
EMERGENCY HOUSING

PERSONS ON WAITING LIST or COMPLETED INTAKE AND ARE ELIGIBLE

Directive 1.53

Authorizing Code: [26B-6-403](#)

Rule: n/a

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Forms: Housing Resource Referral

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.