

NEW MOMS

FOLLOW THE APPLICATION STEPS BELOW IN ORDER



Step 1 of 3: Call the Coordinated Entry Call Center at 312-361-1707 to complete a housing assessment.

- Call center hours: Monday through Friday from 8:30 a.m. – 4:00 p.m.
- If you are not connected to an agency working with people experiencing homelessness, call **312-361-1707** to complete a housing assessment. Then, call every 90 days to update.
- The housing assessment puts your name on the waitlist for ALL Youth Transitional Housing Programs that you are eligible for.
- You can also call Facing Forward, an agency that helps people experiencing homelessness, at 312-785-3694 or go to ffchicago.org.
- **This may or may not lead to a housing option and does not provide immediate housing. If you live in Chicago and in need of immediate shelter, please call 3-1-1 to get transportation to a shelter.**



Step 2 of 3: Apply for CHA's Project Based Housing Voucher ("PBV") Online. Follow each step in order.

[Start Here! Open Online Application at www.applyonline.thecha.org](http://www.applyonline.thecha.org)

Submit Your Personal ID Number

- This is the CHA Waitlist Portal. Submit your Social Security Number or Alien Registration Number, date of birth, and email address to begin the application.
- After you enter the information, select "Continue."

Complete Waitlist Application Form

- This is the Waitlist Application Form. Enter your personal information; required fields have an asterisk.
 - ⚠ **Important! When asked your household size, please select "2."**
 - ⚠ **Important! When asked "Are you Homeless?" answer "Yes."**
- When you complete the form, select "Next Page" at the bottom-center of the website.

If you need assistance or have questions at any time throughout the application process, call us at 773-708-6932 or email us at housing@newmoms.org

NEW MOMS APPLICATION STEPS CONTINUED

Select Type of Property: Project Based Voucher (PBV)

1st page: Select Public Housing Waitlist (optional)

- **You do not need to select Public Housing Waitlist if you only want to select Project Based Voucher (PBV).**
- If you want to continue the application for PBV without selecting Public Housing, just click “Next Page.”

2nd page: Select Project Based Voucher Waitlist

- You will see a description of the “Project Based Voucher (PBV) Option” and the question, “Would you like to select a Project Based Voucher (PBV) Wait List?”
- Select “Yes” to select the Project Based Voucher Waitlist.
- Select the **green** Search button to see a complete list of PBV properties .

Select Your PBV Property: New Moms Clare Place

- When the PBV Properties appear make your selection.
- Click the box corresponding to your preferred property on the left-hand column.
 - **Select NEW MOMS Clare Place (210 Chicago Ave, Oak Park).**
- Once the box is checked, NEW MOMS CLARE PLACE (210 Chicago Ave, Oak Park) will be highlighted **yellow**.



If you proceed to the “Next Page” without checking a box, you will not be signed up for any PBV Waiting List!

- Only after choosing NEW MOMS CLARE PLACE (210 Chicago Ave), scroll down to the bottom of the page and select “Next Page.”

Review & Submit Your Application

- Double check your personal information and Waiting List selection to make sure it is correct.
- Scroll down to check your Project Based Voucher Waitlist Selection near the bottom of the page.
- Scroll down and click on all three (3) certification buttons. You must agree and click on all three!



You must select the third box for CHA to select you: “I agree to allow CHA to share my information with city, state, federal agencies, and social service agencies for the purpose of validating a stated preference (e.g. homeless) or communicating opportunities for housing employment or related resources.”



CHA will only process your application if you have a completed a housing assessment with the Coordinated Entry Call Center and confirmed that you are on the PBV Waitlist.



Complete the Electronic Signature Form and click “Submit” to submit your full application. (See screenshot on next page.)

Continue to the next page for the final step!

NEW MOMS APPLICATION STEPS CONTINUED

Electronic Signature example:

I/we certify that the statements on this application are true to the best of my/our knowledge and belief and understand that inquiries must be made to verify them. I/we authorize the release of information to the Housing Authority by my/our employer(s), the Department of Public Services, the Social Security Office, Police or Law Enforcement agencies, and/or other business or government entities. By my signature below, I/we authorize the CHA to conduct the following for purpose of determining housing eligibility: criminal background check, credit card and court record inquiries. I also understand that failure to sign this release statement will invalidate my application. I/we understand that any false statements made on this application will cause me/us to be ineligible and if housed subject of eviction.

I agree to update my contact information and confirm my site-based waitlist property selection annually. I understand that a failure to comply with this requirement will result in my name being removed from the waitlist.

I agree to allow CHA to share my information with city, state, federal agencies, and social service agencies for the purpose of validating a stated preference (e.g. homeless) or communicating opportunities for housing, employment, or related resources.

Please type your name in the box below to sign this form electronically.

Date 12/27/2018



Step 3 of 3: If you are selected:

- CHA notifies Oak Park Housing Authority that you have been selected and they will contact you.



Keep your phone, email, and address up to date in both the CHA and Housing Assessment systems. Remember you must call every 90 days to update your Coordinated Entry Assessment at 312-361-1707

- Once you have been contacted by the Oak Park Housing Authority, direct any questions about the status of your application to them
 - We do not know your spot in the waitlist, you must call CHA for updates on your spot in the list.

Once you have completed these steps, please email us at housing@newmoms.org

Thank you for applying!

210 Chicago Ave.
773.252.3253

NEW MOMS
STRONG FAMILIES. BRIGHT FUTURES.

@newmomschicago  
www.newmoms.org