

HIV Health Services Planning Council Sacramento TGA

Policy and Procedure Manual

Subject: Housing Assistance Services

No.: SSC 15

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Consistent with funded Service Priorities established by the Sacramento TGA HIV Health Services Council the following Housing Assistance Standard will apply to all Ryan White contracted vendors that provide housing services.

1. Ryan White Part funding is to be used for HIV/AIDS medical care including, psycho-social and support services designed to significantly improve client access and adherence to such resources. Housing Assistance services that are provided by agencies and paid for through Ryan White funding will be part of a comprehensive medical care plan that promotes the optimal state of health for the afflicted individual and shall be related to maintaining a client's housing stability, thereby improving ability to maintain or access medical care.
2. Ryan White funding is to be expended in a cost effective, equitable manner based upon client need verification. Referral to housing services is accomplished through medical case management providers, or by self-referral. Payment for housing assistance services through Ryan White funding are authorized only in circumstances where client eligibility is validated and no other payment guarantor has been identified.
3. In accordance with the above:
 - A. Definition:

Ryan White funded housing assistance is only to be used for short term or emergency housing. Short term or emergency assistance is understood as transitional in nature for the purpose of moving or maintaining an individual or family into a long-term, stable living situation. Thus, such assistance cannot be permanent and must be accompanied by a strategy to identify, relocate and/or ensure the individual or family is moved to, or capable of maintaining, a long term stable living situation.
 - B. Instructions:

Housing assistance may include rent subsidies, move-in costs other than deposits, or emergency shelter. All housing assistance will be provided through vendor paid dollars. Rental/shelter verification (rental agreement, receipt, etc.) is required.

Clients must deplete other housing resources dollars, including HOPWA, before receiving rent subsidies through Ryan White. At no time will total housing assistance, whether provided solely through rent subsidies, move-in costs, or emergency housing, or through a combination thereof, exceed the equivalent of two months Fair Market Rent

(FMR) according to family size, as published by HUD (available at <http://www.huduser.org/datasets/fmr.html>)

- i. Rent Subsidies
 - a. Clients requiring rent subsidies will contribute as much of their monthly income to the cost of rent as is feasible. The actual percentage of the client's income to be used in this calculation shall be based upon what the client can reasonably dedicate to housing costs, as determined by the case management provider. The remaining balance between the client's contribution and their actual rent (or current FMR, whichever is less) may be subsidized through Ryan White housing assistance.
 - b. A Medical Case Manager will assess the housing situation of any client receiving a rent subsidy twice within a twelve month period. The assessment will be used to identify more affordable housing solutions, which might include relocating, or shared housing.
 - c. Ryan White rent subsidies will not be provided to clients currently or simultaneously receiving any other federally subsidized housing assistance.
- ii. Move-in Costs
 - a. A one-time annual payment of move-in cost, not to exceed two month's rent at fair market rate, may be paid.
 - b. Client must have documentation of ongoing ability to maintain rental payments (e.g., check stub, disability income verification, etc.).
 - c. No deposits shall be paid.
- iii. Emergency Housing
 - a. Emergency housing may include motels, hotels, rooming houses, etc.
 - b. Emergency housing payments may be utilized on an emergency or transitional basis for no more than 14 nights per year, at the lowest rate available in the community for emergency per-diem housing which meets performance requirements and acceptability standards as outlined in HUD's Housing Choice Voucher Program Guidebook.
 - c. This assistance will be accompanied by a documented plan to obtain more permanent housing and such medical case management and advocacy as is needed to pursue the plan.
4. RW Agencies which provide Housing Assistance shall develop and adhere to budgets for housing services which reflect the principles referred to above. In addition, if available funding levels are anticipated to be less than the total need, agencies shall ensure that funds are distributed among the maximum possible number of clients who rely on RW funded housing services for critical needs. Agencies shall assure that all clients receiving any RW funded services are found to be eligible for services under such eligibility standards as may be adopted by the planning council.

5. Medical Case Managers at RW Agencies may at any time submit to the RW Fiscal Agent requests for interpretation and/or exceptions of these or any other service standards adopted by the HIV Health Services Planning Council, based on the unique medical needs of a client or on unique barriers to accessing medical care which may be experienced by a client.
6. RW Agencies shall provide a means by which Medical Case Managers can obtain in-service training and advice related to interpreting client medical needs.
7. Clients shall have the right to request a review of any service denials under this or any other Services Standards adopted by the HIV Health Services Planning Council. The most recent review / grievance policies and procedures for the RW Agency shall be made available to each client upon intake.



Adopted:

Kane Ortega, Chair

Date: 12/8/10