

190 – TEMPORARY RENTAL ASSISTANCE

- A. The Court System recognizes that increasing rental rates in oil-impacted areas of the state have an impact on its ability to recruit and retain employees. This policy is to assist new or relocating employees in obtaining housing and to assist existing employees facing eviction or loss of housing due to increasing or extremely high rental rates. This policy is not intended to enhance an employee's current standard of living or to be the majority source of funding for employee housing.
- B. General
1. Rental assistance is available to classified employees employed within oil-impacted areas of the state. Employee qualification will be determined on a case-by-case basis using an application process that documents an inability to acquire or maintain affordable housing.
 2. For purposes of this policy, the metropolitan and immediately adjacent areas of Dickinson, Williston and Watford City are designated as oil-impacted areas of the state.
 3. Rental assistance is a flat dollar amount based on the difference between the actual cost of the rental unit and the combined average rental rates for similar properties within the state.
 4. Rental assistance is a reimbursement and will be paid in full month increments only. Employees must submit monthly verification of rent payment to the Director of Finance prior to the 10th of each month in order to receive assistance for that month. Acceptable documentation includes one of the following: rental company receipt or copy of canceled check, bank statement, or money order.
 5. Employees are required to notify the Director of Finance in a timely manner anytime the financial terms of a lease are changed or if a lease is terminated by either the rental agency or the employee.
 6. A new application is required annually and whenever an employee's rent changes.
 7. Rental assistance is taxable. Taxes for rental assistance will be withheld from the salary payment for the month following any month in which assistance is provided.
 8. The Court will provide employees a 60 day notice if it decides to modify or terminate this policy.
- C. Assistance Levels
1. Allowable rental assistance will be based on household size. Generally, these guidelines will be followed in determining the amount of rental assistance available.
 - Single person – one bedroom
 - Couple – two bedroom

- Couple with children – three bedroom
2. An exception may be granted if there are no or very limited options for housing that are consistent with these guidelines
 3. If an employee chooses to lease a rental unit that is larger than the guidelines allow, the rental assistance will be provided at the level consistent with the rental unit size designated for the employee's household size.

Approved by the Supreme Court 9/10/14; suspended 05/18/16 effective 07/31/16