

Guarantee Issuance

Clients typically come to the office seeking assistance or inquire via telephone regarding program eligibility. The Social worker will conduct an evaluation of the a client's needs including a verbal screening to decide if the client could potentially be eligible for the SDG program. Criteria for review include categorical eligibility, housing status, income, program participation history.

Once consumers are deemed to meet the general eligibility criteria, they must identify an apartment the fits the program guidelines (if they have not done so already). Criteria for review include signed paperwork with the landlord and confirmation of client affordability. Approved paperwork is then signed and forwarded to DSS Fiscal for final processing in the HUT system.