

This form is for office use only!

Date of Call: _____	Time of Call _____ am/pm
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Head of Household Name: _____

Address: _____

Number in Household: _____ Contact Number: _____

Gross Household Income: _____ Source: _____

Hamilton County 80% HUD AMI Chart 2020 by Household Number:

1	2	3	4	5	6	7	8
\$48,350	\$55,250	\$62,150	\$69,050	\$74,600	\$80,100	\$85,650	\$91,150

Have you had a decrease in income due to the COVID-19 Pandemic Yes No If they answered no then they are ineligible

Do you rent Yes No If the applicant owns their home, they are not eligible. Refer to Legal Aid, CAA or 211. Rent to own is eligible.

Are you behind on rent Yes No How much do you owe _____

Are you behind on utilities Yes No How much do you owe _____

Are you in need of the following services: Mental Health Treatment Medical
 Substance Abuse Treatment Employment

Eligible Yes No Appointment Date/Time _____

Appointment Location: Walnut Hills Western Hills Downtown Virtual

Documentation Needed:

ID's of Household Members i.e. picture ID, SS Card, Birth Certificate, Benefit Documentation, Custody Paperwork (only need one form of ID per household member)

Proof of current income i.e. unemployment, paystubs, public benefits documentation i.e disability or TANF, child support, alimony, etc.

- Proof of reduction in income i.e. unemployment verification, furlough document, check stubs prior to 3/9/2020 and after 3/9/2020 showing reduction, letter from employer, IRS1040 if self-employed
- Rent arrearage ledger from landlord, must be due after 3/9/2020
- Utility bills, up to 3 months, must be due after 3/9/2020

Directions for Admin Staff:

What to tell applicant: Please allow at least 1 hour for the appointment, it could take longer. Please bring all documentation and inform your LL of the appointment date and time as we will be calling and sending them documentation to complete during the appointment. If meeting in person, please wear a mask if you do not have a mask then one will be provided. If you are opting for virtual, you must have access to email and be able to submit documentation electronically. If you are going to be late or need to reschedule please call the Case Manager or contact rap@talberthouse.org

Western Hills (Provides Medical, SA and MH Treatment)

Address: 4966 Glenway Avenue 2nd FL, Cincinnati, OH 45238

CM Name: Tamyra Frost

CM Number: 513.240.1058

Park in back parking lot. Enter back door that is labeled HCAN. As soon as you enter the building take a right up the stairs to the second floor. The Housing Dept is the first door on your left. You will get your temperature checked at the door. Elevators are available.

Walnut Hills (Provides Medical, SA and MH Treatment)

Address: 2621 Victory Parkway 2nd FL, Cincinnati, OH 45206

CM Name: Maujanette Feagins

CM Number: 513.240.0385

Parking is available on site. Enter through front doors and go to first floor Admin for temperature check.

Downtown (Provides Employment Services)

Address: 1005 Walnut Street, Cincinnati, OH 45202

CM Name: Brittany Loftus

CM Number: 513.240.1393

No off street parking. Parking is at own cost, we do not provide payment for parking meters. Enter through front door and get your temperature checked at the admin desk. Ride elevator to the second floor. Take a right out of the elevator and office is on your right.

Virtual

Put intake in CM's calendar and put in the notes that this will be a virtual intake. CM will complete intake assessment via phone. If applicant does not have a phone, they will complete via encrypted email. The applicant will have the option of signing documentation via DotLoop (all they need is access to an email address).