

**ALL SERVICES ARE FREE
AND CONFIDENTIAL**

**H.I.P. IS FUNDED BY THE
NEW YORK STATE OFFICE OF
TEMPORARY AND DISABILITY
ASSISTANCE (OTDA)**

**HOMELESS
INTERVENTION
PROGRAM
(H.I.P.)**

Hours are:

Monday, Tuesday, Thursday Friday

8:30 am—4:30 pm

Wednesday

8:30 am—6:30 pm



Scheduled appointments are appreciated.

Walk-ins are accepted.

DSS After Hours:

(518) 382-0383

**SCHENECTADY COMMUNITY
ACTION PROGRAM, INC.**

913 Albany Street
Schenectady, NY 12307
Phone: 518-374-9181
Fax: 518-374-9190
Website: www.scapny.org
Email: scapgen@nycap.rr.com

**LEGAL AID SOCIETY OF NORTH-
EASTERN
NEW YORK, INC.**

55 Colvin Avenue
Albany, NY 12206
Phone: 518-462-2675
800-462-2922
Fax: 518-427-8352



**SCHENECTADY COMMUNITY
ACTION PROGRAM, INC.
(SCAP)**

**IN PARTNERSHIP WITH
THE LEGAL AID
SOCIETY OF NORTHEASTERN
NEW YORK, INC. (LASNNY)**



H.I.P. provides eviction prevention and housing location services to the at-risk population in the Schenectady County.

Contact either SCAP or LASNNY for legal consultations, litigation representation or court advocacy in the City of Schenectady.

H.I.P. will accept applications when mediation and/or negotiation of a payment plan is provided and/or DSS payment will resolve the situation that preserve the tenancy.

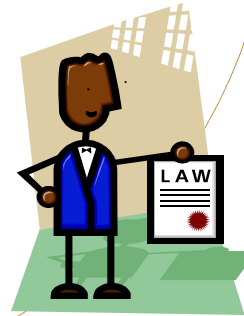
H.I.P. will accept DSS denials to prevent eviction proceedings which could lead to homelessness (e.g. denials of financial assistance with rental or mortgage arrears, security deposit denials or utility shut-offs).

H.I.P. will additionally accept applications for homeless individuals:

- Living on the streets.
- Living in an emergency shelter.
- In receipt of a 30 day or more institution release.
- Living in transitional housing after being homeless.
- Currently in residential treatment.

H.I.P. PROVIDES

- Intervention between landlord and tenant, also information about both party's rights and responsibilities.
- Preventing homelessness
- Assistance in supporting your case.
- Emergency Referrals.
- Will provide follow-up for up to nine months
- Assistance to determine individual needs.



All **H.I.P.** customers will be required to complete a standard HIP application and Permission for Release and Sharing of Information Form.

The Schenectady Community Action Program, Inc. (SCAP) and the Legal Aid Society of Northeastern New York, Inc. (LASNNY) are the member agencies assigned to administer the Homelessness Intervention Program.

DOCUMENTS NEEDED FOR APPOINTMENT INCLUDE:

- 3 day eviction notice
- Court reports
- Code enforcement report, pictures to support case.
- Lease, rent receipts
- Department of Social Services denial letter
- Relevant paper work to case
- DSS Benefit cards or pay stubs.
- National Grid electric bill.

