

## New Nursing Home Transition Tenant Based Rental Assistance Process

*The following was shared by the Office of Long-Term Living on March 24. Please see below for an important message from Pennsylvania Housing and Finance Agency (PHFA) regarding modifications to the Tenant Based Rental Assistance process:*

Due to the Governor's new orders to mitigate the spread of COVID-19, Pennsylvania Housing and Finance Agency (PHFA) staff are unable to enter their building to process the paper checks that should go out this month for Nursing Home Transition Tenant Based Rental Assistance (most of the One Time Payment Requests are sent out in the form of a paper check). However, Accounts Payable did make the ACH (direct deposit) payments. Unfortunately, this will cause a delay in the landlords receiving most of the one-time rental assistance payments.

From this point forward, all rental assistance payments must be made through ACH (direct deposit) – no more paper checks. This will require each landlord to whom PHFA issues payment to provide their [W9 form](#) as always, but they must now also provide an [ACH form](#) which will include their bank information.

An ACH form needs to be submitted with each [TBRA One Time Payment Request](#), along with the W9 form. The One Time Payment Request form is to be emailed to [Krissi DeSantis](#). Please upload the W9 and ACH Form to Dropbox together as one document. Contact Ms. DeSantis with any questions.

If you need the attachments in an alternate accessible format, contact Rachel Sink at 717-783-7378. Thank you for your patience and stay safe!