

Menlo Family Housing

1230 S. Menlo Avenue

Los Angeles, CA 90006

Target Population –

Homeless or Chronically Homeless

Transition Age Youth & Multifamily with Special Needs



Seeking Eligible Applicants for Menlo Family Housing

3-bedroom apartments are available for families with households of 5-6 persons!

Tenant Eligibility Criteria for MHSA UNITS:

- ❖ Annual household income of 30% Average Median Income or less (5 persons \$27,330; 6 persons \$29,340).
- ❖ Must meet federal definition of “homeless” or “chronic homeless.”
- ❖ Must be certified by Department of Mental Health /Housing Policy and Development (HP&D).
- ❖ Children and youth with severe emotional disorders or serious mental illness as defined in Welfare and Institutions Code Section 5600.3(a).
- ❖ Certification application along with homeless verification must be submitted by case manager for MHSA units.

This project provides MHSA funded 3-bedroom apartments for homeless or chronically homeless families of 5-6 persons. The qualifying applicant may also be a minor. Required documents may be downloaded from the Department’s website along with other required documents.

HOW TO APPLY:

1. If the prospective tenant is expected to meet the eligibility criteria listed above at time of move-in, the case manager should download and complete the MHSA Housing Certification Application, Verification of Homeless Form and, if applicable, the Certification of Residency and the Authorization for Request or Use/Disclosure of Protected Health Information (PHI Release Form) or the referring agency’s authorization form. Move-in is projected for November, 2012.
2. Fax the Certification Application and other required forms to HP&D (213) 637-2336, **ATTN: Housing Coordinator**. Once processed, HP&D will fax a confirmation of the certification to the Referral Source (client’s case manager) identified on the MHSA Housing Certification Application form.
3. Once you receive the confirmation of certification from HP&D, download and complete the **Menlo Family Apartment Application** and hand deliver the approved certification and completed application to Koreatown Youth & Community Center’s office located at 3727 W. 6th Street, Los Angeles, CA 90020.

¹Federal Definition of Homelessness –

1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
2. an individual who has a primary nighttime residence that is -
 - A. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Federal Definition of Chronic Homelessness –

1. 365 consecutive days or one continuous year of HUD homelessness; OR
2. 4 episodes of HUD homelessness in 3 years
3. must have a disability

