

INSTRUCTIONS FOR APPLICATION FOR AFTERCARE SERVICES DIRECT RENT SUBSIDY

Thank you for applying for the Aftercare Services Direct Rent Subsidy Program. These instructions are provided to assist you to complete Form ACS-DRS.

In order to determine eligibility for the applicant IFA must receive a complete application. A complete application includes the following:

- A completed copy of Form ACS-DRS
- A completed Monthly Budget Form
- Documentation that the applicant has applied to other rental assistance programs available in the community and that it has been determined the applicant was not eligible or was placed on a waiting list. Examples include letter from Public Housing Authority (PHA) stating that applicant is on waiting list, letter from PHA that family (household) is ineligible, notice from PHA that waiting list is closed (initial and date). If waiting list opens the applicant or their representative is expected to submit an application during that time period the PHA accepts applications.

1. Place an or to designate if the application is a New Application, Annual Renewal or Change of Information.

- **New Application:** Must be submitted if the applicant is not currently receiving rent subsidy or the subsidy has lapsed without renewal. A complete application must be submitted (Form ACS-DRS plus the monthly budget form).
- **Annual Renewal:** The renewal or “redetermination of eligibility” is completed at least once every 12 months to maintain ongoing eligibility for the program. A complete application must be submitted.
- **Change of Information:** Once a youth receives direct rent subsidy, changes in the following must be reported within 10 working days:
 - a) If the youth no longer participates in the Aftercare Services program,
 - b) Youth’s name,
 - c) Youth’s address,
 - d) Rent amount,
 - e) Youth’s self-sufficiency advocate,
 - f) Youth’s aftercare services contracted agency,
 - g) Income,
 - h) Number of minor dependents living with youth,
 - i) Change in the names of the people on the lease,
 - j) If there is an unapproved person residing in the rental unit,
 - k) If the youth fails to complete the renter education program within the time period stated in the application, or
 - l) Obtained eligibility for any other local, state or federal rent subsidy.

When submitting the Change of Information application, list the applicant’s first and last name, information that has been changed from the most recent application, printed name, signature, and date of the person submitting the information must be completed.

2. **Youth’s Information:** List the information for the youth.
3. **Earned and Unearned Income Information for the Next 12 Months:** List either the monthly or annual income for the applicant. A monthly budget form must be attached.
4. **Rental Unit Information:**
 - a. List the date the applicant moved or will move into the rental unit.
 - b. List the total monthly rent for the rental unit.
 - c. List the number of bedrooms specified on the lease. If the number of bedrooms is not listed, put the number of bedrooms that the prudent person would recognize as bedrooms.
 - d. List the number of youth’s minor dependents. The minor dependent must be both financially dependent on the applicant and residing with the youth the majority of the time.



- e. List the names of the people (if any) that are on, or will be on, the lease.
5. **Participation in Aftercare Services Program:**
 - a. List the date that the youth entered the program. The youth **MUST** be an active participant in aftercare services, making progress toward an identified goal of obtaining or maintaining stable housing.
 - b. List the age that the youth entered the aftercare services program. The youth must have been age 18 or older to be eligible for direct rent subsidy.
6. **Participation in Education on Renter Rights/Responsibilities:** Provide the date that the youth completed or will complete one of the following: Lived in a transitional apartment (through the Aftercare Services Transitional Apartment Program), completed, enrolled in, or is currently participating in a renter education program.
7. **Self Sufficiency Advocate Contact Information:** List the information for the self-sufficiency advocate.
8. **Declaration & Certification:** Read the statement and certify that the statement is correct. Place the initials of the person that is certifying each item listed. Print the name of the person that is making the certification, enter the organization's code (unique code assigned by IFA) and date the application.

Email Form ACS-DRS, along with the Monthly Budget Form to:

ifa_rent_subsidy_admin@IowaFinance.com

Or mail both documents to: Iowa Finance Authority; Attn: Aftercare Rent Subsidy; 1963 Bell Avenue, Suite 200
Des Moines, IA 50315