



## Housing Subsidy Policy

Housing reimbursement options:

- The person pays their full rent to the renting agent and then submits the receipt of payment to Family & Child Service of Schenectady, an affiliate of Living Resources, for processing in accordance with the reimbursement schedule.
- Family & Child Service of Schenectady, an affiliate of Living Resources, directly pays the landlord the approved subsidy in the current approved self direction budget. The person would be responsible for paying the remainder of the rent to the landlord. Family & Child Service of Schenectady processes housing the last week of the month for the following months rent, the landlord will receive payment before the 1st of the month.

The landlord would need to provide a W-9 and current lease to be approved for direct payment.

Please select from the following options as to how you would like your housing subsidy reimbursed:

I would like my rent to be paid directly to my landlord by Living Resources and I will be responsible for paying the remainder.

I will pay my full rent to the landlord and Family & Child Service of Schenectady can reimburse me for my housing subsidy amount when I submit a receipt of my rent payment.

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Participant Signature Date

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Date

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Designee Signature

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Date

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FI Signature

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Date

\*Individuals who are receiving a housing subsidy through their Self-Directed budgets are required to provide a complete housing packet annually to Family & Child Service of Schenectady..