

INFORMATION FOR EMERGENCY CASE APPLICATIONS

Emergency Case Applications **must include written verification by a third party as to the priority status that you are claiming. The Housing Authority will not accept this application without third party verification, and a completed Standard Application.** Verification includes letters from social workers, shelters, social service agencies, or code enforcement agencies that confirm that you meet the definition of “homeless applicant”. **Your application will not be processed until you have provided everything required by the Emergency Application Package and a completed Standard Application.**

In order to be found eligible for Emergency Case Status, you must be a “Homeless Applicant” as defined below AND qualify for one of the priorities listed below.

Definition of Homeless Applicant

An Applicant who:

- (a) is without a place to live or is in a living situation in which there is a significant immediate or direct threat to the life or safety of the applicant or household member which situation would be alleviated by placement in an appropriate unit; **and**
- (b) has made reasonable efforts to locate alternative housing; **and**
- (c) has not caused or substantially contributed to the safety-threatening, or life-threatening situation; **and**
- (d) has pursued reasonable and available ways to prevent or avoid the displacement by seeking assistance through the courts or appropriate administrative or enforcement agencies, **and**
- (e) is displaced from the residence in which the applicant household lived at least nine (9) months of the year.

ALL EMERGENCY CASE APPLICANTS MUST ATTACH PROOF OF HOMELESSNESS. ACCEPTABLE VERIFICATION INCLUDES LETTERS FROM SOCIAL WORKERS, SHELTERS, SOCIAL SERVICE AGENCIES, OR CODE ENFORCEMENT AGENCIES THAT CONFIRM THAT YOU MEET THE DEFINITION OF “HOMELESS APPLICANT.”

Priority 1: Displaced by Natural Forces such as a fire not due to the negligence of intentional act of applicant, or member of applicant’s household, or by an earthquake, or flood, or by a disaster declared or formally recognized under disaster relief laws.

Priority 1, you must attach proof of Displacement by Natural Forces such as report from Fire Department, letter from Board of Health or other government agency documenting destruction of your residence by earthquake, flood, or other disaster.

Priority 2: Displaced by Public Action such as the building of a low rent public housing project, a public slum clearance, urban renewal project or other public improvement.

Priority 2, you must attach proof of Displacement by Public Action such as Relocation Notice, letter from Urban Renewal or other government agency documenting for public works project.

Priority 3: Displacement due to enforcement of minimum standards of fitness for human habitation established by Article 2 of the State Sanitary Code or local ordinances.

Priority 3, you must attach proof of Displacement due to State Sanitary Code enforcement such as a copy of the complaint listing code violations, placard, notices or letter from Board of Health documenting condemnation.

A. Homeless and Facing Significant Immediate and Direct Threat to the Life and Safety of the Applicant or any Household Member for causes other than the fault of the Applicant or Member of the Applicant Household.

A, you must attach: Proof of No-Fault Loss of Housing such as a summary process summons and complaint, court decision and execution from the court.

B. Severe Medical Emergencies. An applicant is suffering from a severe medical emergency if the applicant or a household member is suffering from an illness or injury posing a severe and medically documented threat to life or safety which has been significantly caused by the lack of suitable housing, or as to which the lack of suitable housing is a substantial impediment to treatment or recovery.

B, you must attach:

1. Proof of Medical Condition such as certification by physician on Housing Authority Form.
2. Proof of Unsuitable Housing such as letter from landlord, visiting nurse or Board of Health documenting unsuitability of current housing, or photographs of current housing showing unsuitable features.

C. Abusive situation. An applicant is in an abusive situation if the applicant or household member is determined by the BHA to be a victim of abuse as defined in the Abuse Prevention Act (M.G.L. chapter 209A, section 1), which abuse constitutes a significant and direct threat to life or safety. The Abuse Prevention Act defines "abuse" as the occurrence of one or more of the following acts between "family or household members": (1) attempting to cause or causing physical harm; (2) placing another in fear of imminent serious physical harm; (3) causing another to engage in involuntarily in sexual relations by force, threat or duress. "Family or household members" are individuals who are related by blood or marriage, have a child together, or who now or formerly resided in the same household or dated each other.

C, you must attach: Proof of Abusive Situation such as copies of medical reports, police reports, restraining orders, applications for criminal complaint, social service evaluations.

EMERGENCY APPLICATIONS SUBMITTED WITHOUT REQUIRED DOCUMENTATION WILL BE DENIED.