EMERGENCY HOUSING
PERSONS ON WAITING LIST or COMPLETED INTAKE AND ARE ELIGIBLE

Directive 1.53

Purpose
To create criteria and procedure around referring requests for emergency housing funds; and for the review and approval of such requests.

Definitions
Housing Finance Approval Committee (HFAC) – group that reviews referrals and is charged with determining approval for housing funding; HFAC includes each of the following members:

a. Administrative Services Director or designee;
b. Administrator over housing, coordinator, or designee;
c. DSPD Director, or designee.

Policy
1. Individuals referred from the Department of Health and Human Services (DHHS) will complete the Housing Resource Referral Form, which may be obtained by contacting a member of the housing team. The DSPD Housing Team will prioritize referrals based upon the information provided by the referent.
2. Priority will be based on the following criteria: homeless; loss of housing is imminent; is housed but wants to relocate; or has a housing subsidy voucher that is in jeopardy.
3. The DSPD Housing Team will submit the referral to HFAC for one-time funding in extreme emergency housing cases; these will include documentation that all community and family resources were explored and exhausted before requesting emergency services.
4. The DSPD Housing team may request funding approval for:
   a. Security Deposit Assistance - most housing assistance programs require a signed lease agreement before any funding is dispersed. If a deposit can be paid and a lease agreement is obtained, then the individual can get ongoing assistance through outside agencies.
   b. Pay Off Balance Owed, Resulting in Eviction - the situation prevents being housed, resulting in homelessness.
   c. To pay for a hotel stay that is required during the interim of approval for permanent housing.
   d. Cleaning services to prevent eviction

5. The DSPD Housing team will determine whether the person was known or unknown to the Division before requesting HFAC review; they will use the following criteria:
   a. A person on the waiting list is referred to HFAC by the housing team because of a change in circumstances;
   b. A person who has completed intake, been determined to be eligible for services, is placed on the waiting list, and is referred to HFAC by the housing team;

Procedure - Criteria for One-Time Emergency Funds:

1. Each one of the following must apply:
   a. Person must have exhausted all available local, state, and federal resources;
      i. Local resources include any available not-for-profit agencies as well as all public agencies.
   b. The requested one-time services could help prevent placement into a more restrictive setting;
   c. The temporary funding is likely to reduce or resolve the crisis situation;
   d. The requested one-time services are temporary;
      i. The person's economic circumstances can be sustained in the chosen location;
      ii. Supplemental Security Income and other additional sources of income are sufficient to cover ongoing rent and living expenses in the new location.
   e. The requested one-time services would help prevent or delay the need for ongoing services.
   f. Funding must be available; there are limitations on available funding.

2. At least one of the following criteria must also apply:
a. There is an immediate safety issue presented for a person, or their family, who is unable to access shelter due to disability;

b. Abuse and neglect – the person is in imminent or immediate risk of abuse, neglect, or exploitation;

c. Unable to obtain housing – the person is homeless and the person or member of the family is disabled;

d. Person must not have any family members, friends, or community supports that are able and willing to provide housing and needed support;

3. Housing related payments require approval from each of the three members of HFAC.