

CASE STATUS DESCRIPTIONS

Application Received:

This means your application has been received by our office, and is still waiting to be reviewed for completeness. You are in stage 1 out of 8.

Application in Progress:

This means you have started but not completed your application. You may choose to complete a paper version that you can access on the, bceh.org website or pick one up at our office located at 831 walnut street, Reading, PA 19601. You are in stage 1 out of 8.

Applications Submitted:

This means your application has yet to be reviewed. Your application will be assigned to a reviewer who will contact you only if further information is needed. If everything in your application is complete it moves on to the next stage. You are in stage 2 out of 8

Applications Under Review:

This means your case has been assigned a reviewer but the reviewer has not yet looked through your application. Once a reviewer looks through your application he or she will contact you only if further information is needed. If everything in your application is complete it moves on to the next stage. You are in stage 3 out of 8

Pending applicant information:

This means you have information that is missing from your application. An email of what is needed has been previously sent to you by your assigned reviewer. You must respond to your reviewer once you have submitted the missing information. If you are having trouble locating the previous email, please check your spam folder. You are in stage 4 out of 8.

Pending Vendor Response:

This means that we are waiting for your landlord to either apply or update information in their application. An email of what is needed has been previously sent to your landlord by your assigned reviewer. Your landlord must respond to your reviewer's email. If your landlord is having trouble locating the previous email, please have them check their spam folder. You are in stage 5 out of 8.

Pending Financial Review:

This means it needs to go through a final review. You or your landlord will be contacted only if further information is needed. You are in stage 6 out of 8.

Approved Pending payment:

This means the BCEH office has approved your application and it has been sent to the Berks County Redevelopment Authority office who is responsible for direct deposit payments. You are in stage 7 out of 8

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BCRA Paying:

This means the Berks County Redevelopment Authority (BCRA) office has sent out an electronic funds transfer (EFT) payment to your Landlord and/or Utility Company. For applicants receiving assistance forward you will have to recertify every three months (if applicable).

BCEH Paying:

This means the Berks Coalition to End Homelessness (BCEH) office has sent out a check payment by us mail to your Landlord. If applicable your utility company will receive EFT payments. For applicants that are eligible to receive assistance forward you will have to recertify every three months (if applicable)

Reapplication Needed:

This means you have 1 or more reapplications that are either incomplete or past due. To get more information regarding the specifics of your reapplication you should visit the ERAP office located on the 3rd floor of the Berks county Service Center building 633 court street, Reading PA 19601 Tuesday, Wednesday or Thursday 8:30- 3:30 pm or contact Reapplication@bceh.org . LATE REAPPLICATIONS WILL RESULT IN LATE PAYMENTS.

Reapplication Submitted:

This means your reapplication was received & submitted but must be reviewed to determine eligibility.

Reapplication Approved:

This means all of your reapplications have been completed, submitted and determined eligible. The number of months you are eligible for with your reapplication is determined case by case and while funds are available.

Assistance ended:

This means you are no longer eligible to receiving ERAP funding because your application has received the maximum number of months of assistance you were eligible to receive in accordance with the current Berks County ERAP policies in place and while funds are available.