

HOW TO GET STARTED

- A. If you are living at a transitional shelter and have 6 months remaining until your exit date, please obtain a “homeless referral letter” from your case worker.
- B. If you are living at an emergency or domestic violence shelter, submit a homeless verification letter as needed.
- C. If you are living in unsheltered conditions (park, beach, car, etc.) or in an “at risk” of becoming homeless situation, please contact one of the following agencies to validate your status and obtain a homeless verification letter:
- ∞ **Waianae Coast Comprehensive Center:** 697-3586
 - ∞ **Waianae Community Outreach:** 696-5667
 - ∞ **Care-A-Van:** 922-4790
 - ∞ **Kalihi Palama Health Center:** 791-4518
- D. Homeless Verification Letters must be submitted to the Rent to Work Program by:
Fax: (808) 832-7805 or

Mail: 1505 Dillingham Blvd. Ste. 216,
Honolulu, HI 96817

WorkHawaii Division
Rent to Work Program
1505 Dillingham Blvd. Ste. 216
Honolulu, HI 96817



“Opening doors to overcome homelessness.”

CONTACT INFORMATION:

Office: (808) 768-5727
Fax: (808) 832-7805



Rent to Work

Program

**Rental Assistance and
Support Services to
Persons Experiencing
Homelessness**



“Housing Families... Transforming Lives.”

RENT TO WORK PROGRAM

MISSION:

“To provide short term rental subsidy assistance to persons experiencing homelessness with case management and supportive services to include financial literacy, employment and life skills training. Person’s eligible must be willing to provide 30% of gross income towards rent.”

RENTAL ASSISTANCE

- ∞ Provide temporary rental assistance to eligible families for up to 24 months.
- ∞ Complete goals towards employment and establishment of a savings account.
- ∞ Research reasonable and affordable accommodations.
- ∞ Unit must meet housing inspection standards, zoning, and rent reasonableness test, pursuant to Chapter 2, Hawaii County Code.
- ∞ Comply with established payment standard in accordance with Department of Housing and Urban Development (HUD) standards.



OUTREACH

The Rent to Work program will provide services to applicants who meet homelessness and income eligibility requirements.

Outreach efforts will be coordinated with homeless service providers, emergency and transitional shelters, faith based organizations and other community partners to inform and educate the community of the services available for the intervention and prevention of homelessness.

Rent to Work will streamline the referral process to prioritize those families/individuals with the highest “risk” to find affordable housing, maintain employment, establish savings and obtain self-sufficiency.



ELIGIBILITY

Applicants must meet the following minimum requirements:

- ∞ Have verification that each household member meets the federal definition of homelessness; and
- ∞ Have an annual income that does not exceed 60% of the area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development (HUD).

REQUIREMENTS

- ∞ Eligible applicants must be willing to contribute 30% of the household’s gross income towards the monthly rent.
- ∞ At least one adult family member must be employed 20+ hours per week at a minimum of 3 months prior to coupon issue.
- ∞ Savings balance to reflect 1st month rent and security deposit amount.
- ∞ Completion of Money Smart Certification.

DISQUALIFIERS

- ∞ Indebtedness to any Public Housing Authority (City/State)
- ∞ Registered Sex Offender (24CFR 982.553)
- ∞ Persons who have been convicted of manufacturing and/or distributing methamphetamines (24CFR 982.533 (a)2)