



## **Reminder of Your Temporary Shelter Exit Date**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

On \_\_\_\_\_, you received a shelter placement within New York City’s shelter system. Your shelter stay is temporary. It will end on \_\_\_\_\_ if you do not request and receive an approval for more time.

When you were assigned to your first temporary shelter placement, you were given access to a Resource Guide and told to make a plan to move out of the shelter system. If you need help accessing the Resource Guide, please tell the staff in your temporary shelter.

You may qualify for more time in temporary shelter if you have a disability that makes it difficult for you to make significant efforts to move out of shelter. If you have a disability, please speak to staff at your temporary shelter about how to apply for what is called a “reasonable accommodation” to extend your temporary shelter stay. You may be asked to provide documentation of your disability.

In addition, you may be able to extend your time in temporary shelter if you have documentation showing one of the situations below:

1. You have signed a lease for an apartment sometime within 30 days of the date your stay is scheduled to end,
2. You are scheduled to leave New York City within 30 days of the date your stay is scheduled to end (i.e. you have a plane or bus ticket to leave New York City),
3. You have a serious medical procedure, or appointment for the treatment of a serious medical condition, within 30 days of the date your stay is scheduled to end,
4. You are recovering from a serious medical procedure that limits your ability to exit shelter,
5. You have an important immigration proceeding within 30 days of the date your stay is scheduled to end, or
6. You are attending high school or a high school equivalent program, or
7. You have documentation that you have made significant efforts to leave the shelter system and/or leave New York City but need additional time to exit shelter. These steps could include, but are not limited to:
  - attending all meetings with your caseworker,
  - scheduling or attending an appointment with a legal services provider,
  - applying for immigration relief (such as asylum or Temporary Protected Status),
  - searching for or finding a job,
  - contacting friends and family in the United States to find out if you can stay with them,
  - getting a government-issued form of identification,
  - getting an individual tax ID number (ITIN),
  - taking English language classes,
  - attending college or community college,
  - applying for public benefits for which you are eligible,
  - attending a job training course,
  - following shelter rules, or
  - other significant efforts.



The more steps you take, the more likely you will be able to show that you have made significant efforts. You should document any of the steps you take, either by bringing in a document or by taking photos on your phone showing the steps you took.

To apply for more time in shelter, you will need to go to the Reticketing Center (located at 185 E. 7<sup>th</sup> St, New York, NY 10009) so that the City can review your request. The Reticketing Center is open every day from 9am until 5pm. You must show evidence of one of the seven situations above when you visit the Center. If you have questions about how to apply for the extension, please speak to shelter staff.

At any time, the City is able to pay for your travel to any other destination. If you would like the City to pay for your travel, please visit the Reticketing Center or talk to shelter staff.

If you have any questions or need any other help, please speak with a staff person at your current temporary shelter before the shelter stay end date noted above.

As a reminder, all of the resources in the Resource Guide you received at the beginning of your stay will still be available to you after you leave shelter.

### **The Resource Guide**

