

Lawyers Preventing and Ending Homelessness Project (PEHP) Legal Services Referral Form

The legal services program known as the Lawyers Preventing and Ending Homelessness Project (PEHP) provides legal services and advocacy to individuals or households experiencing homelessness, or who are at imminent risk of becoming homeless in Los Angeles County. To obtain legal assistance, an individual or household must meet the U.S. Department of Housing and Urban Development (HUD) definition of “Homelessness” under either Category 1 or Category 4 OR meet the LAHSA definition of “Imminent Risk of Homelessness” (see below). In addition, the individual or household at imminent risk of homelessness must meet the income requirement, as outlined below. A brief glossary has been provided to assist agencies with unfamiliar terms used on the form.

Directions: The referring agency must a) complete the PEHP legal services referral form, b) ensure the applicant signs the form, and c) submit the required supporting documents. If requesting financial assistance for homeless prevention services, a referring agency must contact the funded Prevention Program provider in the Service Planning Area (SPA) where the applicant resides.

Step 1: Determine if the presenting household meets “Homeless” status or is “Imminently at Risk” of becoming homeless. All individuals or households must meet HUD Category 1 or 4, or the LAHSA-defined “Imminent Risk of Homelessness” and provide documentation of status (homeless or imminently at risk of becoming homeless). The referring agency staff can provide a homeless verification letter on agency letterhead or use the LA CoC Homeless Certification form to document the individual’s or household’s homeless status. If documenting those imminently at risk of becoming homeless, it is sufficient to provide a copy of an eviction notice, ‘pay or vacate’ notice, or an Unlawful Detainer.

HOUSING STATUS	
HUD Category 1: Literally Homeless	<input type="checkbox"/> Living in a place not meant for human habitation (i.e. street, sidewalk, car, park, abandoned building, etc.)
	<input type="checkbox"/> Emergency Shelter, Safe Haven, Transitional Housing
	<input type="checkbox"/> Motel or Hotel paid for by charitable organization or government program (Federal, State, or Local)
Imminent Risk of Homelessness	<input type="checkbox"/> Individual or family who will imminently lose their primary nighttime residence within 30 days AND has no subsequent residence identified AND lacks the resources or support networks needed to obtain other permanent housing
HUD Category 4	<input type="checkbox"/> Fleeing or attempting to flee domestic violence, dating violence, sexual assault, human trafficking, or other dangerous life-threatening conditions that relate to violence against the individual or a family member
Rapid Rehousing Participant	<input type="checkbox"/> Housed and actively enrolled in a Rapid Re-Housing program (A Rapid Re-Housing participant maintains their homeless status when they are actively enrolled in a Rapid Re-Housing program.)

Step 2: Determine if the household meets the Annual Gross income eligibility requirement. If the individual or household is imminently at risk of homelessness, they must be at or below 50% of the Area Median Income (AMI) to qualify for legal services. If the individual or household is imminently at risk of becoming homeless AND is in subsidized housing, they can also qualify for legal services with income up to 80% of the Area Median Income (AMI). See income limit summary below (on referenced chart) or at the United States Department of Housing and Urban Development (HUD) link to determine the latest annual income limits.

FY 2018 Income Limits Summary: Los Angeles County, CA								
Income Limits Summary for each fiscal year are found on the United States Department of Housing and Urban Development’s (HUD) website at: https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn								
AREA MEDIAN INCOME (AMI)	HOUSEHOLD SIZE							
	1	2	3	4	5	6	7	8
0-30% Income Limits Annual Household Income	\$20,350	\$23,250	\$26,150	\$29,050	\$31,400	\$33,740	\$38,060	\$42,380
31%-50% Income Limits Annual Household Income	\$33,950	\$38,800	\$43,650	\$48,450	\$52,350	\$56,250	\$60,100	\$64,000
51%-80% Income Limits Annual Household Income	\$54,250	\$62,000	\$69,750	\$77,500	\$83,700	\$89,900	\$96,100	\$102,300

Step 3: Determine where to submit the PEHP referral and supporting documentation. See list below. The Referring Agency will send a referral to the legal services provider in each SPA where the applicant resides. **Note:** If a referring agency is seeking financial assistance for homeless prevention, please contact the LAHSA funded Prevention Program provider.

SPA 1: Antelope Valley
Neighborhood Legal Services
Email: PEHPspa1@nlsia.org

SPA 2: San Fernando Valley
Neighborhood Legal Services
Email: PEHPspa2@nlsia.org

SPA 3: San Gabriel Valley
Neighborhood Legal Services
Email: PEHPspa3@nlsia.org

SPA 4: Metro Los Angeles
Inner City Law Center
Email: PEHPspa4@innercitylaw.org

SPA 5: West Los Angeles
Bet Tzedek
Email: PEHPspa5@bettzedek.org

SPA 6: South Los Angeles
Public Counsel
Email: PEHPspa6@publiccounsel.org

SPA 7: East/ Gateway Cities
Legal Aid Foundation LA
Email: PEHPspa7@lafila.org

SPA 8: South Bay/Harbor Cities
Legal Aid Foundation LA
Email: PEHPspa8@lafila.org

GLOSSARY TERMS

CalFresh-The CalFresh Program (food stamps) issues monthly electronic benefits that can be used to buy most foods at many markets and food stores. CalFresh is for low-income people who meet federal income eligibility rules.

CalWORKs-The California Work Opportunity and Responsibility to Kids (CalWORKs) program is a time-limited program that provides financial assistance to eligible needy families with (or expecting) children in order to help pay for housing, food, utilities, clothing, medical care, and other necessary expenses. The program is operated locally by county welfare departments.

CAPI-Cash Assistance Program for Immigrants (CAPI) is a state-funded program designed to provide monthly cash benefits to qualified aged, blind, and disabled non-citizens who are ineligible for SSI/SSDI solely due to their immigrant status. CAPI payment amounts vary depending on a person's marital status, living arrangements and other income.

CBEST-The Countywide Benefits Entitlement Service Team (CBEST) Program is a Department of Health Services (DHS) program, comprised of eight (8) community-based organizations with dedicated benefits advocates that assist individuals in applying for SSI, SSDI, CAPI, and Veteran's Benefits.

Criminal Record-After being arrested and/or convicted of a crime, a person may have a criminal record. In some circumstances, a criminal record may be viewed by judges or law enforcement officials, as well by employers and other entities that may consider criminal history for the appropriateness of certain jobs, housing, or services.

Debt Collectors-If a person fails to pay a debt, a creditor or its debt collector generally can sue to collect the money. If they win, the court will enter a judgment against the debtor.

Disability-A physical or mental limitation affecting one or more major life activities, such as caring for oneself, manual tasks, walking, seeing, hearing, speaking, breathing, or learning.

Eviction-An Eviction (Unlawful Detainer) is a civil case brought by a landlord/owner who is suing a tenant to obtain a court order giving the landlord/owner the right to regain possession of the property from the tenant.

Identification-Any government issued document that verifies a person's identity, such as a DMV identification card, driver's license, social security card, passport or permanent residency card known as a I-90 or Green Card.

Medi-Cal-Medi-Cal offers low-cost or free health coverage to eligible Californian residents with limited income. Medi-Cal covers low-income adults, families with children, seniors, persons with disabilities, pregnant women, children in foster care and former foster youth up to age 26.

Public Housing-Public housing refers to housing developments owned and operated by the local Housing Authority. Public housing is limited to low-income families and individuals.

Rent Control-Laws in some communities limit or prohibit rent increases or limit the circumstances in which a tenant can be evicted. For example, in the City of Los Angeles there is Rent Stabilization Ordinance (LARSO), which is commonly referred to as "rent control".

Rent Subsidy-There are a number of federal rental subsidy programs that provide rental assistance to families and individuals (i.e. Section 8 Housing Choice Vouchers, Project-Based Section 8 Rental Assistance, Public Housing, and Supportive Housing for the Elderly (Section 202)). Specific eligibility requirements for federal rental subsidy programs include an applicant's citizenship, age, income, resources, assets and other factors.

Sex Offender Registry-People who convicted of particular criminal offenses may be required to register on a state and national sex offender registry. Such registries often affect where a person is allowed to live.

Slum Conditions-Slum conditions may include mold, damp leaking ceilings/walls, defective electrical/wiring, infestation of roaches/rodents/insects, lack of heat, broken windows, leaking plumbing, inadequate trash collection, common areas unclean, etc.

SSDI-Social Security Disability Income (SSDI) is a federal program that provides monthly cash benefits to qualified individuals who are unable to work for a year or more because of a disability. To qualify for SSDI benefits, the applicant must first have worked in jobs covered by Social Security. The applicant also must have a medical condition that meets Social Security's definition of disability.

SSI-Supplemental Security Income (SSI) is a federal program administered by the Social Security Administration. SSI makes monthly payments to qualified individuals who have low income and few resources, and who are: age 65 or older; Blind; or Disabled children and adults.

Subsidized Housing-Subsidized refers to a housing unit that receives financial assistance to pay a portion of the rent, such as Section 8, Public Housing, etc.

Unemployment-The Unemployment Insurance program pays benefits to workers who have lost their job and meet the program's eligibility requirements. After becoming unemployed, a person may file for such benefits.

Unlawful Detainer-A lawsuit that a landlord must file and win before he or she can evict a tenant (also called an "eviction" lawsuit). An unlawful detainer lawsuit is a "summary" court procedure. This means that the court action moves forward very quickly, and that the time given to the tenant to respond during the lawsuit is very short.

Veteran-A person who served in the United States military, naval, or air service including qualifying Reserve and National Guard members. Veterans of the United States armed forces may be eligible for a broad range of benefits and services provided by the U.S. Department of Veterans Affairs (VA).

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Today's Date: _____

Shriver Client: Yes No

I. APPLICANT'S INFORMATION		HMIS: _____
First Name: _____	Last Name: _____	
Date of Birth: _____	Age: _____	Pronoun: _____
Permanent Housing Address: _____		
Phone Number: _____	Permission to leave a message? <input type="checkbox"/> Yes <input type="checkbox"/> No; Email: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address: _____		
Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____		

II. CURRENT HOUSING STATUS (Please attach a Homeless Certification or notice for any of the checked categories)	
HUD Category 1: Literal Homeless	<input type="checkbox"/> Living in place not meant for human habitation (i.e. street, sidewalk, car, park, abandoned building, etc.) <input type="checkbox"/> Emergency Shelter, Safe Haven, Transitional Housing <input type="checkbox"/> Motel or Hotel paid for by charitable organization or government program (Federal, State, or Local)
Imminent Risk of Homelessness	<input type="checkbox"/> Individual or family who will imminently lose their primary nighttime residence within 30 days AND has no subsequent residence identified AND lacks the resources or support networks needed to obtain other permanent housing.
HUD Category 4	<input type="checkbox"/> Fleeing or attempting to flee domestic violence, dating violence, sexual assault, human trafficking, or other dangerous life-threatening conditions that relate to violence against the individual or a family member.
Rapid Rehousing Participant	<input type="checkbox"/> Housed and actively enrolled in a Rapid Re-Housing program (A Rapid Re-Housing participant maintains their homeless status when they are actively enrolled in a Rapid Re-Housing program.)

III. INCOME: ONLY complete this section if applicant is Imminently at Risk of becoming homeless.				
Please attach income statements for any of the checked categories below and complete the chart below using the reference guide.				
Annual Gross Household Income reference: a) Source of Income: See examples of income below; b) Gross Documented Income Per Pay Period: Income is the total amount of money earned before taxes or other deductions; c) Frequency of Income: Weekly, Every other week, twice a month, and monthly; d) Number of Payment Per Year: Weekly=52 payments; Every other week=26 payments; Twice a month= 24 payments; Monthly=12 payments; e) Annual Gross Income: Annual Gross Income amount multiplied by # of payments per year (b x d = e)				
a.	b.	c.	d.	e.
Source of Income	Gross Documented Income Per Pay Period	Frequency of Income	Number of Payments Per Year	Annual Gross Income
No Income				\$
Earned Income				\$
Self-Employment				\$
Pension/Retirement Income				\$
Private Disability Insurance				\$
Child Support				\$
Alimony				\$
General Relief (GR)				\$
CalWORKS/ TANF/ CAPI				\$
Social Security Benefits (SSI/SSDI)				\$
Social Security Retirement				\$
Worker's Compensation				\$
State Disability Income				\$
Unemployment Insurance				\$
OTHER (Describe: _____)				\$
Total Annual Gross Household Income from all Sources				\$
Applicant meets the income requirements for legal services? <input type="checkbox"/> Yes <input type="checkbox"/> No (See the Income Limits Summary chart on page 1)				

IV. DESCRIPTION OF LEGAL PROBLEM(S)

V. PERMANENT HOUSING (Please attach a copy of any notices and include a description of any housing-related legal problem(s) in Section IV.)

1. Has the referring individual or household received an Eviction Notice from a landlord or property manager or an Unlawful Detainer (a formal eviction action that has been filed in the court)? Yes No

If yes, check the type of most recent Eviction Notice the applicant/household has received: 60-Day Notice 30-Day Notice 3-Day Notice Unlawful Detainer Other: _____ Date the Eviction Notice was issued: _____

b) **ONLY COMPLETE** if the applicant received a notice of an Unlawful Detainer from the courts:

- Antelope Valley**- 42011 4th Street, Lancaster, 93534
- Chatsworth**- 9425 Penfield Avenue, Chatsworth, 91311
- Compton**- 200 W. Compton Blvd., Compton, 90220
- Inglewood**- One Regent Street, Inglewood, 90301
- Long Beach**- 275 Magnolia Avenue, Long Beach, 90802
- Los Angeles (Downtown)**- 111 N. Hill Street, Los Angeles, 90012
- Norwalk**- 12720 Norwalk Blvd., Norwalk, 90650
- Pasadena**- 300 E. Walnut, Pasadena, 91101
- Santa Monica**- 1725 Main Street, Santa Monica, 90401
- Van Nuys**- 6230 Sylmar Avenue, Van Nuys, 91401
- West Covina**- 1427 West Covina Parkway, West Covina, 91790

2. Is the referring applicant in Subsidized housing? Yes No If yes, Date of Notice of Subsidy Termination: _____

HOUSING CONDITIONS/ REASONABLE ACCOMMODATIONS

1. Is the referring applicant in an unsafe or unhealthy housing condition? Yes No

If yes, date and type of other Notice received: _____

2. Is the referring applicant in need of Reasonable Accommodations in current housing? Yes No

GOVERNMENT BENEFIT ASSISTANCE If requesting services relating to Social Security benefits or Veterans benefits, please refer the applicant to the Countywide Benefits Entitlement Services Team (CBEST) Program. If requesting assistance with other public benefits, please complete below.

Benefit requesting assistance for: IHSS Unemployment State Disability

General Relief CalWORKs Medi-Cal Other: _____

Currently receives benefits? Y N **Benefits were recently changed?** Y N **Benefits Termination Date:** _____

OTHER BARRIERS TO HOUSING

- Eviction(s) in the past
- Credit record problems
- Debt collector calling
- Experiencing/experienced domestic violence
- Recently lost job
- Owed wages or overtime
- Driver's license
- Criminal record
- Outstanding warrants
- Registered sex offender
- Other: _____
- Unpaid court fees, fine(s), or tickets
- Immigration related
- Identification assistance

APPLICANT CERTIFICATION

I consent to share my information for the purpose of obtaining legal services. I am certifying that all of this information is true and correct.

Printed Name of Applicant

Applicant Signature

Date Completed

REFERRING AGENCY CERTIFICATION

I have provided the following documents: PEHP Referral Homeless or "Imminently At Risk" Certification Income verification

Referring Staff Name: _____ **Staff Title:** _____

Staff Email: _____ **Staff Phone Number:** _____

Referring Agency: _____ **Agency Address:** _____

Service Planning Area (SPA): 1 2 3 4 5 6 7 8