Thanks for attending!

We will begin promptly at 3:30pm

DCA
NJ DEPARTMENT OF CommunityAffairs

SRAP Waitlist Opening 2025

Tips and application notes for the public

Date: January 9, 2025

Division of Housing and Community Resources (DHCR)
Department of Community Affairs
Prepared by: EG/MC

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Agenda

SRAP Waitlist Opening – SFY25

Facilitators

- Janel Winter, Assistant Commissioner, DHCR
- Michael Callahan, Director, Office of Homelessness Prevention, DCA

Agenda

- **Part I**: SRAP Overview
- **Part II:** Application
- **Part III**: Status Checking & Follow-on Steps

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Part I: SRAP Overview

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1. Introduction to SRAP Enrollment

•**Program Overview:** The New Jersey State Rental Assistance Program (SRAP) offers housing subsidies for very low-income NJ residents.

•**Eligibility:** Must meet SRAP income and eligibility requirements; applicants must be 18+ or emancipated minors and NJ residents.

•**Open Enrollment Period:** January 13, 2025, 9:00 a.m. to January 31, 2025, 5:00 p.m. Eastern Time.

•**Lottery System:** 6,000 households will be selected via lottery for the SRAP waiting list.

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2. Application Process

•**How to Apply:** Submit pre-applications online at https://www.WaitlistCheck.com/NJ559.

•**One Application per Household:** Only one pre-application per household per is accepted; duplicates will be rejected.

•**Reasonable Accommodations:** Available for those who require them by contacting DCA.

•**Application Requirements:** Names, social security numbers, birthdates, income, and email address for all household members.

3. Preferences and Priorities

•**Admission Preferences:** Priority given to Veterans, Homeless, Elderly, Disabled, and Local/Residency preferences.

•**Highest Priority:** United States Armed Forces Veterans and their surviving spouses.

•**Verification Required:** Applicants claiming preferences must provide verification at the time of selection.

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Definitions of Preferences:

Veteran Preference: A Veterans Preference is defined as United States Armed Forces Veterans discharged or released from active duty in the armed forces under honorable conditions are eligible for the veterans' preference. This means you must have been discharged under an honorable or general discharge. The surviving spouse of a United States Armed Forces Veteran, who died outside of service, is entitled to the same preference as the United States Armed Forces Veteran, up until he/she remarries*

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Homeless Preference: A Homeless Preference is defined as individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. For a complete definition of homeless see our Frequently Asked Questions and SEC. 103. [42 USC 11302].

Disabled Preference: A Disabled Preference is defined by (1) Documentation from the Social Security Administration that a member of the household is a disabled person who is receiving Social Security Disability or Supplemental Security Income benefits; or (2) Certification from a physician, on a Certification of Disability Form that a member of the household is a person with disabilities.

Elderly Preference: Elderly is defined as the Head of household who is 62 years of age or older.

Local and Residency Preference: Local and Residency preference is defined as a preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area (“residency preference area”) and to include the DCA’ s determination that for the purposes of selection, residency will be decided on a county-by-county basis. For DCA, the specified area is New Jersey.

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4. Income Limits and Lottery Process

•**Income Limits:** Vary by county and household size; proof of income and NJ residency required at selection.

•**Lottery Selection:** Computerized lottery process; all pre-applications submitted during the enrollment period have equal chances.

•**Status Notification:** Post-lottery, applicants check their status (Active/Inactive) online starting February 14, 2025.

5. Additional Information

•**Language Availability:** Pre-application available in 90 languages.

•**Criminal Background Check:** Conducted during eligibility review for all adult household members.

•**Future Openings:** Check DCA's website for updates on new waiting lists.

•**Contact Information:** For assistance, call 609-292-4080, Option 9, or email customer.service@dca.nj.gov.

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Part II: Waitlist Application

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SRAP Waitlist Process – Constituent/Applicant



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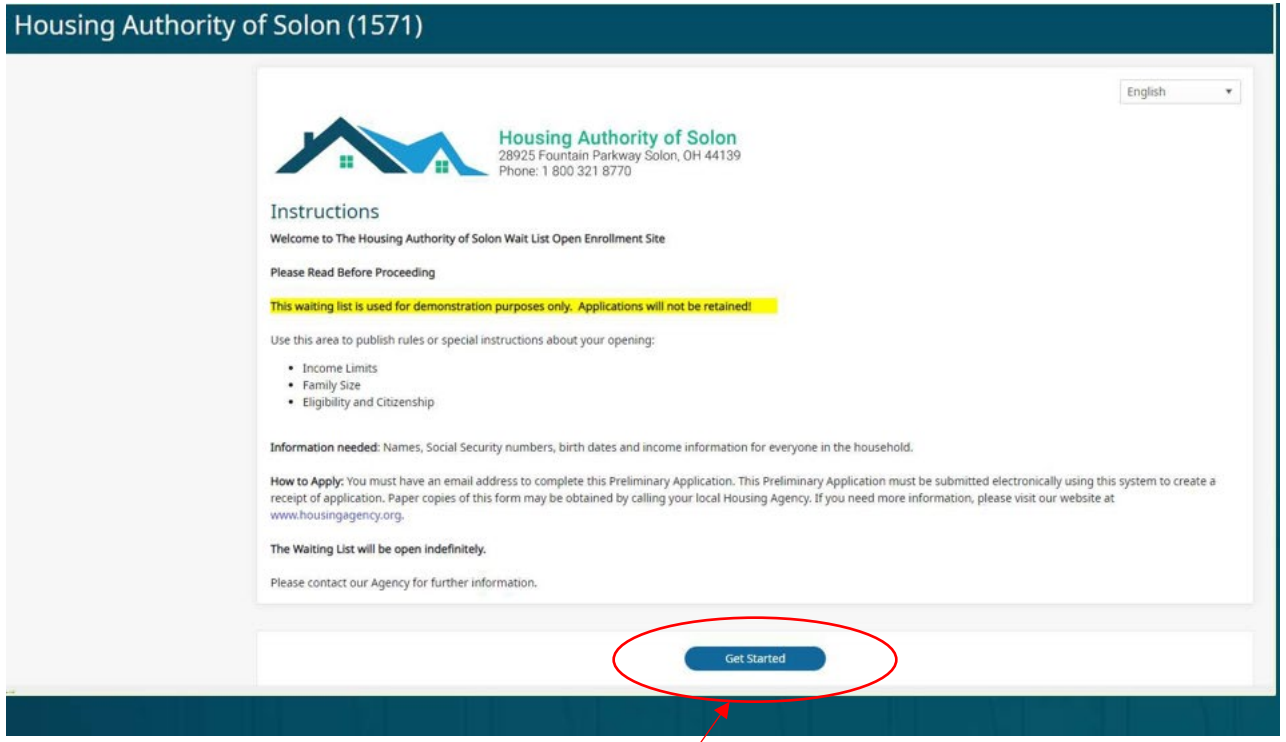
1. Landing Page



Click here to initiate a waitlist application

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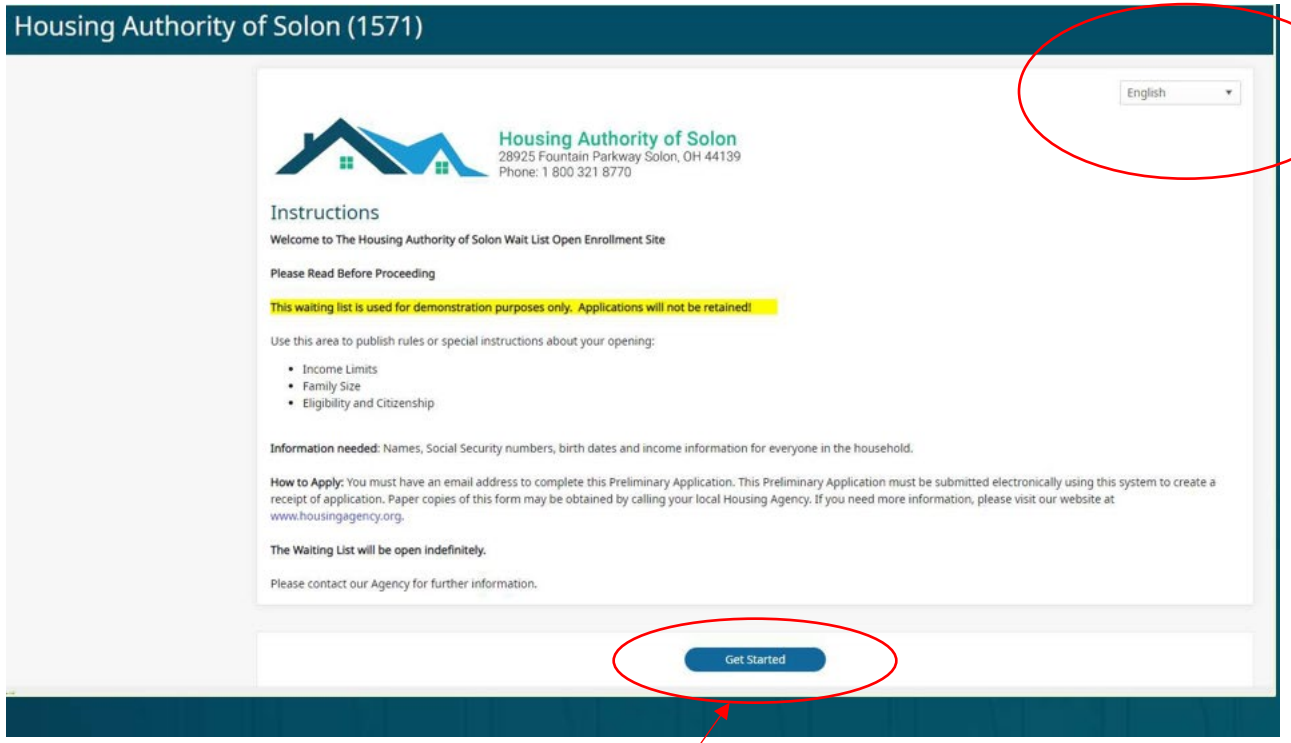
1. Landing Page (Translation)

If you need to translate the application, there will be a dropdown option here.



Click here to initiate a waitlist application

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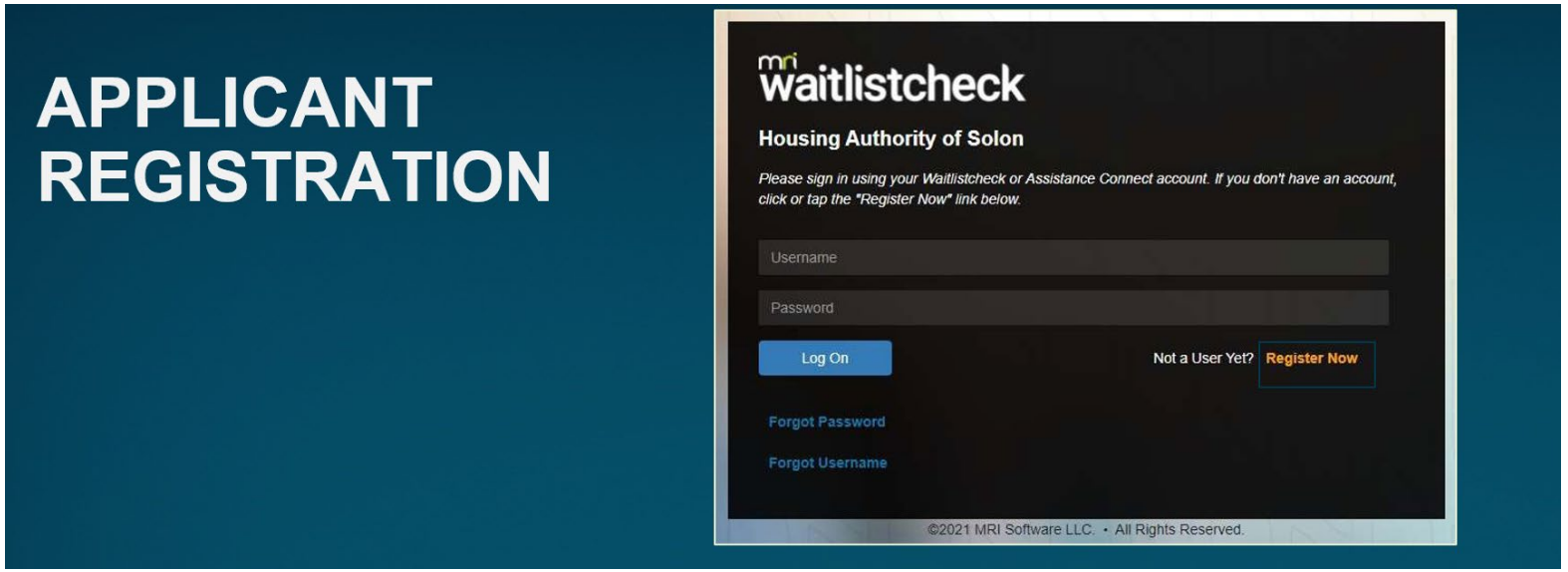
2. Registration



- If the Applicant already has an account, they can sign in. Or they can register for a new account
- Applicants will log in to check their status after submitting their Application
- For homeless/low contact: think about placing login info in HMIS case note for memorialization

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2. Registration – Head of Household (HOH)

Email or phone number is required to register

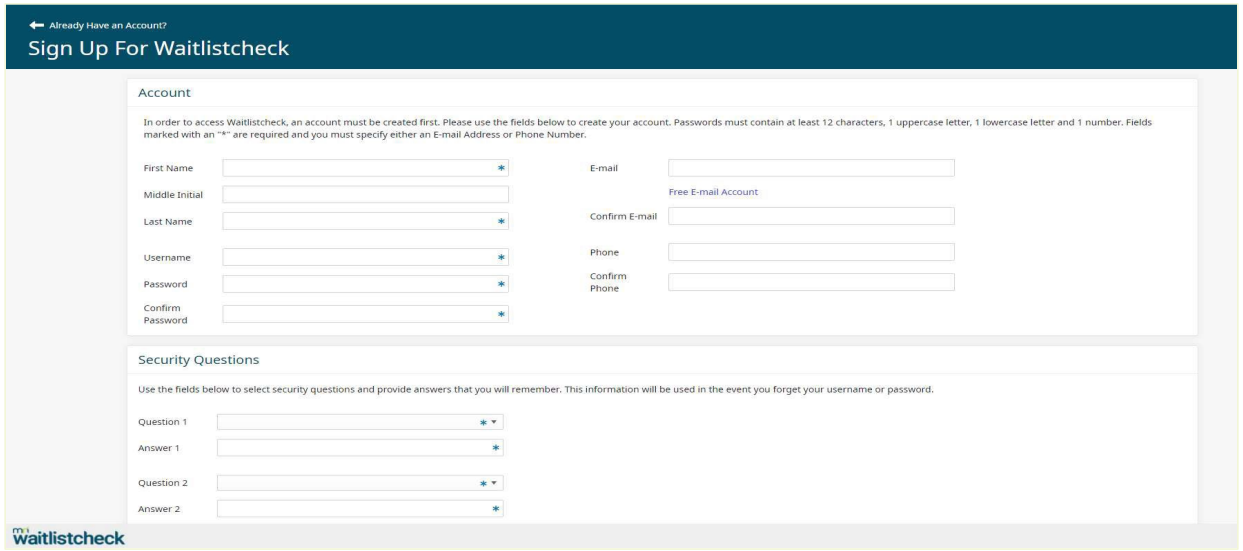
- Username must be unique

Passwords must contain 12 characters, 1 uppercase, 1 lowercase and 1 number

- To protect sensitive personal data

Applicants are also required to enter 3 security questions

<u>For Homeless/low contact</u>: may want to memorialize in case note/HMIS



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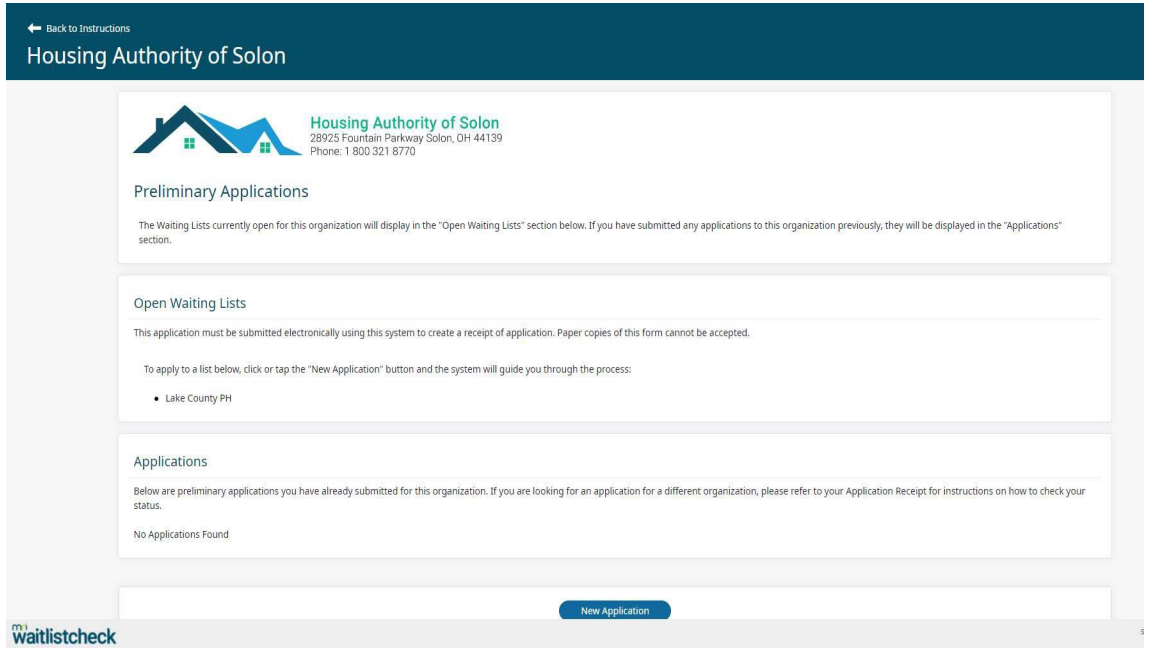
3. Introduction Page



The Introduction Page displays lists currently open that are accessible through this link

Select **SRAP 2025** from open waiting lists.

Applicants can view previously submitted Applications

- Helps prevent Duplicate Applications

For Homeless/low contact: may want to memorialize in case note/HMIS

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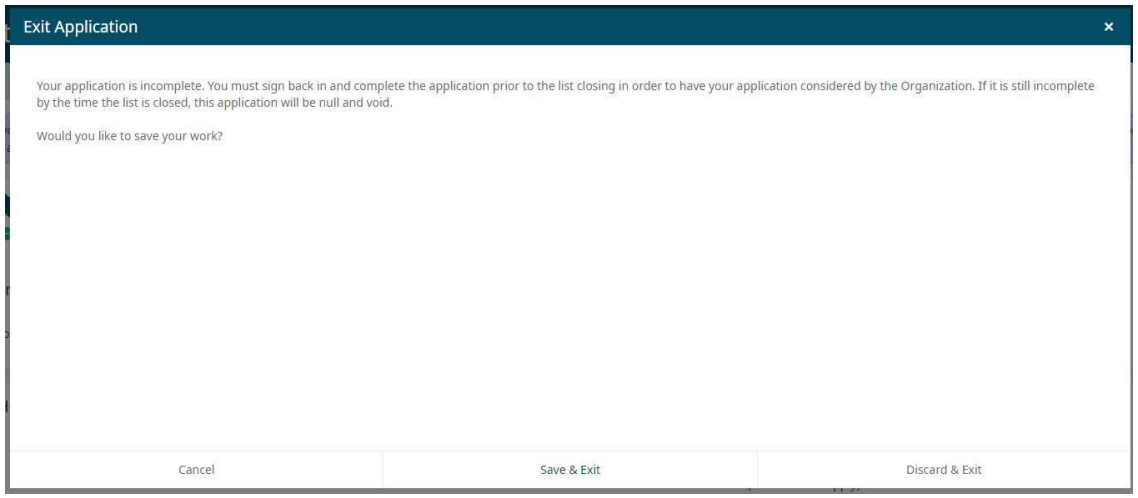
Timeout / Accident Exit



If the Applicant chooses to close the Application (at any time), they receive a message informing them that they must return and submit prior to the list close date

- To continue later, the Applicant would visit the DCA Application link and log back in with the credentials created

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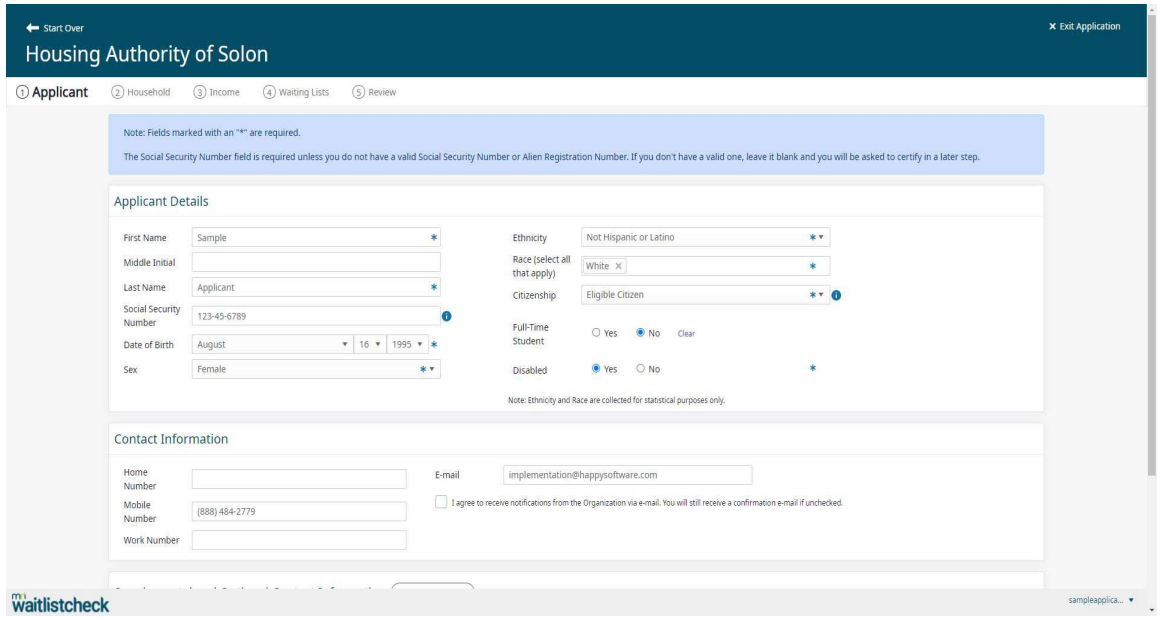
4. Applicant Page

The Applicant Page collects demographic information on the HOH, confirms contact information, & collects Supplemental Contact Information



Throughout the Application, there are info buttons for additional details

Also Collected:

- SSN
- Ethnicity
- Race
- Citizenship
- Date of Birth
- Sex
- Supplemental Contact

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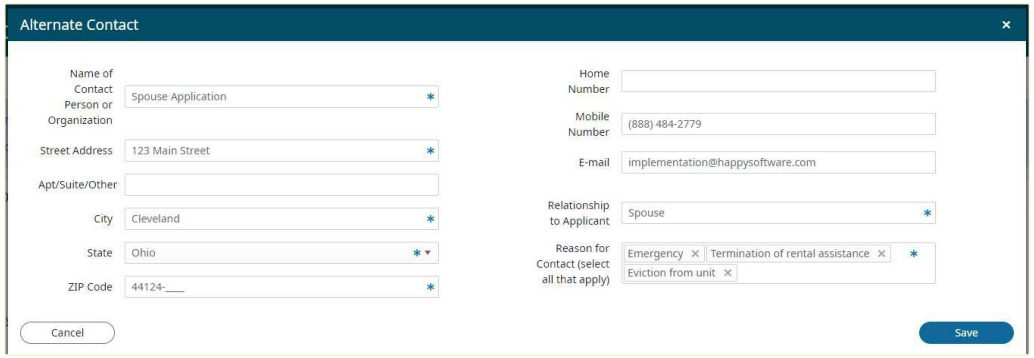
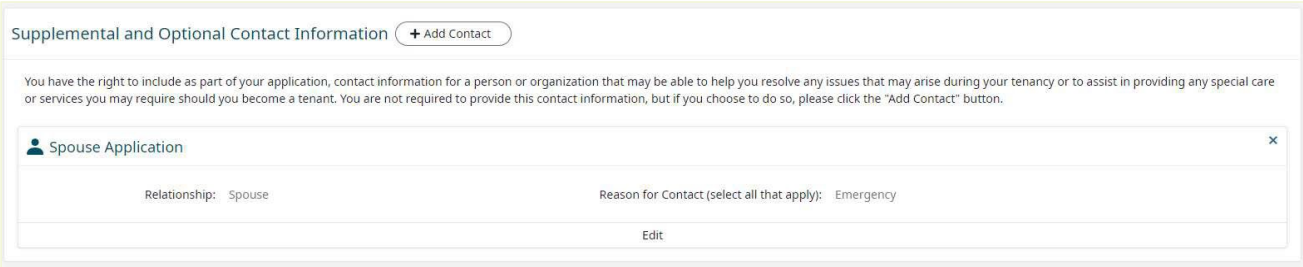
4. Supplemental Contact



- Multiple contact reasons may be selected
- Multiple contacts may be added



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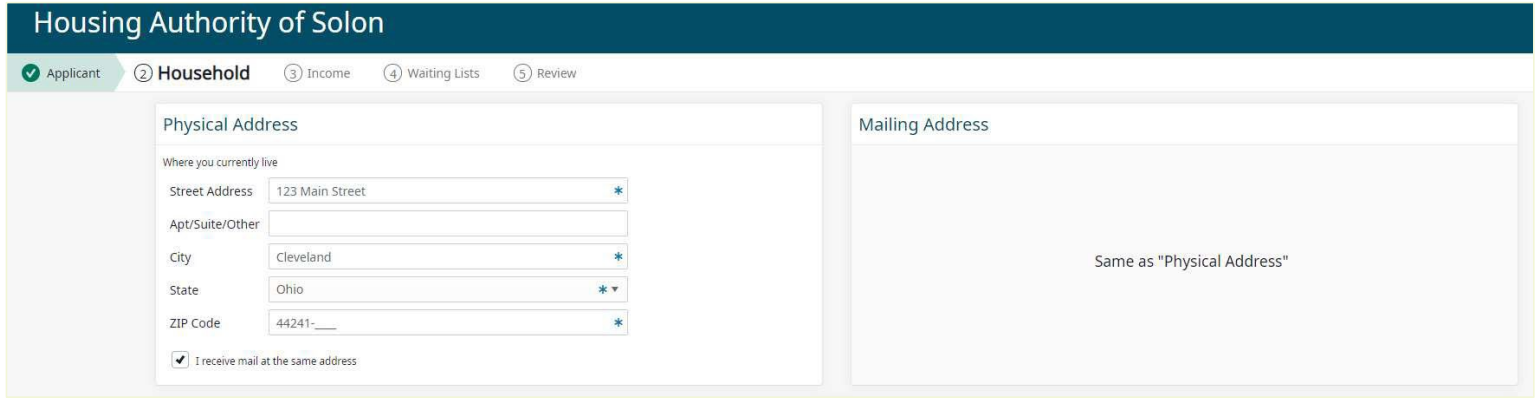
5. Addresses

The Household tab collects the Applicant's address(es)

- For homeless Applicants, encourage them to enter an address where they stay frequently or can receive mail
  - (i.e., friend's house, shelter, community organization)

- If physical and mailing addresses are the same, check the *"I receive mail at the same address"* box



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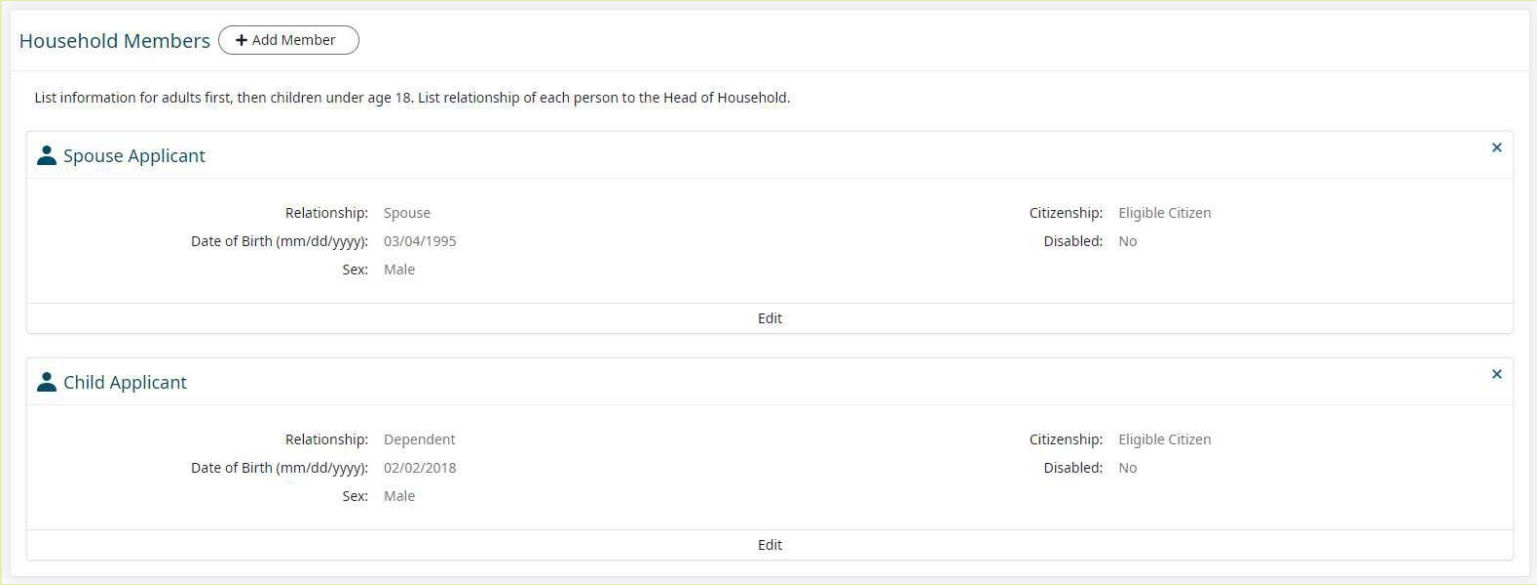
6. Household Composition

The Household tab also collects information on each of the household members



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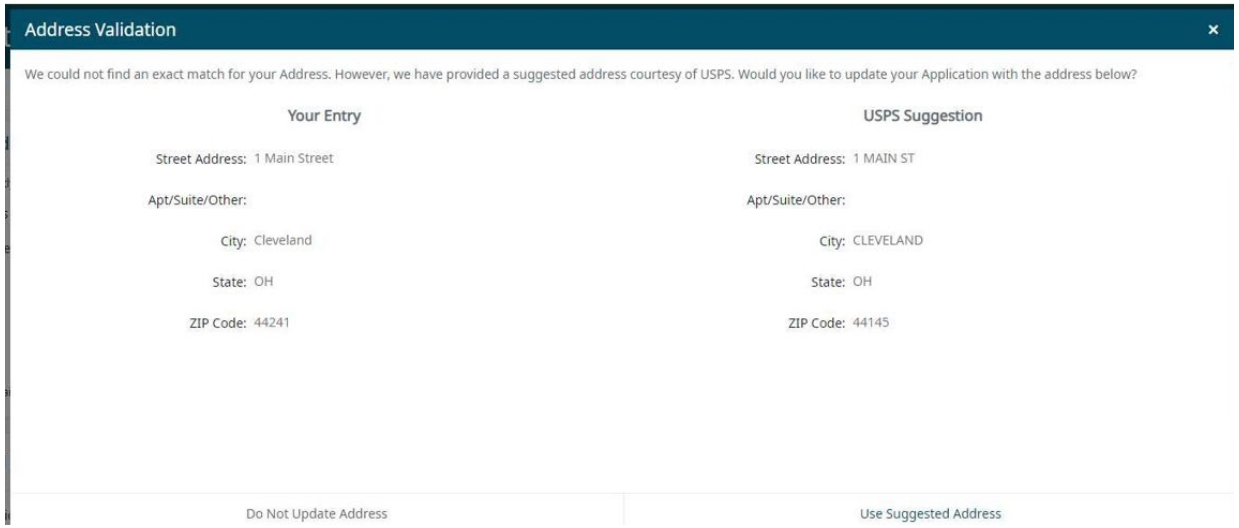
7. Address Validation



USPS Validation will compare the address entered by the Applicant to the USPS database

- If there is not an exact match, a suggestion will appear
- Applicant chooses to use the suggested address or continue with the address they entered
- Will not stop the Applicant from continuing due to a lack of an address match

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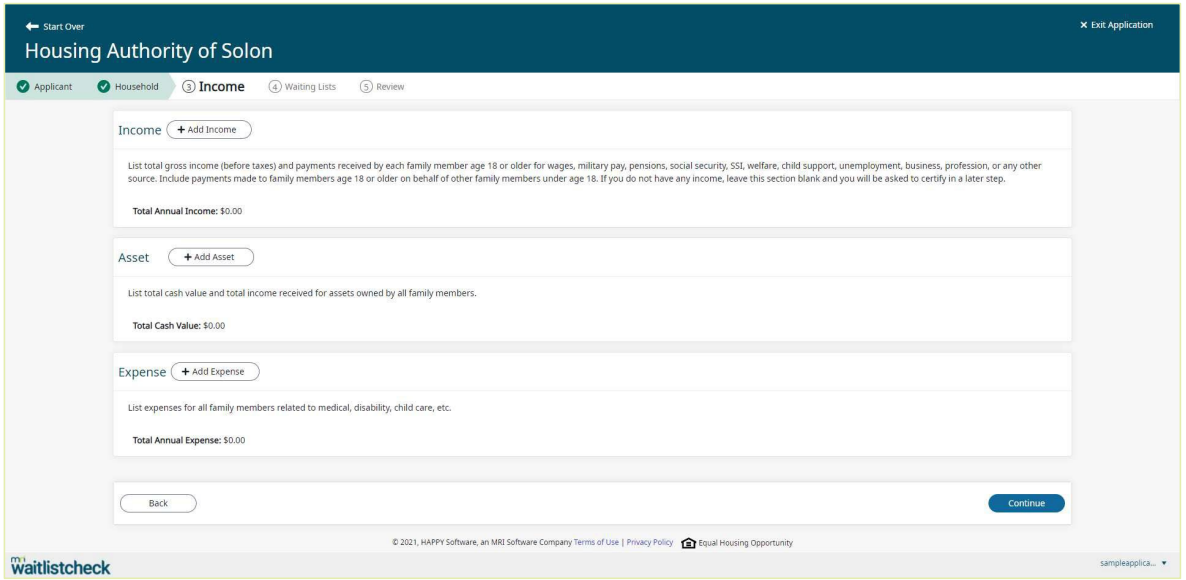
8. Income



Income is collected for all Applicants by default

- Collection of Assets and Expenses is optional

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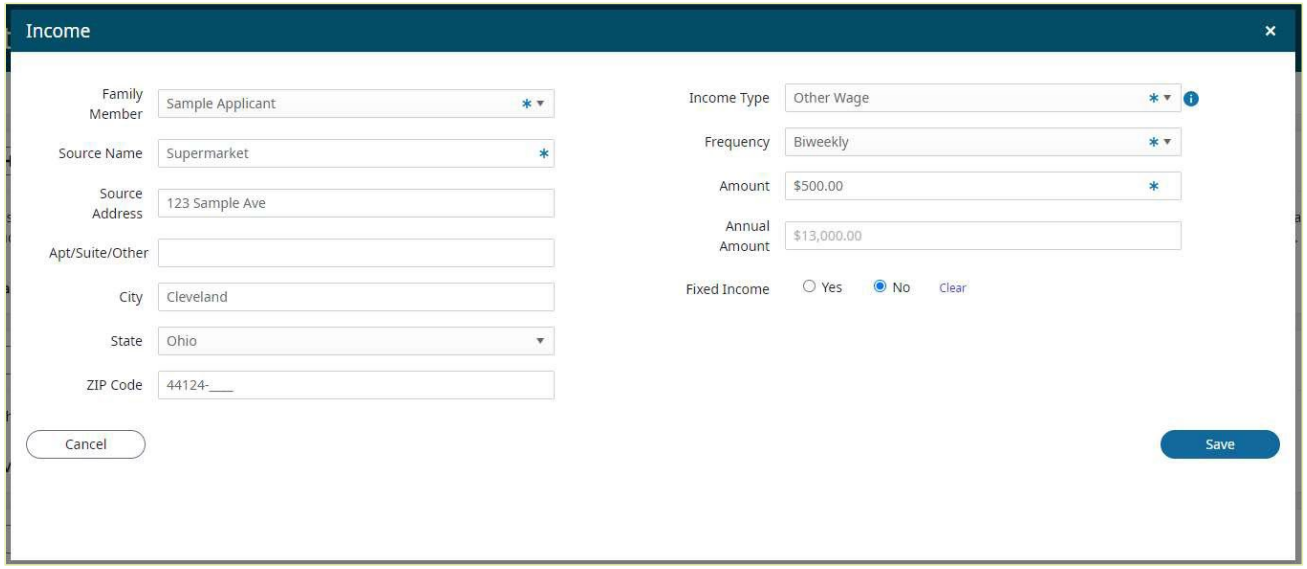
8. Income (con't)

For each income, the Applicant will enter the source and frequency

- Annual total is calculated automatically
- An info icon encourages Applicants to review the types of income sources



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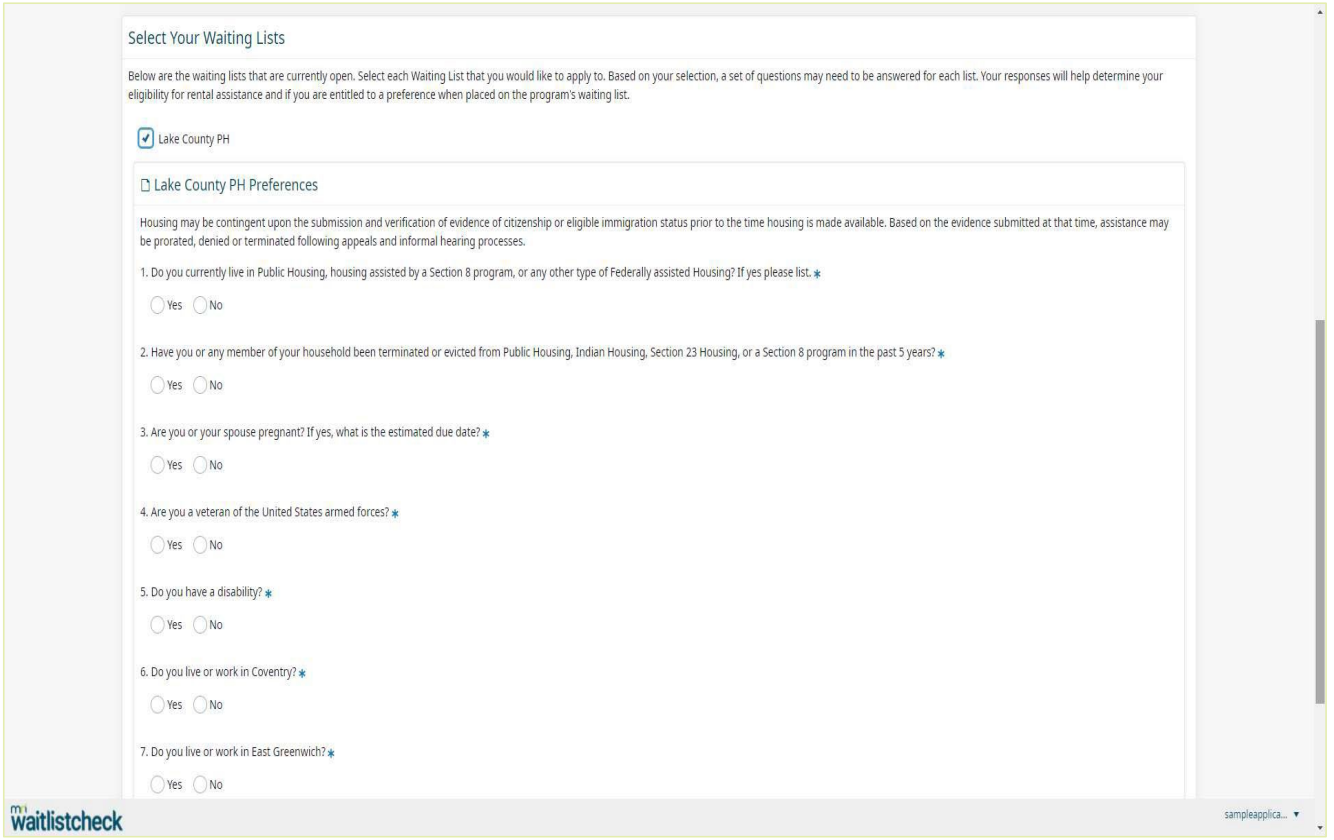
10. Preferences

Tab: Applicants select SRAP and **select applicable preferences**

- Veteran
- Homeless
- Elderly
- Disabled
- Local/Residency



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11. Certification – (Review Page)





The Review page requires Applicants to confirm that all the information they have entered

Certification message displays at the bottom of the screen as well as on a pop-up

For Homeless/low contact: Please validate and confirm all entered information (to include yours!)

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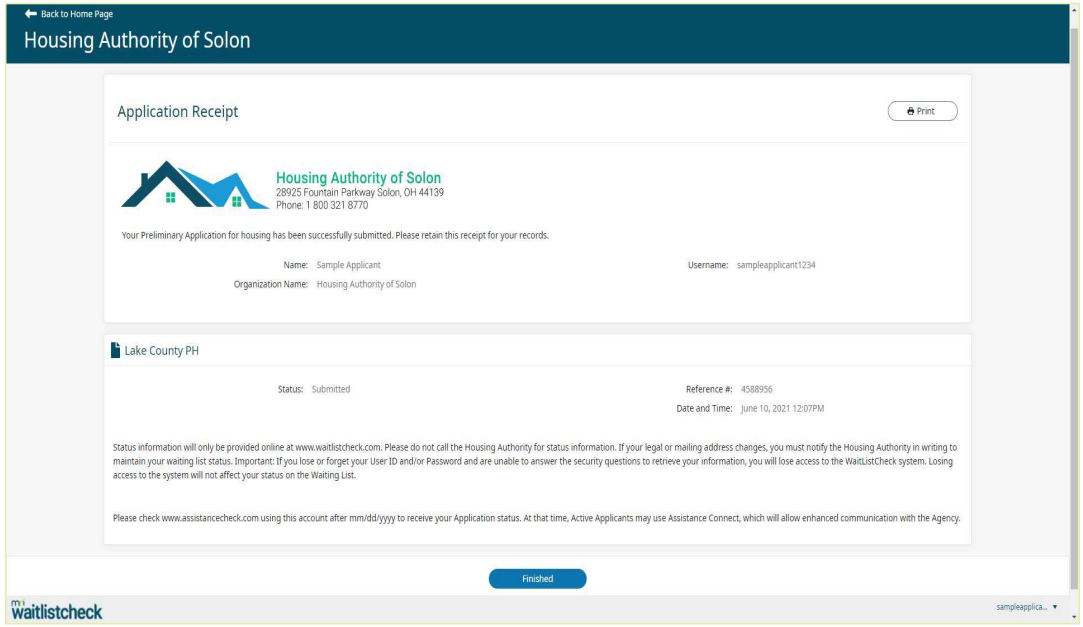
12. Submission

After submitting, they will be brought to the Application Receipt page.



- They will receive any ineligibility messages if the Application was unsuccessful
- **Reasons:**
  - Duplicate
  - Under the Age of Majority
  - List Has Closed
  - Income Limits

- If Application was successful, they will see an initial status of Submitted
- We recommend having Applicants print this page
- Please upload in NJ HMIS Client File for homeless applicants

Part III: Status Checking & Follow-on Steps

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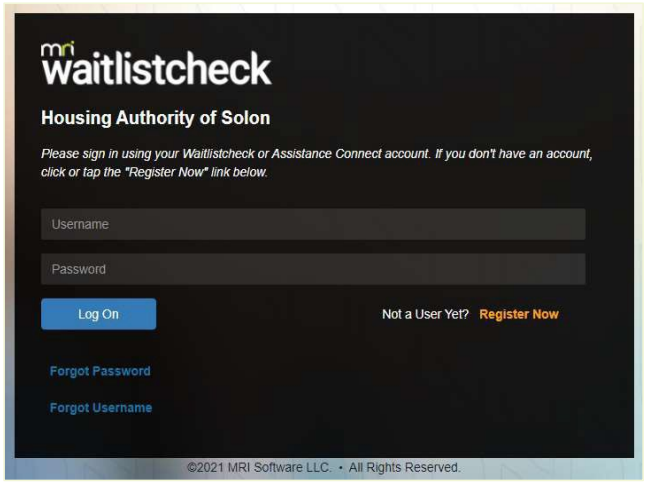
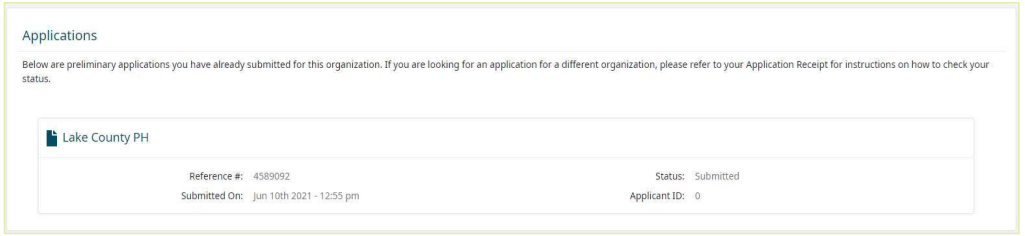
13. Checking Status



- After submitting, Applicants may check their Application status by logging back into WaitListCheck with the credentials created during Registration

- Status Categories:
  - Pending
  - Active
  - Inactive



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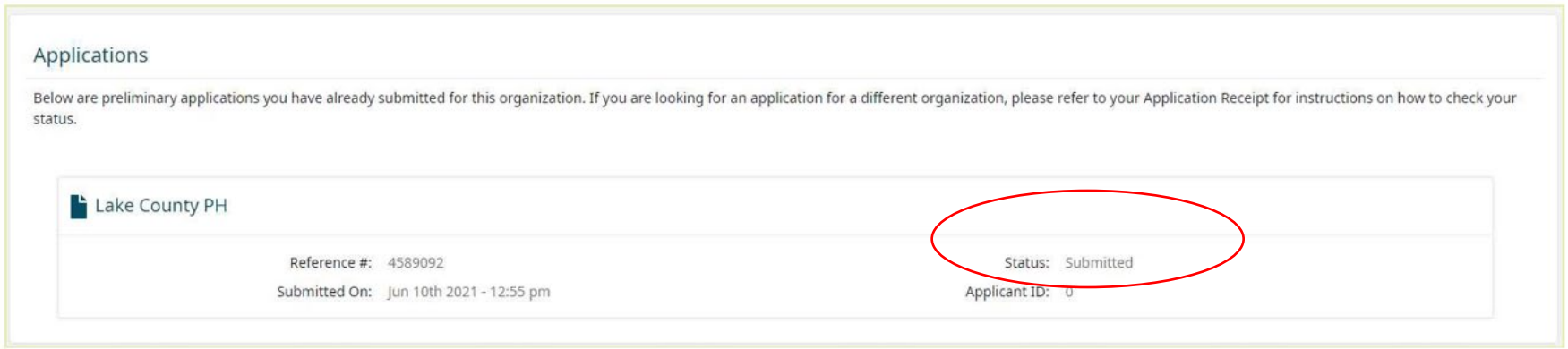
13. Checking Status (con't)

- Information on lottery selection will be posted on or after **February 14, 2025**.
- For individuals who were accepted to the wait list via the lottery your status will be **ACTIVE.**
- If you were not selected your status will be **INACTIVE (see circled area, below)**



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What if I need assistance with my application due to a reasonable disability accommodation?

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The Department of Community Affairs (DCA) will extend reasonable accommodations to disabled individuals on a **case-by-case** basis and will take into consideration the disability and the need(s) of the individual(s).

An individual can call DCA Applicant Service Unit at **609-292-4080, Option 9**, if a reasonable accommodation is needed during the hours of 8:00 a.m. to 8:00p.m. seven days a week or email us at: customer.service@dca.nj.gov during the opening period.

Questions?

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