



<b>UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES POLICY AND PROCEDURES</b>		
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<b>POLICY NAME</b>		
<p><b>RATIONALE:</b>          The intent of this policy is to establish criteria and procedures for distributing one-time emergency housing funds that are consistent, transparent, and fair.</p> <p>Authorizing Code: 26B-6-403          Rule: NA          Forms: Housing Resource Referral Form</p>		
<b>Original Effective:</b> NA	<b>Revision:</b> 3/6/2026	<b>Next Review Due:</b> 3/1/2029

**I. DESCRIPTION**

This policy outlines the eligibility criteria and procedures for referring, reviewing, and approving requests for one-time emergency housing funds.

**II. DEFINITIONS**

The following terms are defined for this policy as:

- A. **Department:** means the Department of Health and Human Services (DHHS).
- B. **Division:** means the Division of Services for People with Disabilities as defined in Section 26B-6-401.
- C. **Division housing team:** means division staff assigned responsibility for supporting housing and emergency housing applications.
- D. **Housing Finance Approval Committee (HFAC):** means the division staff who reviews referrals and approves housing funding.
- E. **One-time emergency housing funds:** means a payment made by the division to a third-party such as a provider or landlord to alleviate a housing emergency as defined in this policy.
- F. **Person:** means an eligible individual receiving a division service; or on the waiting list.

### **III. POLICY**

- A. HFAC may review and approve one-time emergency housing funds.
- B. HFAC is staffed by:
  - 1. the director of the Office of Service Entry, or designee;
  - 2. the housing administrator, coordinator, or designee; and
  - 3. the division director, or designee.
- C. Division staff may refer a Person, their guardian (if applicable), or a family member for one-time emergency housing funds by completing the Housing Resource Referral Form.
- D. The Housing Resource Referral Form may be obtained by contacting a member of the division housing team.
- E. Upon receipt of the Housing Resource Referral Form, the division housing team shall prioritize referrals based upon the information provided by the division staff who referred the case. Priority shall be given in this order:
  - 1. homeless;
  - 2. loss of housing is imminent meaning it is inevitable and within the near future if no steps are taken to prevent it;
  - 3. the Person is housed but needs to relocate due to a critical health or safety concern; or
  - 4. the Person has a housing subsidy voucher that is in jeopardy.
- F. The division housing team shall review the Housing Resource Referral Form and only submit a referral for one-time emergency housing funds to the HFAC in emergency housing cases, using the criteria as in (E). The referral to HFAC shall document how all community and family resources were explored and exhausted before requesting emergency services.
- G. The division housing team may request funding approval for situations (1)-(4), or for a similar emergency, as determined at the discretion of the division housing team.
  - 1. The Person needs 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 Person can get ongoing assistance through outside agencies.
  - 2. The pay off balance is owed, resulting in Eviction. This situation prevents the Person from being housed, resulting in homelessness.
  - 3. The funding request is to pay for a temporary hotel stay that is required during the interim of approval for permanent housing.
  - 4. The funding request is to pay for cleaning services to prevent eviction.
- H. The division housing team shall verify that the applicant for one-time emergency housing funds meets the following eligibility criteria:
  - 1. They are a Person in services and referred to HFAC by the division housing team because of a change in their housing circumstances; or
  - 2. They are 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.

### **IV. PROCEDURE**

- A. Each of the following criteria shall be met in order to be eligible for one-time emergency housing funds.
  - 1. The Person shall have exhausted all available local, state, and federal resources. Local resources include any available not-for-profit agencies, as well as all other public agencies.
  - 2. The requested one-time services may help prevent placement into a more restrictive setting.
  - 3. The temporary funding may reduce or resolve the crisis situation.

4. The requested one-time services are temporary.
    - a) The Person's economic circumstances can be sustained in the chosen location.
    - b) Supplemental Security Income and other additional sources of income are sufficient to cover ongoing rent and living expenses in the new location.
  5. The requested one-time services may help prevent or delay the need for ongoing services.
  6. The Division of Finance Administration has confirmed that funding is available to provide one-time emergency housing funds.
- B. At least one of the following criteria shall also be true.
1. There is an immediate safety issue presented for a Person, or their family, who is unable to access shelter due to their disability.
  2. The Person is in immediate risk of abuse, neglect, or exploitation.
  3. The Person is in imminent or immediate risk of homelessness.
  4. The Person does not have any family members, friends, or community supports that are able and willing to provide housing and needed support.
- C. Prior to any electronic billing process, housing related payments shall first be approved by each of the three members of HFAC with approval documented through email
- D. Housing related payments shall be made directly to a third-party (such as a landlord or housing provider).
- E. Housing related payments shall not be made to the Person, their guardian (if applicable), a service provider, or the Person's family.