

**DATE:**

**PROCEDURAL MEMORANDUM #004-21**

**SUBJECT:** Emergency Rental Assistance Program (ERAP) Redetermination for Subsequent Requests for Assistance

**TO:** County ERAP Providers

**FROM:** Cathy Buhrig  
Director  
Bureau of Policy

**PURPOSE**

To inform county ERAP providers of the procedures for accepting and processing subsequent requests for assistance for eligible households that received ERAP and have remaining months of assistance available.

**BACKGROUND/DISCUSSION**

ERAP providers must record requests for additional assistance on an ERAP application form or a shortened ERAP recertification form. This process supports the need to:

- Record the additional request and document (1) that at the time of the request the household is at risk of experiencing homelessness or housing instability, and (2) the type of assistance requested.
- Record the request for additional prospective rent after receiving three months of prospective rent payments.
- Record the current income eligibility determination after a prior approval based on monthly income or an attestation of income based on categorical income eligibility or fact specific proxy methodology.
- Record the authorization of the additional request for purposes of federal and state reporting, appeals and auditing.

The Department of Human Services is in the process of developing an ERAP recertification form for this purpose and counties may develop a shorter form of their application as well.

**NEXT STEPS**

1. Share and review this Procedural Memo with appropriate staff.
2. Direct questions regarding this Procedural Memo to [RA-PWERAPOIM@pa.gov](mailto:RA-PWERAPOIM@pa.gov).
3. This Procedural Memo is in effect until further notice.