

BRAP Application Check List

Before you begin the application make sure your BRAP application is current (bottom right page of application should state: **Revised May 2016**).

- Question 1 **or** question 2 must be a “yes.”
If not, then the applicant is not eligible for assistance under BRAP.
- Question 6 must have the contact name and address of the referring agency.
All returned applications will be sent to this address.
- Attach proof of SSI/SSDI. All income verifications must be dated within **120 days**. If the client is NOT receiving SSI/SSDI then he/she must apply for SSI/SSDI and attach proof of an appointment and/or proof of current application status.
- Attach proof of application for Section 8 tenant based subsidy (i.e. a copy of a date stamped Section 8 application). If all Section 8 waitlists in the area are currently closed and a BRAP applicant is not currently on a Section 8 waitlist, note this on question 5a of the BRAP application.
- Attach proof of priority rating. The four eligible BRAP priorities are listed on page 3 and 4 of BRAP application. Priority verifications must be dated within **14 days**. Verification must be on agency letterhead, stating location, length of stay and dates of homelessness that were witnessed by the provider.
- List **all members** that will be residing in the household on page 2 under Household Information. Indicate if a household member will occupy the unit less than 51% of the time (i.e. joint custody of a child).
- List ALL income on page 2 under Income & Other Assistance Sources. Attach verification of ALL household income. All income verifications must be dated within **120 days**.
- All household members 18 years of age or older must sign the BRAP application and complete all necessary release forms.
- Complete the Eligibility Verification section on page 6. This section must be filled out and signed by someone from the referring agency.
- If applicant is already enrolled in adult mental health services, attach a copy of APS HealthCare Enrollment – APS must include the name of the client, current authorization dates, what service they receive and the Status must say “Processed/Final”

OR

- If applicant is **not** enrolled in adult mental health services, a licensed clinician must complete the BRAP Enrollment Form

IF any of the documentation listed above is missing or outdated the entire application along with a letter detailing what is wrong will be returned to the referring agency.