

**APPLICATION PROCESS AND VERIFICATION REQUIREMENT  
FOR THE WARREN COUNTY  
EMERGENCY RENTAL ASSISTANCE PROGRAM**

An application for rental assistance and/or utility assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. The application should be submitted to Warren County Job and Family Services via the online portal or can be completed over the phone for those without internet access.

If a landlord is applying on behalf of the renter, Warren County Job and Family Services will require that the renter complete the ERA application and submit any requested documents.

All applications will be processed in the order they are received by Warren County Job and Family Services or by the agency prioritization criteria.

Applicants must self-attest that the reason they are seeking assistance is as a result of the COVID-19 public emergency.

Applicants must attest that their household income is at or below 80% of the median income in Warren County, Ohio. See chart at the end of this document, for a breakdown of annual and monthly income amounts based on household size.

When applications are being processed, if further verification is required and cannot be verified through other means, applicants may receive a checklist requesting any of the following.

- 2020 Tax Information,
- 2 months of current pay stubs,
- Unemployment compensation statement,
- Statement of zero income,
- Proof of a reduction in income as a result of COVID-19,
- Incurred significant costs as a result of COVID-19, or
- Proof that the household has experienced other financial hardship due directly to COVID-19 that threatens the household's ability to pay for rent and/or utility expenses.

Applicants will be provided a submission deadline to submit any requested verifications back to Warren County Job and Family Services. If the applicant fails to submit requested verifications by the deadline, a second notice will be sent to the applicant. Failure to comply with the deadline of the second notice will result in the denial of the applicant's application.

Approval or Denial of Applications

All applicants will receive in writing either an approval or denial notice to confirm the status of their application.

Valid Application Timeframe

An application for Emergency Rental Assistance is valid for 30 days after the receipt of the application. If the applicant fails to comply with any requests for further documentation after the 30-day application period, the application is no longer valid, and the applicant will receive a notice of denial.

This does not preclude an applicant from re-applying for assistance.

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Applications will be prioritized based on the following.

- Households that include an individual who has been unemployed for the 90 days prior to the application for assistance and households with income at or below 50% of the area median income, applicants who are in shelter status, applicants who are at or below 80% of the area median income, arrearages owed in either rent or utilities will be prioritized.
- Assistance for ongoing rent or utility assistance will be reviewed based on the continued need of the applicant.

“Arrearage”- Money that is owed and should have been paid earlier.

Applicants must provide documentation to support an arrearage that is owed in rent and/or utility. Documentation may include.

- A current statement,
- A statement from the landlord that provides the amount of rental arrearage owed by applicant.

**INCOME VERIFICATION**

The following verifications will be accepted for determination of eligibility for the program.

- 2020 IRS 1040 or any tax filings,
- Current paystubs for each household member,
- W-2's or wage statements for each household member,
- Bank Statements that demonstrate regular income,
- An attestation from an employer or employer verification form,
- Award Letters such as Social Security or Disability awards,
- Retirement/Pension Statements,
- In circumstances where none of the above verifications are accessible the agency will accept a written attestation from the applicant or from a caseworker or other professional regarding the income in the household.
  - If a written attestation of income is provided to Warren County JFS, the agency will review eligibility for the program every three months.

**CATEGORICAL ELIGIBILITY**

If an applicant's household income has been verified to be at or below 80 percent of the area median income in connection with another local, state, or federal government assistance program, Warren County JFS will rely on a determination letter from the government agency that verified the applicants household income, provided that the determination for such a program was made on or after January 1, 2020.

**RENT AMOUNT VERIFICATION**

The following verifications will be accepted for rental amount verification.

- Current lease, signed by the application and the landlord that establishes a rental payment amount
- If the applicant does not have a lease the following verification of residence will be accepted.

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- Evidence of paying utilities for the residential unit,
- Evidence of the rental payment in the absence of a lease may be determine by using the following verification.
  - Bank Statements,
  - Check Stubs,
  - Statement of the landlord,
  - Or any other documentation that reasonably establishes a pattern of paying rent,
- If the applicant can provide sufficient documentation establishing residency in the unit but is unable to provide documentation to show the amount of monthly rent JFS will do the following to determine monthly rent.
  - A written attestation will be required from the applicant providing the monthly rent amount, since verification of this is not possible, JFS will use the Fair Market Rent or the Small Area Fair Market Rent determined by HUD for Warren County.
  - In this case, the household must also attest that they have not received, and does not anticipate receiving, another source of public or private subsidy or assistance for the rental costs that are the subject of the attestation.
  - A 3-month review will be required for cases with a self-attestation monthly rent amount.
- An attestation made by the landlord who can be identified as the verified owner or management agent of the unit or,
- An invoice, bill or statement from the landlord that clearly shows the amount of rent owed either arrearages owed or current rent due,
- Other reasonable documentation provided to Warren County JFS to verify applicant’s residence.

**WARREN COUNTY INCOME GUIDELINES**

<b>Warren County Median Income</b>	<b>FY 2020 Income Category</b>	<b>Household 1</b>	<b>Household 2</b>	<b>Household 3</b>	<b>Household 4</b>	<b>Household 5</b>	<b>Household 6</b>	<b>Household 7</b>
\$86,300	50% of Median Income Annual	\$30,250	\$34,550	\$38,850	\$43,150	\$46,650	\$50,100	\$53,550
	50% of Median Income Monthly	\$2,520	\$2,879	\$3,237	\$3,595	\$3,887	\$4,175	\$4,462
	80% of Median Income	\$48,350	\$55,250	\$62,150	\$69,050	\$74,600	\$80,100	\$85,650
	80% of Median Income Monthly	\$4,029	\$4,604	\$5,179	\$5,754	\$6,216	\$6,675	\$7,137