

HOUSED APPLICATION

Understanding Your Application Status



DRAFT

- The application is initially set to the Draft stage when an application is started
- The application is still being completed and the applicant needs to finish completing the application in order to begin the process



PENDING

Housing Provider

- The application has been submitted and has not been matched to a Housing Provider yet
- The application is not ready to be reviewed

Housing Renter

- The application has been submitted and has not been matched to a Renter yet
- The application is not ready to be reviewed



IN REVIEW

Application Review

- The application has been matched to a Housing Provider or has no Landlord (this would happen if the renter's housing provider never created an application)
- The application is ready to be reviewed by the Tier I Case Reviewers
- Once a Tier I Case Reviewer has reviewed the application, they will either approve or reject the application

Final Review

- The application is ready to be reviewed by the Tier II Case Reviewers
- Once a Tier II Case Reviewer has reviewed the application, they will either approve or reject the application
- If Approved, it will move to Paid
- If more information is needed, it will move to Re-review window
 - You will receive an email from IT Service Desk listing the missing information needed and instructions for uploading the information. Documentation must be uploaded through the portal, please do not send any missing re-review documentation to us via email.
- If denied, the application status will show as Rejected



DETERMINATION

Payment Approved

- The application was approved

Rejected

- The application was denied or canceled

Re-review in Progress

- A case supervisor will need to review the additional information provided and decide to accept the re-review or reject the re-review
- Accepting the re-review will resend application to Tier II Case Review
- Rejecting the re-review will move application to Rejected/Canceled

Learn more at
hhs.nd.gov/housing-programs