

Worksheet for Applying New York State's Anti-Discrimination Policies When  
Assessing Applicants for State-Funded Housing  
Who Have Criminal Convictions

Reviewer's Name:

Applicant's Name:

Date:

This worksheet must be used to determine an applicant's eligibility for state-funded housing based on their criminal history. Please fill out the worksheet completely.

Note:

- Only crimes for which the applicant had been convicted and *recent* pending arrests may be considered.
- Only offenses that involved physical danger or violence to persons or property or that adversely affected the health, safety and welfare of other people may be considered.
- Convictions that have been excused by pardon, overturned on appeal or otherwise vacated may not be considered.

**Automatic Bars to Admission**

Was the applicant convicted of producing methamphetamine in their home?

- YES: STOP: Deny the applicant.
- NO: Continue to next question.

Is the applicant legally required to be a lifetime registrant on the state sex offender registry?

- YES: STOP. Deny the applicant.
- NO: Continue to next question.

**Questions:**

1. Did the crime[s] for which the applicant was convicted involve physical violence to persons or property, or adversely affected the health, safety and welfare of other people?
  - *YES: Use the space below to describe the offense, than continue to next question.*
  - *NO: STOP: The applicant may not be rejected on the basis of their criminal history.*

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2. How much time has passed since the applicant's date of the conviction and how much time has the applicant spent in the community after release from incarceration, if he or she was incarcerated as a result of the conviction(s)?

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3. What was the age of the applicant at the time of his or her conviction?

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4. What is the seriousness of the applicant's offense?

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5. Has the applicant shown evidence of rehabilitation and good conduct? Circle "Yes" for all of the following factors showing rehabilitation if they are applicable to the applicant and "No" if they are not. In either case, please provide an explanation for your choice.

A. Has the applicant participated in drug or alcohol rehab? (If rehab or treatment was not necessary, write N.A.).	YES	NO
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