



## How to Get an Emergency Grant / “One-Shot” Deal

New York City residents may apply for a one-time emergency grant, also called a "One Shot" from the Human Resources Administration (HRA”), when an unforeseen circumstance prevents the applicant from meeting an expense. You must meet eligibility guidelines and applications are subject to investigative review. Emergency grant applicants may obtain rental assistance in cases of impending evictions, assistance with home energy and utility bills, and disaster assistance (including moving expenses and the purchase of personal items for health and safety). The most common One Shots are for rent, utilities and moving/furniture expenses. *You are eligible to receive only **ONE** emergency grant/one shot deal per year and in some instances you may be required to pay back your emergency grant within 12 months.*

### WHAT IS THE APPLICATION PROCESS LIKE FOR THE EMERGENCY GRANT/ONE-SHOT DEAL?

- To apply for Emergency Assistance you must submit the application to a Job Center. After the application is submitted, you will need to have a face-to-face interview with a Job Center worker. If you are unable to go to a Job Center to apply because you are homebound, arrangements may be made to conduct the application interview in your home.
- If you are **homeless** or **have an emergency** such as a pending eviction or utility turn-off notice, you may apply at any Job Center. Other individuals should apply at a designated Job Center. Call 311 or HRA infoline (718-577-1399) for assistance. In the case of an emergency, HRA must give you an interview the same day.

### WHERE DO I APPLY FOR AN EMERGENCY GRANT/ONE-SHOT DEAL?

**SPECIAL NOTE:** Below is a list of the primary borough Job Center sites, but you may want to call 311 or HRA infoline (718-557-1399) first to see if there is a site closer to your location. You can also find a list of Job Center sites online at <http://www1.nyc.gov/site/hra/locations/job-locations.page>.

- **Manhattan:** 12 West 14th Street New York, NY 10011  
212-620-9890 OR 212-620-9224
- **Brooklyn:** 500 Dekalb Avenue Brooklyn, NY 11205  
718-636-2495 OR 718-636-2626
- **Queens:** 34-00 Northern Blvd. LIC, NY 11101  
718-610-2927 OR 718-883-8296

- **Bronx:** 2541-2549 Bainbridge Avenue, Bronx, NY 10458  
718-220-6622 OR 718-220-7012
- **Staten Island:** 201 Bay Street S. I., N.Y. 10301  
718-556-7343 OR 718-390-5103

#### **WHAT WILL I NEED TO BRING TO APPLY FOR AN EMERGENCY GRANT/ONE-SHOT DEAL?**

- **Proof of Who You Are.** Bring copies of any one of the following: driver's license/official photo identification; birth certificate; passport; adoption records; baptismal/other religious certificate; naturalization certificate; official hospital/documentated birth records.
- **Proof of Marital Status if you are married, divorced, separated or widowed.** Bring any one of the following: marriage certificate; divorce decree; or Social Security records.
- **Proof of Where You Live.** Bring copies of any one of the following: current letter/lease/rent receipt with home address from landlord; documentation from the New York City Housing Authority (NYCHA), if you live in public housing.
- **Proof of How Much You Spend on Housing If You Rent and Utilities.** Bring copies of: current lease; current rent receipt; verification of rent amount; fuel bills; school tax records; sewer and water bills; telephone bills; utility bills.
- **Proof that You are Behind on the Rent.** Bring copies of any court papers or rent demand letters received from your landlord if you are behind on the rent.
- **Proof of How Much You Spend on Housing If You Own and Utilities.** Bring copies of: fuel bills; mortgage records; property tax records; school tax records; sewer and water bills; telephone bills; utility bills; verification of mortgage and maintenance amounts.
- **Proof How Much You Owe for Other Bills.** Bring copies of: each bill and proof of non-payment if a bill is unpaid.
- **Proof of Income for Everyone in the Household:**

**If Your Income Is Supplemental Security Income (SSI) and/or Social Security (Dependent, Disability, Survivor's and Retirement).** Bring copies of: correspondence from Social Security Administration for each earner or current award letter or current benefit check.

OR

**If Your Income Is Unemployment Benefits.** For each income source of each income earner, bring copies of: 1099-G or Award letter or correspondence from NYS Department of Labor.

OR

**If Your Income Is Wages/Salary.** Bring copies of: business records; income tax return; letter from employer on company letterhead, signed and dated; paycheck stubs (4 current consecutive weeks if pay does not vary. If pay varies, 12 weeks worth of paycheck stubs are needed.); W-2 form.

- **Proof of Assets that Can be Converted to Cash.** Bring copies of current statements for any bank accounts or burial funds you have; copies of documents showing the value of any investments; and if you have a car, a copy of the title or vehicle registration.

You should keep copies of anything you give to HRA.

**SPECIAL NOTE:** When you apply for Emergency Assistance, you should also apply for Food Stamps, Medical Assistance and the Home Energy Assistance Program (HEAP) at the same location.

#### **WHO CAN I CONTACT IF I HAVE QUESTIONS?**

If you live in Manhattan, Brooklyn or the Bronx you may call Mobilization for Justice, Inc.'s Housing Project on Mondays, Wednesdays, and Fridays from 2:00 p.m. to 4:30 p.m. at 212-417-3888.

**DISCLAIMER: This fact sheet gives general information for NYC residents; it is NOT legal advice.**