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

Tenant Based Rental Assistance (TBRA) Checklist

Program Description

This program is designed to assist people who are homeless or about to become homeless, as defined by Housing and Urban Development (HUD). TBRA may help families with this rental subsidy for one year, at which time they would ideally transition to the HUD Program, if needed. Along with a monthly rental subsidy, security and utility deposits may be paid using TBRA funds. Applicant annual gross income must be at or below 50% of the Area Median Income for their county of residence. See page 2 for income limits in your county. Anyone is welcome to apply, but rental subsidy and deposit assistance can only be provided in Allen, Bourbon, Chautauqua, Cherokee, Crawford, Elk, Labette, Linn, Neosho, Montgomery, Wilson, and Woodson counties.

Application Process

1. Complete application online at www.sekcap.housingmanager.com. 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. Please contact SEK-CAP Housing Department if you are unable to apply online.
2. Obtain a Homeless Certification from a participating agency. To locate a participating agency in your county of residence, please call (620)724-8204, ext. 1004.
3. Submit the following REQUIRED documents (when applicable) to SEK-CAP Housing Department via mail or scanned email (must be readable):
 - Copy of photo I.D. for ALL adult household members
 - Copy of social security card for ALL household members, including children
 - Dept. for Children & Families benefit award letter (cash and food assistance)
 - Unemployment award letter
 - Current Social Security or SSI award letter (www.ssa.gov, 800-772-1213)
 - Child support – KPC PIN # AND copy of Court Order
 - Financial aid and enrollment verification, if student
 - Pension or retirement award letter
 - Employment paystubs FROM LAST 3 MONTHS, if applicable
 - Asset documentation
 - Reintegration Plan (for every child not currently living in the home and in state custody)
4. SEK-CAP will contact you regarding your eligibility for waitlist within two weeks of receiving your application and required documentation. Applicants will be assisted in order of date/time applications are submitted.

TBRA INCOME LIMITS

Effective 03/06/2015

# of People in Household	Most Counties*	Linn County
1	\$20,100	\$25,700
2	\$23,000	\$29,350
3	\$25,850	\$33,000
4	\$28,700	\$36,650
5	\$31,000	\$39,600
6	\$33,300	\$42,550
7	\$35,600	\$45,450
8	\$37,900	\$48,400

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

IF YOU ARE ONLY SOMEWHAT BELOW THE INCOME GUIDELINES, YOUR PORTION OF THE RENT MAY EXCEED THE TOTAL RENT AMOUNT CHARGED BY THE OWNER. IF THIS OCCURS, WE WILL NOT BE ABLE TO ASSIST YOU.