

**Southeast Kansas Community Action Program, Inc.**  
*Recipient of the "Award for Excellence" in Community Action*

Tenant Based Rental Assistance (TBRA)  
Application Checklist – Begins Feb. 14<sup>th</sup>, 2019

1. Contact the nearest Access Point listed on the attached sheet to complete an assessment and obtain a Homeless Certification to determine your level of need for services. TBRA applicants will be prioritized for services based on level of need/vulnerability.
2. Complete TBRA application online at [www.sekcap.housingmanager.com](http://www.sekcap.housingmanager.com). You may submit a Section 8 application at the same time by selecting both waitlists when you complete the application. If you do not have access to the internet via your personal computer or cell phone, you may be able to use a computer at your local library. A list of public libraries is available on our website, [www.sek-cap.com](http://www.sek-cap.com). If you are unable to complete the application online, please contact our office to make other arrangements.
3. Please make sure we have a reliable mailing address, phone number, and email address. If we are unable to contact you, we will remove you from the waitlist.
4. You may gather the following documents (if applicable), so you will be prepared to provide them when requested. **Please do not send until requested:**
  - Homeless Certification
  - Copy of photo ID for ALL adult household members
  - Copy of social security card for ALL household members, including children
  - Dept. for Children & Families benefit award letter (cash & food assistance)
  - Unemployment award letter
  - Current Social Security or SSI award letter ([www.ssa.gov](http://www.ssa.gov), 800-772-1213)
  - Child Support-KPC Pin # AND a copy of Court Order (877-572-5722)
  - Students (ages 18 and older) - Financial aid info, enrollment verification, costs
  - Pension or retirement award letter
  - Employment paystubs FROM LAST 3 MONTHS, if applicable
  - Asset documentation (checking, savings, property, etc.)
  - Reintegration Plan (for every child not currently living with you and in state custody)
  - Proof of disability status (used for rental assistance calculation)
  - If you have drug-related or violent criminal history: conviction journal entries

**TBRA Income Limits**  
Effective 04/01/2018

	<u>Most Counties*</u>	<u>Linn County</u>
1 PERSON HOUSEHOLD-----	\$21,400	\$28,000
2 PERSON HOUSEHOLD-----	\$24,450	\$32,000
3 PERSON HOUSEHOLD-----	\$27,500	\$36,000
4 PERSON HOUSEHOLD-----	\$30,550	\$40,000
5 PERSON HOUSEHOLD-----	\$33,000	\$43,200
6 PERSON HOUSEHOLD-----	\$35,450	\$46,400
7 PERSON HOUSEHOLD-----	\$37,900	\$49,600
8 PERSON HOUSEHOLD-----	\$40,350	\$52,800

**\*MOST COUNTIES INCLUDES ALLEN, BOURBON, CHAUTAUQUA, CHEROKEE, CRAWFORD, ELK, LABETTE, LINN, MONTGOMERY, NEOSHO, WOODSON AND WILSON COUNTIES.**

## TBRA ACCESS POINTS – BY COUNTY

### ALLEN

WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
HOPE UNLIMITED	KATRINA ROUSH, (620)365-7566	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

### BOURBON

WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
SKIL RESOURCE CENTER	CHRISTINA BLAIR, (620)231-6780	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

### CHAUTAUQUA

WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
FOUR COUNTY MENTAL HEALTH	DEBBIE MALONE, (620)331-5115	CLIENTS ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

### CHEROKEE

CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**CRAWFORD**

WESLEY HOUSE	KELLY PULLIAM, (620)232-3760, EXT. 202 JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
SKIL RESOURCE CENTER	CHRISTINA BLAIR, (620)231-6780	ALL WELCOME
CRAWFORD CO. MENTAL HEALTH	JOE LEONARD, (620)687-3654 AMY GLINES, (620)231-5130	ALL WELCOME
SALVATION ARMY	LT. MYLIE HADDEN, (620)231-2845	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**ELK**

WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
FOUR COUNTY MENTAL HEALTH	DEBBIE MALONE, (620)331-5115	CLIENTS ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**LABETTE**

LABETTE CO. EAC	LEE ANN SPENCER, (620)421-0700 THERESA LEONARDO, (620)421-0700	CALL AHEAD
CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**LINN**

WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**MONTGOMERY**

HSH HOMELESS MINSITRY	CHRIS MITCHELL, (620)331-5115 BOBBI HACKNEY, (620)331-0956	ALL WELCOME
CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
FOUR COUNTY MENTAL HEALTH	DEBBIE MALONE, (620)331-5115	CLIENTS ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**NEOSHO**

WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
HOPE UNLIMITED	KATRINA ROUSH, (620)365-7566	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**WILSON**

CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
SAFEHOUSE CRISIS CENTER	REBECCA BRUBAKER, (620)231-8692 BROOKE POWELL (620)231-8692	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
FOUR COUNTY MENTAL HEALTH	DEBBIE MALONE, (620)331-5115	CLIENTS ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME

**WOODSON**

WESLEY HOUSE	JAMI CROWDER, (620)232-3760, EXT. 203	ALL WELCOME
CATHOLIC CHARITIES OF SEK	CASEY BROWN, (620)235-0633	ALL WELCOME
HOPE UNLIMITED	KATRINA ROUSH, (620)365-7566	DV ONLY
SAFE PROJECT	DJUNA HARRIS, (316)494-2221 APRIL SHANER, (316)214-1716 CATHY DANIELS, (316)494-2233	DV ONLY
KDOC – PAROLE	DIANA PEAK, (620)232-6028	CLIENTS ONLY
SEK-CAP	LOU ANN COLYER, (620)238-0380	ALL WELCOME