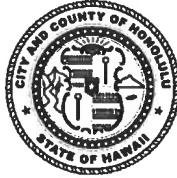


DEPARTMENT OF COMMUNITY SERVICES
KA 'OIHANA LAWELAWE KAIĀULU
CITY AND COUNTY OF HONOLULU

925 DILLINGHAM BOULEVARD, SUITE 200 • HONOLULU, HAWAII 96817
PHONE: (808) 768-7762 • FAX: (808) 768-7792 • WEB: www.honolulu.gov

RICK BLANGIARDI
MAYOR
MEIA



ANTON C. KRUCKY
DIRECTOR
PO'O

AEDWARD LOS BANOS
DEPUTY DIRECTOR
HOPE PO'O

June 27, 2024

Rent to Work Program Requirements – Referral Letter

Ensure **all information** listed below is **included** in your agency's referral letter to the Rent to Work Program:

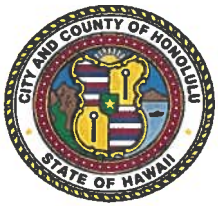
- Letter must be on the referral agency's letterhead.
- Names of all household members to reside in the rental unit.
- Date of birth (DOB) and gender for all household members.
- Ethnicity and primary spoken language for Head of Household (please note that for the Rent to Work Program the working, adult household member will be considered the Head of Household);
- If the primary spoken language is not English, please indicate whether or not an interpreter will be necessary.
- If unsheltered, please provide the location of the applicant.
- Mailing address, contact number, and email address for applicant.
- Exit date from the referral agency.
- Referring case manager's name, address, email address, contact number, and signature.
- If applicable, employment information for Head of Household and any other employed household members.
- If applicable, listing of any ADA requirements for household.

Upon receipt of a valid referral, we will contact the household to complete our application and background checks. Please note that a valid referral will expire 4 months from the date listed in the letter. A valid referral may be inactivated by WorkHawaii for failure to submit the required eligibility documentation or respond to WorkHawaii initiated contact attempts. WorkHawaii will attempt to reach the referred household via telephone, twice, and email, once, prior to inactivating the referral.

Referral letters are accepted through the following channels below:

- Email: enrollworkhawaii@honolulu.gov

Please contact us at 808-768-5703 with any questions you may have.



WORKHAWAII-RENT TO WORK

Housing Families Transforming Lives

A proud partner of the **americanjobcenter**® network



WHO ARE WE?

The RTW Program (RTW) is funded by the Department of Housing and Urban Development and provides housing subsidies for individuals or families who meet the program eligibility requirements. Our goal is help families achieve housing stability by focusing on employment, job training opportunities, increased wages, and savings.

WHO IS ELIGIBLE?

Individuals or families that are validated as meeting the HUD definition of "homelessness" (sheltered or unsheltered) or are at risk of becoming homeless, with total household income at or below 60% of the Area Median Income and are willing to work.

SERVICES PROVIDED:

- Short-term rental subsidy for 12-24 months
- Housing placement assistance
- Transition to affordable housing (if available)
- Job Placement/Job Training
- Intensive Case Management



Pictured is Keith Evans-Chun with his Ohana. After a long history of drugs and alcohol, Keith successfully changed his life around by meeting his goals: to maintain employment, increase income and savings, restored custody of his 2 daughters, clean & sober for 7+ years, and obtained affordable housing.

Call 808-768-5727 for more information!



LEVEL UP with WORKHAWAII'I

City and County of Honolulu
Department of Community Services

Free Services for Veterans and Military Spouses

Access tuition assistance, training opportunities,
career counseling, and more!

Co-located with the Hawai'i Department of
Labor and Industrial Relations Disabled
Veterans Outreach Program.

**GED
Preparation**

**Certification
Training**

**Housing
Assistance**

**Employment
Assistance**

**Other
Resources**



@ajch_workhawaii

@workhawaiiyouthprogram



American Job Center Hawaii

WorkHawaii Youth Program

Open Enrollment
(808) 768-5703

EnrollWorkHawaii@honolulu.gov

Dole Cannery Office Building

680 Iwilei Road, Suite 700

Honolulu, HI 96817

Mon-Fri 7:45-6:30

Sat 9:00-3:00





WORKHAWAI'I

LEVEL UP

Short-Term Rental Subsidy and
Housing Assistance Program

RENT TO WORK



ABOUT

- Short-term rental subsidy for 12-24 months
- Classes on financial literacy and opportunity for enrollment into career development programs
- For individuals and families homeless or at risk of becoming homeless



Scan the QR code and fill out the WorkHawai'i Program Interest Form to see if you qualify.

Open Enrollment

(808) 768-5703

EnrollWorkHawaii@honolulu.gov

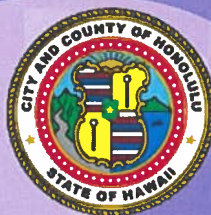
Dole Cannery Office Building

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Honolulu, HI 96817

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AmericanJobCenter
HAWAII



LEVEL UP with WORKHAWAII'I

City and County of Honolulu - Department of Community Services

www8.honolulu.gov/dcs/workhawaii/ - EnrollWorkHawaii@honolulu.gov



GED
Preparation



Certification
Training



Housing
Assistance



Employment
Assistance



Other
Resources

Wai'anae Location

(808) 768-5710

Wai'anae Neighborhood Community Center

85-670 Farrington Highway, Room 6

Mon-Fri 7:45-4:30

Honolulu Location

(808) 768-5703

Dole Cannery Office Building

680 Iwilei Road, Suite 700

Mon-Fri 7:45-6:30

Sat 9:00-3:00



The WorkHawaii-American Job Center is supported 95% in federal funds in the amount of \$12,626,632.68, and 5% in non-federal funds in the amount of \$685,032.00.



DLIR



LEVEL UP with WORKHAWAII'I

City and County of Honolulu - Department of Community Services

www8.honolulu.gov/dcs/workhawaii/ - EnrollWorkHawaii@honolulu.gov



GED
Preparation



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DLIR





WORKHAWAI'I

LEVEL UP

Educational Programs
for Youth and Adults

GED PREP



ABOUT

- Study math, science, language arts, and social studies
- Tuesdays and Thursdays 9:00am - 12:00pm
- In person at the Dole Cannery Office Building
- No cost for eligible participants



Scan the QR code and fill out the WorkHawai'i Program Interest Form to see if you qualify.

Open Enrollment

(808) 768-5703

EnrollWorkHawaii@honolulu.gov

Dole Cannery Office Building

680 Iwilei Road, Suite 700

Honolulu, HI 96817

Mon-Fri 7:45-6:30

Sat 9:00-3:00



AmericanJobCenter
HAWAII





WORKHAWAI'I

LEVEL UP

Paid Internship
Placement Program

QUEST PROGRAM



ABOUT

- Find placement with a partnering Worksite, either a private business, non-profit, or City and County of Honolulu Office
- Get paid an hourly rate through a federal grant
- Internships can last up to six months



Scan the QR code and fill out the WorkHawai'i Program Interest Form to see if you qualify.

Open Enrollment

(808) 768-5703

EnrollWorkHawaii@honolulu.gov

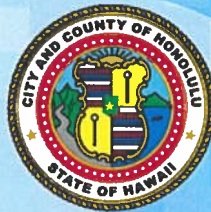
Dole Cannery Office Building

680 Iwilei Road, Suite 700

Honolulu, HI 96817

Mon-Fri 7:45-6:30

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AmericanJobCenter
HAWAII



FREQUENTLY ASKED QUESTIONS

What are the requirements to be an intern? You may qualify if you are one of the following:

- Temporarily or permanently laid off as a consequence of the COVID-19 pandemic disaster.
- Long-term unemployed as defined by the State of Hawaii:
 - Has no paid work history specifically in the person's education, training, or certification in the last twenty-six (26) weeks.
 - Has been incarcerated for any period, including those currently working and/or who have had work experience prior to incarceration.
 - Retired or separated from military service with other than dishonorable discharge within the last thirty-six (36) months, whether currently working or not.
 - Unemployed for four (4) weeks or longer at the time of eligibility determination
 - Work hours have averaged fewer than thirty (30) hours per week for the last four weeks.
- Dislocated Worker
 - Terminated or Laid off or has received notice of termination including separation notice from military (other than dishonorable conditions)
 - Terminated or Laid off or has received notice of termination due to business closure.
 - Was self-employed but now unemployed due to economic conditions or due to natural disaster (COVID)
 - Displaced Homemaker
 - Spouse of active military member who has experienced loss of employment due to relocation
- Self-employed individual who became unemployed or significantly underemployed due to the COVID-19 pandemic disaster.

What happens during the internship?

- Most employers are looking to fill available positions. You should see this as an opportunity to "audition" to be hired as an employee.

How much will I get paid?

- Wage will be reflective of the employer's posted position's rate of pay.

How am I placed with an employer?

- You will be matched based on your skills, employment goals and general interests.
- Career assessments are completed to ensure that the correct career pathway activities are implemented for you.
- All potential placements will be scheduled for a job interview to ensure both you and the employer will be a good fit.



WORKHAWAII'I

LEVEL UP

Get Reimbursed for the Cost
to Train Your Employees

ON-THE-JOB TRAINING



ABOUT

- Tap into a pool of pre-screened potential employees
- Up to 50% wage reimbursement for employers training new or promoted employees
- Duration of compensation period is negotiable as needed for employee training plan, up to 6 months
- Employees must work 20 hours or more per week



Contact Mark Menard to
inquire about eligibility
for your business:

Mark.Menard@honolulu.gov

(808) 768-5784

Dole Cannery Office Building

680 Iwilei Road, Suite 700

Honolulu, HI 96817

Mon-Fri 7:45-6:30

Sat 9:00-3:00

