



Department of Public Health

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July 1, 2016

Hello! You are receiving this letter as it is our understanding that you are currently receiving HOPWA Housing assistance through International AIDS Empowerment, Inc. As you are aware, IAE will no longer be providing HOPWA assistance after August 31, 2016.

Starting September 1, 2016 City of El Paso, Department of Public Health (DPH) HOPWA Program will start providing HOPWA assistance to eligible individuals and their households thus becoming one of the HOPWA providers in the El Paso area.

Please note the following important information: HOPWA services are **NOT** transferrable from one provider to another. Therefore, if you and your household are in need of housing or Tenant Based Rental Assistance through the HOPWA Program, you must get in touch with City of El Paso, Department of Public Health (DPH) to first complete an initial Client Intake into our program as well as complete a new HOPWA application to be screened for eligibility determination. Both an Initial Client Intake as well as a HOPWA application must be completed at the time of the appointment for any client being considered for HOPWA housing assistance through the DPH. The client intake will be filled out during your scheduled appointment on or after **September 1, 2016**.

The time period between the end August and through the beginning of September will be a time of transition for the DPH; we ask for your cooperation and patience. In order to greater facilitate the completion of required paperwork in a timely manner, clients that believe they will need HOPWA housing assistance provided through DPH HOPWA Program can go ahead and complete the enclosed Release of Information Form. (Please submit these to your Case Manager with IAE as soon as possible).

Interested clients **must** have an appointment to complete a HOPWA application to determine eligibility. Clients can begin calling (915) 212-0242 to schedule HOPWA application appointments with a Case Manager on **Monday August 1, 2016**. Walk-Ins will not be seen, so please call to schedule an appointment to ensure you have a time to sit down and complete the required paperwork with a Case Manager. DPH will begin completing HOPWA applications with clients for housing assistance on September 1, 2016 until we fill all slots. At this time the list for appointments and/or wait list will be developed.

Priority will be given to clients who meet the following criteria:

- 1) Having children living in the household under the age of 18
- 2) Recently been hospitalized resulting in loss of income for at least 30 days
- 3) First call, first served basis

Robert Resendes – Department Head
5115 El Paso Drive | El Paso, Texas 79905 | (915) 212-0200

“Delivering Outstanding Services”



Department of Public Health

Please make sure you bring the following documents that are required for eligibility.

1. Current lease signed by both you and your landlord.
2. Current income verification: (Check Stub, SSI, Social Security Benefit Letter, Food Stamps, assistance, etc.) – Previous month's income (three check stubs, SSI or W2 which is preferred. If you bi-weekly bring 2 check stubs, if you are paid weekly bring the last 4 check stubs. If deemed necessary we will verify through the IRS.
3. If you do not receive income, please bring support letters (s) from family members or friends who help you with your personal expenses. A Zero income form will be required to be notarized. These letters must be notarized, signed, and include a current phone number, in order to verify the information
4. Proof of attempt to enroll into the El Paso Housing Authority, Section 8 program.
5. W9 Vendor Form – completed by landlord – no payment can be processed without this form – Turning in the form will assist the City of El Paso in processing the landlord as a vendor; however, it does not mean you are approved.
6. Proof of HIV status.

FAILURE to provide ALL required documents will result in disqualification for HOPWA services.

It is our sincere hope that our agency can provide a smooth transition of HOPWA services over the next few months and eligible clients will receive the housing services and other medical and social support services they need to maintain their overall health.

The DPH HOPWA Program has a new location at 701 Montana El Paso, TX 79902. DPH greatly looks forward to providing HOPWA services in El Paso.

Sincerely,

Irene Ovalle-Valdez

Program Manager