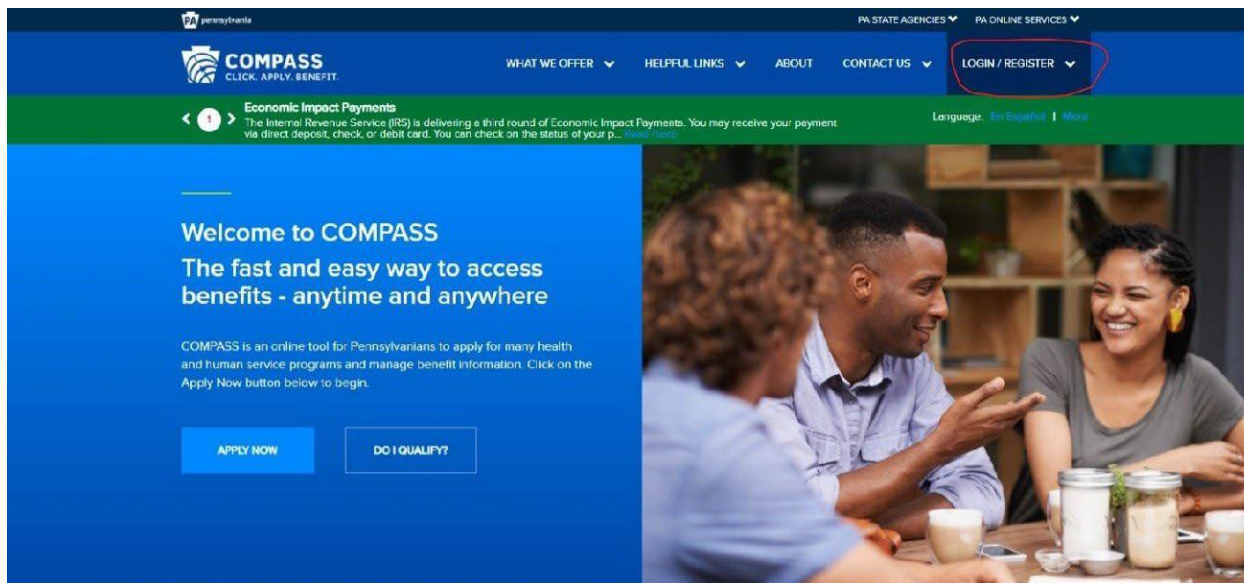
PHONE NUMBER

LANDLORD SIGNATURE/DATE

RENTER SIGNATURE/D

APPENDIX J - ERAP Benefit Search Instructions

1. From the COMPASS home page select login from the upper right-hand corner.



<p>1J Renew Your Benefits</p> <p>Log in to your myCOMPASS account to renew your benefits. If you are not a myCOMPASS account, click on the link below.</p> <p>Renew Now</p>	<p>– Finish Your Application</p> <p>Log in to your myCOMPASS account to finish your application. If you do not have a myCOMPASS account, click on the link below.</p> <p>Continue</p>	<p>U Free Summer Meals for Children</p> <p>The Summer Food Service Program offers free nutritious meals for children and younger adults during the summer months. If you are interested in applying, click on the link below.</p> <p>Learn More</p>	<p>– Emergency Rental Assistance Program</p> <p>Start your application now.</p> <p>Get Started</p>
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Get the myCOMPASS PA App Today!

Access your benefits from anywhere, anytime. Renew what benefits you desire, check the status of your application, upload documents, submit your Semi-Annual Reporting (SAR), and report changes directly from your phone.

Your Benefits Made Easy



2. Select the Service Provider Login.

The screenshot shows the COMPASS HHS Home website. The header includes the COMPASS logo and navigation links: WHAT WE OFFER, HELPFUL LINKS, ABOUT, CONTACT US, and LOGIN / REGISTER. The main content area is divided into two columns. The left column contains sections for Community Partners, Service Providers (highlighted with a red box), and Emergency Rental Assistance Program. The right column contains a section for Individuals & Families. The Service Providers section is highlighted with a red box, indicating the correct selection for the login process.

Community Partners

Community Partners are community-based agencies, organizations, coalitions, hospitals, church groups, sponsors of the National School Lunch Program (NSLP) and other groups that wish to help Pennsylvanians submit applications for health and human services.

[Login / Register](#)

Service Providers

Service Providers and Business Partners are public utilities that provide Lifeline and other program benefits to low-income individuals.

[Login / Register](#)

Emergency Rental Assistance Program

Individuals & Families

My COMPASS Account is a secure, central location for your application and benefit information. With your My COMPASS Account, you can:

- ✓ Apply for benefits
- ✓ Renew your benefits
- ✓ Check the status of your application
- ✓ Upload documentation for your application or case
- ✓ View your benefit information, such as benefit amount and renewal date
- ✓ Report changes to your case, such as a change in income or address
- ✓ Receive e-Notices
- ✓ Manage other aspects of your benefits online

[Login / Register](#)

3. Enter b-user login credentials.

The screenshot shows the Keystone Key login page. The page has a blue background with the PA pennsylvania logo at the top. The main heading is "Keystone Key". Below this, there are two input fields: "Username:" and "Password:". Below the password field is a yellow "LOGIN" button. To the right of the login fields, there are two sections: "Self-service for Business Partners" and "Self-service for Commonwealth Employees". The "Self-service for Business Partners" section includes links for "Forgot User ID", "Forgot Password", and "Edit Profile". The "Self-service for Commonwealth Employees" section includes a link for "Change CWOPA Password or Hint Questions". At the bottom of the page, there is a warning about unauthorized access and a copyright notice for 2015.

PA pennsylvania

Keystone Key

Username:

Password:

LOGIN

Self-service for Business Partners

- [Forgot User ID](#)
- [Forgot Password](#)
- [Edit Profile](#)

Self-service for Commonwealth Employees

- [Change CWOPA Password or Hint Questions](#)

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Public Welfare Security and Audits Unit.

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4. Perform Benefit Search

Enter up to five individuals per search. Use the “Reset” button to perform another search for up to five persons as needed. Please remember to log out after completing searches.

The screenshot displays a web form titled "SSN Search" with a blue header. The form contains five identical sections for "Individual 1" through "Individual 5". Each section has five input fields: "First Name:", "Middle Initial:", "Last Name:", "Date of Birth:", and "Last 4 digits of SSN:". The "Date of Birth" field includes a calendar icon. Below the form, there are two buttons: a green "Search" button and a grey "Reset" button.

Individual 1	Individual 2	Individual 3	Individual 4	Individual 5
First Name: Enter First Name	First Name: Enter First Name	First Name: Enter First Name	First Name: Enter First Name	First Name: Enter First Name
Middle Initial: Enter Middle Initial	Middle Initial: Enter Middle Initial	Middle Initial: Enter Middle Initial	Middle Initial: Enter Middle Initial	Middle Initial: Enter Middle Initial
Last Name: Enter Last Name	Last Name: Enter Last Name	Last Name: Enter Last Name	Last Name: Enter Last Name	Last Name: Enter Last Name
Date of Birth: Enter Date of Birth	Date of Birth: Enter Date of Birth	Date of Birth: Enter Date of Birth	Date of Birth: Enter Date of Birth	Date of Birth: Enter Date of Birth
Last 4 digits of SSN: Enter last 4 digits of SSN	Last 4 digits of SSN: Enter last 4 digits of SSN	Last 4 digits of SSN: Enter last 4 digits of SSN	Last 4 digits of SSN: Enter last 4 digits of SSN	Last 4 digits of SSN: Enter last 4 digits of SSN

Search **Reset**

ERAP agencies may use “Yes” results from the COMPASS Benefit Search page to establish categorical income eligibility provided that the applicant has signed an authorization for release of information. A “Yes” indicator for benefits is sufficient verification that the Department of Human Services has established income eligibility at an income limit below the 80 percent area median income after January 1, 2021.