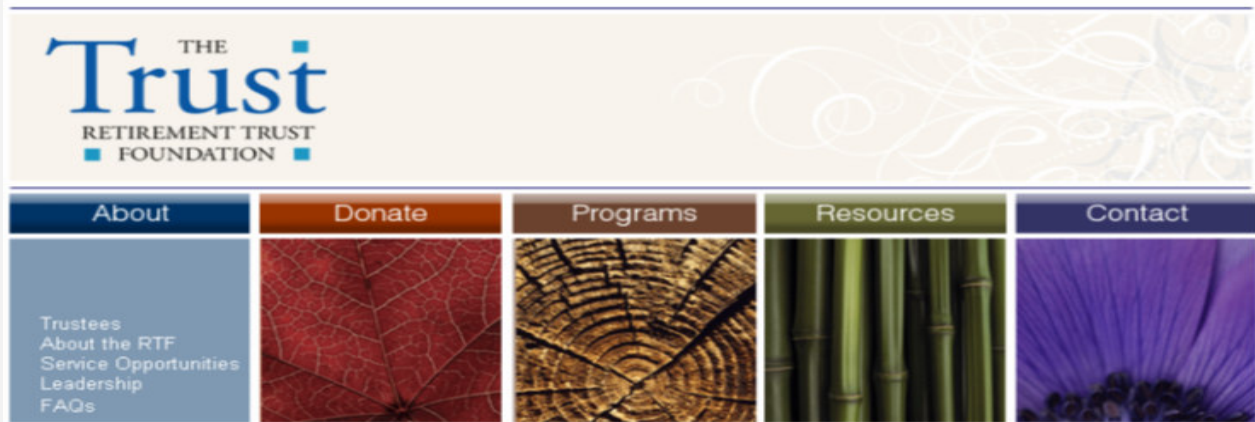


**HSAN**  
**Alice Schultz, CPS**  
**Southeast District**  
**Retirement Trust Foundation Committee**

Just what is **HSAN**? It's the acronym for Housing Subsidy for Admins in Need. The mission of the RTF is to provide assistance or housing to administrative professionals, age 55 and older who are in need. Through HSAN, a retired administrative professional living in a retirement community can apply for financial assistance to be used toward housing costs. Below are some of the most frequently asked questions and answers concerning the HSAN Program.



## Housing Subsidy for Admins in Need (HSAN) Program

**Q.** Who qualifies for the HSAN Program?

**A.** Financial assistance is available for housing to administrative professionals, age 55 and older, who are in need and meet stipulations in accordance with the IRS requirements. The assistance is only available for housing needs at this time. Monthly payments are paid directly to the housing facility.

**Q.** Do I have to be a current or former member of IAAP to receive financial assistance?

**A.** No. However preference will be given to IAAP members, former IAAP members and retired administrative professionals, in this order, but anyone is welcome to request assistance.

**Q.** Can you live at Vista Grande and apply for financial assistance?

**A.** Residents at Vista Grande may apply for assistance through our HSAN Program.

Q. How do I apply?

A. All requests for financial assistance are mailed to the controller at IAAP headquarters. The controller will compile the information, assign a number to the application and forward to the board of trustees for approval/disapproval. The board of trustees does not receive the names of the applicants. IAAP Headquarters notifies applicants of approval or disapproval. To apply for HSAN, you need to download the Financial Assistance Application from the website, fill out and follow directions for submitting.

Q. Is there a deadline to apply for financial assistance?

A. During the fall RTF board meeting, trustees review applications and distribute grants. To ensure there is sufficient time to process applications, the applications need to be received by headquarters no later than November 15.

Q. If I'm accepted, do I need to reapply each year?

A. Yes. Financial assistance needs must be assessed each year.

Q. Do you have to be a current IAAP member on your retirement date to qualify for benefits?

A. No, but you will lose your number one preference status and move to the secondary level.

Visit the RTF website, [www.iaap-rtf.org](http://www.iaap-rtf.org), for additional information on the HSAN Program and the RTF in general. The site is very user-friendly making navigation a breeze.

If you feel you are qualified for program consideration, please complete the Financial Assistance Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2010.



For additional information about The Trust, please contact your RTF District Committee Member, (Alice Schultz, CPS [Schultz.am@pg.com](mailto:Schultz.am@pg.com)) or an RTF Board member.