



LIVE-IN AIDE AGREEMENT

The Newark Housing Authority (NHA) permits an eligible household to request approval of a live-in aide when the aide is necessary for the care and well-being of an elderly, near-elderly, or disabled household member defined as:

- a) Is 18 years of age or older;
- b) Is determined to be essential to the care and well-being of the household member;
- c) Is not obligated to support the household member; and
- d) Would not otherwise reside in the assisted unit except to provide the necessary supportive services.

LIVE-IN AIDE TERMS AND CONDITIONS

As a condition of NHA's approval, the Head of Household and proposed live-in aide acknowledge and agree to the following:

1. A live-in aide must be approved by NHA before moving into the assisted unit. The household must provide all documentation required by NHA to evaluate and approve the request.
2. Before a live-in aide may move into the assisted unit, NHA must receive third-party verification establishing that live-in aide services are necessary for the care and well-being of the household member. The verification must be completed by an appropriate qualified professional or other acceptable verification source using NHA's Live-In Aide Verification Form.
3. The proposed live-in aide must meet NHA's applicable screening requirements and must provide any information required by NHA to conduct the screening, including a criminal background check. NHA may deny approval of a proposed live-in aide based on the results of the screening.
4. The addition of a live-in aide must comply with applicable occupancy requirements. If the approved live-in aide results in a need for a different unit or voucher size, NHA will determine the appropriate unit size in accordance with applicable program requirements and NHA policy. A reasonable accommodation may include approval of a larger unit when necessary because of a household member's disability.
5. An approved live-in aide may reside in the assisted unit but is not considered a member of the assisted family for purposes of determining family composition and annual income. The live-in aide has no right to the assisted unit as a remaining member of the household and may occupy the unit only while providing the approved supportive services.
6. The live-in aide must be properly identified as a live-in aide on the household's applicable program and tenancy records and must comply with the lease, applicable property rules, NHA requirements, and applicable laws. If the live-in aide violates applicable requirements, NHA may require the household to terminate the live-in aide arrangement.
7. The live-in aide may reside in the assisted unit only while the household member requiring assistance continues to need and receive the approved live-in aide services.
 - a. If NHA receives verification that the live-in aide is no longer necessary for the care and well-being of the household member, the live-in aide must vacate the assisted unit within 14 days after NHA provides reasonable notice of the determination.
 - b. If the household member requiring assistance moves out of the assisted unit, the live-in aide must vacate the unit no later than the household member's departure date.
 - c. If the household member requiring assistance passes away, the live-in aide must vacate the assisted unit within 14 days of the household member's death.
 - d. If live-in aide services terminate for another reason, the live-in aide must vacate the assisted unit within 24 hours.

8. NHA may approve a relative to serve as a live-in aide when the individual meets the applicable live-in aide requirements and is approved by NHA. A relative approved as a live-in aide is not considered a member of the assisted family and does not acquire rights to the assisted unit as a remaining household member. If the relative is instead approved as an addition to the assisted family, the individual will not be treated as a live-in aide and their income will be considered in determining the family's annual income, as applicable.

HOUSEHOLD & LIVE-IN AIDE INFORMATION

Head of Household Name: _____ Participant Code _____

Assisted Unit Address: _____

Household Member Requiring Live-In Aide Services: _____

Live-In Aide Name: _____ Live-In Aide Date of Birth: _____

ACKNOWLEDGMENT AND CERTIFICATION

By signing below, the Head of Household and proposed live-in aide certify that the information provided is true and complete and acknowledge that they have read, understand, and agree to comply with the terms and conditions of this Live-In Aide Agreement.

The Head of Household understands that approval of a live-in aide is subject to NHA verification and screening requirements and that the live-in aide may reside in the assisted unit only while providing the approved supportive services.

The proposed live-in aide acknowledges that approval as a live-in aide does not make the live-in aide a member of the assisted family and does not provide any right to remain in the assisted unit after the live-in aide arrangement ends.

Head of Household Signature: _____

Head of Household Signature

Date

Live-In Aide Signature

Date

If you have any questions, please contact Newark Housing Authority Customer Care at (973) 273-6206, Monday through Friday, 8:00AM-5:00PM.