

# HAVING TROUBLE PAYING YOUR RENT ARREARS?

HELP IS AVAILABLE: Ask for  
a ONE-SHOT DEAL today!



## WHAT IS A ONE-SHOT DEAL?

An Emergency Assistance grant available to low-income New Yorkers to help in a crisis. One-Shot Deals are regularly used for **payment of back-rent owed to prevent an eviction.**

## DO I NEED AN EVICTION NOTICE OR COURT ORDER TO APPLY FOR A ONE-SHOT DEAL?

**NO** – if you are behind in payments, and know you cannot pay your back-rent owed by yourself, you can apply for help today! The sooner you apply, the better.

## WHAT DO I NEED TO DO FOR A ONE-SHOT DEAL?

- Apply for Cash Assistance (CA), saying that it is only for emergency assistance (see **How to Apply** section)  
*You do not have to be a Cash Assistance recipient to receive a one-shot deal*
- Lease (in the applicant's name) or confirmation (from landlord/Housing Court) that tenancy will continue with payment of arrears
- Rent bills or letters from the landlord showing monthly rent breakdown and rent owed or court order  
*You do not need to be in Housing Court to get help from HRA*
- Documents to show current income and resources for all members of the household
- Proof of identity for each adult in the household  
*Examples include but are not limited to birth certificate, photo ID, passport*
- Your Social Security Number (SSN) or proof that you applied for one
- Proof of your citizenship or immigration status

## WHAT DOES HRA CONSIDER WHEN REVIEWING MY APPLICATION?

- The need for assistance and related documents (e.g., job loss)
- A plan and income to pay future rent
- Affordability of housing
- Any additional 'at-risk' factors such as disability

## HOW WILL I KNOW ABOUT HRA'S DECISION?

You will get a letter in the mail telling you about the decision. Also, you can check case status on ACCESS HRA or call HRA InfoLine for information at **718-557-1399**.

## HOW IS THE GRANT ISSUED?

Checks are issued directly to the landlord or Housing Court, as applicable.

## WILL I HAVE TO REPAY MY ONE-SHOT DEAL?

NY State law requires most people to pay HRA back at least some of the money, though people receiving SSI are not required to repay.

In the application process, if rent arrears are identified, you are asked to sign a NY State-required repayment agreement in ACCESS HRA. The determination notice will inform you whether or not the grant must be repaid under State law.

## WHAT IF I RECEIVED A ONE-SHOT DEAL IN THE PAST?

You may apply for a one-shot deal even if you had one in the past. If you had a one-shot deal that you did not pay back, you may not be approved for another one. If you made payments, you will have a better chance. You will need to show HRA new reasons for falling behind.

### FOR MORE INFORMATION

**HRA InfoLine**  
718-557-1399

**Housing Court Answers**  
[www.housingcourtanswers.org](http://www.housingcourtanswers.org)

## CAN I APPLY ON-LINE?

We encourage you to apply for a one-shot deal on-line through ACCESS HRA's Cash Assistance (CA) application portal. The CA application asks questions about your need for an emergency grant to ensure your financial security.

**To apply for a one-time emergency grant (one-shot deal), you need to take the following steps:**

1. Visit **ACCESS HRA** and **log-in (or create an account)**
2. Select the **'Benefits'** link from the menu options on the homepage
3. Select **'Start a New Application'**
4. Select the **'Cash Assistance'** option in the **'Select Application'** page
5. Identify any applicable emergency indicators and click **'Next'**
6. Select the type of benefits you would like to apply for. The three options are: Cash Assistance, One Shot Deal, or Child Care without Cash Assistance (CILOCA)
7. Complete and submit the application
8. Follow instructions on the ACCESS HRA confirmation page and submit required documents using the ACCESS HRA Mobile App

**CLIENTS WITH ACTIVE CA CASES DO NOT NEED TO SUBMIT A NEW APPLICATION!** CA clients Visit **ACCESS HRA** and log-in

1. Enter identifying information to **'Find My Case'** and link to your HRA case
2. Select **'View Case'** in the ACCESS HRA user home page
3. Select **'Request Special Grant,'** located on the left-hand side
4. Identify the special grant you are requesting, complete the request and submit
5. Follow instructions in confirmation and submit documents using the ACCESS HRA Mobile App