

## Module 10a – New Case: DEHAP Recoupment

# DEHAP Recoupment Process

The Delaware Housing Assistance Program (DEHAP) was funded through the federal Emergency Rental Assistance (ERA) Program, which the U.S. Treasury Department distributed to Delaware in January 2021 (ERA-1) and May 2021 (ERA-2). As this program is winding down the Delaware State Housing Authority is required to complete a financial audit of the program and to attempt to recoup funds on cases that were overpaid or cases that received payment in error.

If you are a Landlord who is expected to return funds to the program you will be contacted via phone, email, and mail if your DEHAP case was overpaid or paid in error. In the event you as the Landlord had to repay these funds back and need to file a civil action with the Justice of the Peace Court you will need to add the wording of "DEHAP Recoupment" to the "ADDITIONAL TEXT" field from the "Add a Document" screen when you eFile your case.

The screenshot shows the 'Add a Document' screen in the State of Delaware Judiciary eFiling System. The user is logged in as 'Angel Musselman'. The case type is 'JP LANDLORD TENANT'. The document category is 'Initial Filings/Complaints' and the document type is 'LANDLORD TENANT \*'. The 'Additional Text' field is highlighted with an orange box and contains the text 'DEHAP RECOUPMENT'. Below this field are fields for 'Page Count', 'Acceptable File Format Type(s) (\*.pdf)', and 'Document Location' (Choose File). There is an 'Add' button for 'Add to Submission'. At the bottom, there is a table with columns: Document Name, View Document, Edit Data, Size, Pg Count, and Remove. The table contains one row for 'Case Data' with a file named 'form.xml' and a size of '0.01 MB'. The total size is '0.0 MB'. There are also 'Back', 'Move to Draft', and 'Next' buttons at the bottom left.

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		

Total Size: 0.0 MB