



## How to apply for Emergency Rental Assistance (ERA) through Franklin County RISE

1. Review the [Eligibility Criteria and FAQ's](#) on Action for Children's website.
2. [Click here](#) to start an ERA application online. Read below for a step-by-step guide and frequently missed steps in the application process.
3. **Complete pre-screening questions & set up your account.**
  - When you click the link to apply, you will be asked to answer 4 pre-qualification questions.
  - Next, you will need to create an account.
    - If you already have an account with the city's Apply for Hope program, you may not be able to create another account. Check your email or reset your password to find the organization that is currently processing your application. **Write down your username and password. The password will need to be a minimum of 15 characters.**

## Starting Your Application

### Applicant Tab

- You will need your address, name, and date of birth for all household members.

### Assistance Tab

- You will need the following information **from your landlord/Property Manager;**
  - Company name & landlord first and last name
  - Cell or office phone number
  - Email address (let your landlord know that they will be getting an email with a link to approve your application)
- Enter all past due amounts and any payments you made for each month. You will upload proof of your rental payment history in the Package Submission tab.



[www.ActionforChildren.org](http://www.ActionforChildren.org) | 78 Jefferson Avenue, Columbus, OH 43215 | P: 614-224-0222

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- Check the boxes for the months you are requesting assistance (up to 18 months)
  - If you have an active lease, you may request up to 3 months of future rent if your lease covers those months.
  - If you are renting on a month-to-month basis, then you cannot request payment for any future months. You must reapply if you need more assistance.
- *NOTE: Action for Children is not currently providing Electric Assistance. Please do not complete this section.*

#### Duplicative Benefits Tab

- You must agree to not duplicate your application for assistance.

#### Income Tab

- You may select to upload income documentation such as your most recent tax forms (1040) or you may select "Income Attestation" to enter your gross household income from last year.
  - If you had no income then select "No Income"

#### COVID 10 Hardship Tab

- You will need to attest to being at risk of experiencing homelessness or housing instability or a hardship due to Covid-19. Check all boxes that apply.

#### Package Submission Tab

- Once you have filled out the application, the final step is to upload documentation for submission.
- Upload clear, readable images of your documents. Be sure the full document is within the frame of the picture. Documents that need to be uploaded include
  - Identification Documentation (**choose any below**)
    - Valid photo ID/driver's license
    - Bank or Financial institution statement
    - Baptismal Records
    - Birth Certificate
    - College or University student photo ID
    - Foreign (non-US) passport
    - Documentation from country of origin if non-US citizen or legal resident
    - Immigration/Citizenship Documentation
    - Medical bill
    - Pay stub, W-2 Form, 1099 Form
    - Public benefit statement
    - Social Security Card
    - State ID
    - US Passport
    - Utility bill



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- Supporting income documentation (**choose as many as you need to support your statement of income below**)
  - 2020 1040 tax returns for each adult in household
  - 90 days of all household income documents (most recent paystubs or paystubs from the time of your hardship)
  - All household 2020 end of year statements (W2's/1099's, self-employment/schedule C, TANF, child support, alimony, workers compensation, SSI, VA etc.)
  - Relevant pandemic hardship documentation such as medical diagnosis or old paystubs showing a reduction in income.
  
- Upload your full signed lease agreement. If you do not have access to your current lease agreement, let us know so we can get the document from your landlord.
  
- Upload a recent statement or rent account history document from your landlord. Be sure that it includes any unpaid housing expenses such as eviction filing or court fees. If you do not have this, we can request this from your landlord.
  
- Upload in the ID section, proof of Early Childhood Educator status
  - Type-B or Type-A can submit a copy of their current ODJFS license
  - A copy of your paystub, if the employer listed is the name of your current licensed child care employer.
  - A signed statement on letterhead from your employer attesting to the fact that you are a current child care educator at their licensed child care

**For questions regarding Emergency Rental Assistance, email us at [RISEHelp@actionforchildren.org](mailto:RISEHelp@actionforchildren.org)!** To learn more about other Franklin County RISE supports for child care educators, please [visit our website](#).



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