

## **Household Establishment Grant**

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### **What is a Household Establishment Grant?**

A Household Establishment Grant is money paid by the Erie County Department of Social Services to help a person buy furniture needed to set up a home. It can be used to buy such things as beds, dressers, tables, a stove or a refrigerator. It cannot be used to replace furniture worn out by normal use.

### **What makes a person eligible for a Household Establishment Grant?**

To be eligible for a Household Establishment Grant, you must show that you need furniture to set up a household. This includes moving out of a shelter. It is hard to get a furniture grant if you ever had your own furniture before.

### **How do I show that?**

This is not easy to do, and the grants are difficult to get. You must be very persistent. You should have written documentation of your problems before you make your request. Some suggestions:

1. If you moved from an apartment because of unsafe conditions, doing the following things will help you obtain a Household Establishment Grant:
  - a. Keep a record of your complaints to your landlord, with dates and results of your complaints, if any.
  - b. Keep a record of your complaints to the Health Department, with dates and results of the complaints, if any.
  - c. Take photographs of the apartment and date them on the back.
  - d. Keep a record of what people who have seen your apartment have said about its condition.
2. If you had to move into an unfurnished apartment because of domestic violence, the following records will help you get a Household Establishment Grant:
  - a. Police complaints - Keep track of the reason for your complaints, the dates, the complaint number given by the police, and any results.
  - b. Attempts to make a police complaint - Even if the police refused to take your complaint, keep a record of the date you tried to make it and the fact that the police would not respond.
  - c. Medical records
  - d. Counseling records
  - e. Court records

3. If you moved into an unfurnished apartment because your old home was overcrowded, keep a record of the following:
  - a. The number of people living in the apartment
  - b. The number of bedrooms
  - c. The sleeping arrangements
  - d. The reason you had to move

### **Should I do anything else before trying to get a Household Establishment Grant?**

Yes. You should try the suggestions listed below, if possible. Remember to write down names, addresses, dates, etc.

1. Try to find a furnished apartment. Be ready to explain why you could not rent one. Keep the classified ads for the time you tried. Keep a list of the apartments you looked at, the dates, addresses, rent, landlords' names, and why you couldn't rent them. Remember, if the rent is higher than what the Erie County Department of Social Services will pay, you do not have to rent the apartment.
2. If you are on public assistance, ask your worker for help in finding an apartment. Keep track of when you spoke to your worker and the results.
3. Ask family and friends for donations. Keep track of who you asked, when, and the results.
4. Ask charitable organizations for help. Keep track of the organization you asked, the name of the person you spoke to, and the results. Organizations you might ask include:

*	Catholic Charities	(856-4494)
*	St. Vincent DePaul	(882-3360)
*	Goodwill	(854-3494)
*	Salvation Army	(883-9800)
*	211	211

### **Can I apply for a Household Establishment Grant even if I don't have any of the information?**

Yes, but your chances of getting one will be much better if you have this information.

### **How do I apply for a Household Establishment Grant?**

You can apply for a Household Establishment Grant in person at the Erie County Department of Social Services or by filling out the form we have attached and mailing it to your worker. Check the box next to the words "Furniture and Other Household Items." Date and sign the form and send it in. Be sure to keep a copy of it and any other documents you send in.

### **What happens after I submit the form?**

Your worker should contact you to find out why you are asking for a Household Establishment Grant. Be ready to tell your worker why you had to move into an unfurnished apartment and what effort you made to find an affordable furnished apartment. Have as much of the above information as possible. Remember, just telling your worker that you need a Household Establishment Grant is not enough. You must show why you need it.

If your worker does not contact you within 10 days, call him or her and ask what is happening with your request for a Household Establishment Grant.

If the Erie County Department of Social Services approves your application, they will send someone from their "homemaking" office to look at your apartment to find out what furnishings you need.

If the Erie County Department of Social Services denies a Household Establishment Grant for you, call us at 847-0650 immediately. We will tell you how to challenge the denial, or we may agree to take your case.

## REQUEST FOR AN ADDITIONAL ALLOWANCE AND/OR OTHER HELP BY A TEMPORARY ASSISTANCE RECIPIENT

Case Name: _____ Address: _____ _____	Case Number: _____ Telephone Number: _____
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I am requesting the following Temporary Assistance allowance(s) for special need(s): <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Restaurant Allowance</b> because I cannot prepare meals at home.</li> <li><input type="checkbox"/> <b>Pregnancy Allowance</b></li> <li><input type="checkbox"/> <b>Housing and Shelter Related Items</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Moving Expenses</li> <li><input type="checkbox"/> Rent Security Deposit or Agreement</li> <li><input type="checkbox"/> Brokers' or Finders' Fee</li> <li><input type="checkbox"/> Storage of Furniture and Personal Belongings</li> <li><input type="checkbox"/> Repair of Essential Household Items</li> <li><input type="checkbox"/> Property Repairs</li> <li><input type="checkbox"/> Back Rent</li> <li><input type="checkbox"/> Back Mortgage and/or Taxes</li> <li><input type="checkbox"/> Furniture and Other Household Items</li> </ul> </li> <li><input type="checkbox"/> Other _____                      _____                      _____                      _____</li> </ul>	I am requesting other help: <ul style="list-style-type: none"> <li><input type="checkbox"/> Child Care Assistance</li> <li><input type="checkbox"/> I am working.</li> <li><input type="checkbox"/> I am under 21 and wish to obtain a high school equivalency diploma.</li> <li><input type="checkbox"/> I wish to attend approved occupational training.</li> <li><input type="checkbox"/> I am sick and incapacitated and cannot care for my children.</li> <li><input type="checkbox"/> Other _____                      _____                      _____</li> </ul>
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FOR WORKER'S USE ONLY
CLIENT SUBMITTED THE FOLLOWING DOCUMENTATION TO SUPPORT REQUEST
_____ _____

CLIENT'S SIGNATURE X	DATE	WORKER'S SIGNATURE X	DATE
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