



CITY OF PHILADELPHIA • DIVISION OF SOCIAL SERVICES
OFFICE OF SUPPORTIVE HOUSING

Housing Retention Program

Available Assistance through the Housing Retention Program:

- Mortgage Assistance
- Rent Assistance
- Utility Assistance – Only when **no** other utility assistance is available.

To be **eligible** to receive services, Households **must**:

- ✓ Have established residency in Philadelphia
- ✓ Have a combined gross annual income that is at or below 252% of the Federal Income Poverty Guidelines
- ✓ Be experiencing a **short-term** financial crisis. After receipt of assistance through the Housing Retention Program, Household will be able to pay for all future expenses without additional assistance.
- ✓ Currently reside in an **unsubsidized** housing unit (private market apartment/home),
- ✓ Contain a Head of Household that is 18 years or older or has documentation of legal emancipation
- ✓ Received either written or verbal notification from their landlord/mortgage company that they will lose their housing unless some type of payment is received.

Residency and Household Composition Requirements:

- ✓ Households with dependent children are eligible if they reside in one of the following zip code areas: 19104, 19121, 19122, 19132, 19133, 19134, 19139, 19140, 19143, 19144, 19145, or 19146
- ✓ Households without dependent children are eligible if they reside in one of the following zip code areas: 19121, 19122, 19132, 19133, 19134, 19140, 19144, 19145, or 19146

Households are **ineligible** for services, if they are:

- ≠ Current residents of a subsidized housing program,
- ≠ Previous Recipients of cash assistance provided through the Housing Retention Program or the Office of Supportive Housing's Relocation Services Unit within the previous 12-month period.
- ≠ Seeking assistance to relocate into a different housing unit,
- ≠ Seeking assistance due to county-wide disasters, and/or
- ≠ Current residents in an emergency shelter, transitional housing program, or permanent supportive housing program.



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Housing Retention Program (cont.)

→ Applicants **must** seek assistance from the service provider assigned to the **zip code** area in which the applicants currently reside:

Households **with dependent children** may seek assistance from the following community agencies:

<p>North/Northwest Philadelphia: 19121, 19122, 19132, 19133, 19140, 19144</p> <p>Korean Community Development Services Center 6055 N. 5th Street Philadelphia, PA 19120 215-276-3466</p>	<p>North/Northwest Philadelphia: 19121, 19122, 19132, 19133, 19134, 19140, 19144</p> <p>Congreso de Latinos Unidos 216 W. Somerset St. Philadelphia, PA 19133 215-763-8870 x1120</p>
<p>South Philadelphia: 19145, 19146</p> <p>Diversified Community Services – Dixon House 1920 South 20th Street Philadelphia, PA 19145 215-336-3511</p>	<p>West Philadelphia: 19104, 19139, 19143</p> <p>Carroll Park Community Council, Inc. 5218 Master Street Philadelphia, PA 19131 215-878-1546 or 215-877-1157</p>

Households **without dependent children** may seek assistance from the following community agencies:

<p>North/Northwest Philadelphia: 19121, 19122, 19132, 19133, 19140, 19144</p> <p>Korean Community Development Services Center 6055 N. 5th Street Philadelphia, PA 19120 215-276-3466</p>	<p>South Philadelphia: 19145, 19146</p> <p>Diversified Community Services – Dixon House 1920 South 20th Street Philadelphia, PA 19145 215-336-3511</p>
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Housing Retention Program (cont.)

Required Documentation to Establish Eligibility

All Applicants

- Documentation of household income earned through employment
- Documentation of household income received through government programs (TANF, General Assistance, Social Security Disability Payments, etc.)
- Photo ID of Applicant
- Social security card for each adult member of the household
- Birth certificate or proof of guardianship for each **dependent** child member of the household

Utility Assistance Applicants

- Utility bills received during the previous 3 months
- Most recent utility shut-off notices (if applicable)

Mortgage Assistance Applicants

- Mortgage delinquency letter/Foreclosure Papers
- Proof of homeownership (deed, taxes)

Rent Assistance Applicants

- Eviction letter/notice and/or Crisis letter from landlord
- Receipt for last rent payment
- Copy of Lease Agreement
- If an eviction notice has been received, a letter from the landlord must be provided confirming that the landlord will drop the eviction and continue to rent to the client if rental assistance payment is granted.

→ It is highly recommended that applicants bring as many of the above-mentioned documents to their intake appointment. Applications cannot be approved without receipt of all necessary documentation!