

Benefits You're Entitled to if You Live in a NYC Shelter:

APARTMENT SEARCH CARFARE

A legal information resource by the Legal Clinic for the Homeless

What is Apartment Search Carfare and what are the requirements to receive it?

Apartment Search Carfare is money the Human Resources Administration ([HRA](#)) provides to help residents of NYC shelters look for permanent housing. If you qualify, HRA will issue \$75.39 to your EBT card every month. To receive this money, you must meet the following requirements:

1. You must have an open Cash Assistance (welfare) case
2. You must NOT be receiving any other carfare allowance from HRA
3. Your apartment search activities are monitored by shelter staff
4. Your gross employment or other income, if any, is NOT over 200% of the federal poverty level for your household size. (In 2023, 200% of the federal poverty level for a family of two is \$36,620 per year.)

How do I request retroactive and ongoing Apartment Search Carfare if HRA does not provide it to me?

1. Complete the HRA Additional Allowance Request Form found [here](#).
2. In the "other" box on page 2, write: "Requesting Apartment Search Carfare from the date I moved into shelter on (___/___/202___) (fill in the date) and the addition of the carfare to my budget"
3. Sign, date, and upload the completed form to your [ACCESS HRA](#) mobile app AND/OR bring or mail the form to your Benefit Access Center.
4. Keep copies of all documents submitted to HRA.

If you cannot submit the form using the methods described above, you can

1. Ask HRA to take your request by calling 718-557-1399 OR
2. Visit your HRA Benefit Access Center and submit your request at the location

What should I do if HRA does not give me the Apartment Search Carfare I am eligible for from the date I entered shelter?

You can request a State Fair Hearing using one the methods below:

- Call 1-800-342-3334
- Complete an online request form by [clicking here](#)
- Mail or fax a form ([click here](#) for more information)
- Go in person to the New York State Office of Temporary and Disability Assistance located at: 14 Boerum Place 1st Floor, Brooklyn, New York 11201

Learn about how to prepare for a Fair Hearing at this site: <https://fairhearinghelpny.org/>

NEED LEGAL HELP?



For more information please visit our website: www.citybarjusticecenter.org/projects/legal-clinic-for-the-homeless



Apply for help [here](#)



212-382-4729

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