



590 Avenue of the Americas
New York, New York 10011
212-633-9300
www.fosteringcollegesuccessinitiative.org/

To Whom It May Concern,

I am writing this letter to inform you that _____ is a participant in The College Choice Program administered by the Administration for Children's Services (ACS) of New York City. College Choice provides college students in foster care with financial support for education and housing expenses. A detailed program summary can be found on page 3-7.

Students who reside in approved on- or off-campus housing can request that their housing be paid for by the program. Below you can find the terms of the housing assistance. Students and their foster care agencies are expected to review the terms with the landlord/housing provider before signing a lease.

College Choice Program - Housing Payment Guidelines:

- Housing payments are made directly to the landlord/housing provider on a per semester basis (Fall, Spring, and Summer), not monthly.
- The maximum housing allowance per month for the academic year (Fall, Spring, Summer) cannot exceed \$2,500/month. Landlord must prorate charges based on when student moves in.
- The College Choice Program is only responsible for the cost of rent and any other standard fees included in the lease (i.e. application fee, security deposit, etc.)
- College Choice does not pay for fees related to damages, parking, use of amenities, etc.
- Landlords are expected to provide an invoice that outlines the service period for each semester. A sample invoice can be found on page 2. Invoices must be sent to CollegeChoicePayments@nyfoundling.org
- Landlords can expect to receive payment within 6-8 weeks after the start of service period/
- Late fees should not be included on invoices as landlord will received advanced payment for future months.
- **Payments will be made by *The New York Foundling* and will arrive via check to the address provided on the invoice.**

We look forward to working with you and hope to have your understanding and cooperation in accommodating our students. If you have additional questions or concerns, please do not hesitate to contact us at CollegeChoicePayments@nyfoundling.org

Thank you,

The College Choice Team

Trusting in the Power and
Potential of People. Since 1869.



INVOICE

Date: December 14, 2022

INVOICE # 404

To **The New York Foundling**
590 Ave. of the Americas
New York, New York 10011
Attn: Christian Figuereo

Vendor Name

Payment Terms

Due Date

College Housing LLC	Due on receipt	January 1, 2023
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Student Name	Description	Unit Price	Line Total
Mary Smith	College Room Spring 2023 505 Grant Ave #301		
	January 1-31	1860	1860
	Feb 1-28	1860	1860
	March 1-31	1860	1860
	April 1-30	1860	1860
	May 1-31	1860	1860
		Subtotal	9300
		Sales Tax	
		Total	9300

Make all checks payable to "College Housing LLC"

College Housing LLC, 123 Main Street, New York, NY 11222
phone: 212-555-6666; email: info@collegehousingllc.com