State Assistance for Housing Relief (SAFHR)
CURE Instructions

After submitting an SAFHR application, it will automatically be assigned to a reviewer. Upon review, if the application has missing or incomplete information, the reviewer may return the application to the applicant for corrections. This process is called "CURE." The applicant will be notified by email that they have ten (10) days to login to their application with a link provided and make corrections or CURE their application. If the seven days pass and corrections are not made, the application may be discarded.

After receiving the CURE email to login and make corrections, an applicant will be brought to the application homepage. From here the status of each submitted application can be reviewed. Find the corresponding application (the application number will be in the email notification) and click "Continue."

After clicking continue you will be returned to the original application. In order to see what needs to be CURED click "Reviews" and then click the small button next to "Reviewer."

A completed score sheet look similar to the image below.

The first page of the review provides a summary of the review and the application sections requiring updates. Each section will list the questions marked for correction (Section 1 and Section 2 in the screenshot below) and the sections that do not require updates (Section 3 in the screenshot below)

Section 1: Review Summary

Please scroll to section one (1) of the application review sheet for details concerning corrections to this section.

Questions marked for correction!

Please scroll to section one of the review form for correction details

Q7 thru Q9- Income	✖
Q10/Q12- Income Range	✖

Section 2: Review Summary

Please scroll to section two (2) of the application review sheet for details concerning corrections for this section.

Questions marked for correction!

Please scroll to section two of the review form for correction details

Total Assistance Exceeds 12 Months	✖

Section 3: Review Summary

Please scroll to section three (3) of the application review sheet for details concerning for this section.

No questions in this section were marked for correction!

For more details on the review and the required corrections, scroll through the review to view tasks marked "no" and associated comments.

Review Task 7.

Estimated household income review

b. Does the household income in Q11 match the income listed in the table on Q9?	No
c. Is the household income below 80% AMI?	Yes
d. Was the correct income range selected in Q12?	Yes

Review Task 7b.

Missing or Incomplete Information

This section needs corrected

Then the applicant must find the corresponding section and question in the application. Click the "..." at the top of the appropriate section and then "edit." Now, make the appropriate corrections.

Once all corrections have been made the applicant must click "Submit."

Please note: if the application is not appropriately CURED within 10 days it may be discarded and the applicant will have to resubmit a new application.