***INSTRUCTIONS:***

* ***This sample letter is intended as a resource for CT YHDP RRH projects.***
* ***You may alter parts of the letter, as appropriate, for your project and/or for particular participants. For example:***
  + ***Providers can adjust the table to include only the relevant number of months.***
  + ***Providers might eliminate the utility information, if it does not apply to a particular participant, for example, because utilities are included in the lease.***
  + ***Information that appears in red text should be inserted by the provider.***
  + ***For participants with limited English proficiency, letters should be translated.***
* ***All participants should receive:***
  + ***A written explanation of what the program will pay and what they must pay; and***
  + ***Details about the information they are required to report; and***
  + ***Help understanding what is written in the letter.***

(INSERT DATE)

Dear (INSERT PARTICIPANT NAME):

Thank you for participating in the Connecticut Youth Homelessness Demonstration Project Rapid Re-housing Program (YHDP RRH). We are excited to be working with you and eager to help you stay stably housed and achieve your goals.

This letter will help you to understand what financial assistance you can expect to receive from YHDP RRH and any amount you must pay directly to your landlord and/or utility companies. It is important to work on a plan to get the income you need to pay rent. Your case manager will work with you on a plan so that you can pay your share of rent now and the full rent after help from YHDP RRH is no longer available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month & Year** | **AMOUNT YOU MUST PAY TO YOUR LANDLORD** | **DUE DATE FOR PAYING YOUR LANDLORD** | **AMOUNT YHDP WILL PAY TO YOUR LANDLORD** | **AMOUNT YHDP WILL PAY TO (INSERT NAME OF UTILITY COMPANY)** |
| (INSERT MONTH & YEAR) | (ENTER AMOUNT) | (Enter Date) | (ENTER AMOUNT) | (ENTER AMOUNT) |
| (INSERT MONTH & YEAR) | (ENTER AMOUNT) | (Enter Date) | (ENTER AMOUNT) | (ENTER AMOUNT) |
| (INSERT MONTH & YEAR) | (ENTER AMOUNT) | (Enter Date) | (ENTER AMOUNT) | (ENTER AMOUNT) |

Pay the amount indicated above by check or money order directly to your landlord.Be sure to pay on or before the due date. **If you don’t pay the full amount you owe to your landlord each month, we may be unable to continue to provide you with financial assistance.**  Any amount paid directly by YHDP RRH to your utility company is unlikely to cover your full bill. You are also responsible for paying all of your utility bills that are not being covered by YHDP RRH. This might include, for example, electricity, water, gas and/or phone. Which utility bills you have to pay depend on your specific lease. How much you have to pay for utilities depends on how much you use. If you are unsure, please contact your case manager.

The information above is based on the most recent information you provided about your current household income, your lease, and the people who live with you. It may change if your circumstances change. You are required to report any of the following within 10 days of the change:

* Any household member moves into or out of the unit.
* Any household member gains or loses employment, benefits, or other income – you must report increases and decreases in the combined income of everyone in your household if the change is more than $40/month and the change is expected to be ongoing.
* Combined household assets that exceed $5000. This includes, for example, savings accounts, checking accounts, investments, property, trusts, etc.
* Any change in where you are living – this includes both permanent and temporary changes that will last for more than 90 days.

Providing false information or failing to report updates to the information you have provided may result in your participation in the YHDP RRH program being denied or canceled.

If you have any questions about the information in this letter, please contact (INSERT CASE MANAGER NAME AND CONTACT INFORMATION). Your case manager can help you in a variety of ways. We cannot promise to do everything you may want, but please let your case manager know what you believe would be helpful.

We look forward to working together and wish you much success!

Sincerely,

(INSERT NAME, TITLE & SIGNATURE)