

KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

ADMINISTRATIVE POLICY & PROCEDURE 48.03

Subject: Housing Assistance and Rental Subsidy	Section: Housing & Residential	
Applies To: <input checked="" type="checkbox"/> KCMHSAS Staff <input checked="" type="checkbox"/> KCMHSAS Contract Providers	Page: 1 of 4	
Approved: ----- (Jeff Patton, Chief Executive Officer)		
Revised: 11/21/2016	Supersedes: 05/11/2009	First Effective: 04/10/2007

PURPOSE

To outline the process for providing Housing Assistance to persons receiving services through KCMHSAS.

DEFINITIONS

Housing Assistance

- Direct KCMHSAS funded
A Medicaid defined and covered service providing assistance with short-term, interim or one-time only expenses for Medicaid beneficiaries transitioning from restrictive settings into more independent, integrated living arrangements while in the process of securing other benefits (i.e., SSI) or public programs (i.e., governmental rental assistance and/or home ownership programs) that will become available to assume these obligations.
- Grant funded
A grant awarded to KCMHSAS, and defined by the awarding agency, to provide housing assistance to specific populations generally served by KCMHSAS.

Rental Subsidy

- Direct KCMHSAS funded
Assistance with short-term, or one-time only expenses for persons receiving services through KCMHSAS who are not Medicaid beneficiaries, transitioning from intensive

service settings such as inpatient psychiatric hospital, crisis residential, into a community setting.

- Grant funded
Assistance as defined by the awarding entity.

Duration of assistance or subsidy

- Direct KCMHSAS funded
Short term is defined as the time required to acquire benefits or housing subsidy (such as project based subsidized housing), but not to exceed two years. As soon as benefits become available, housing assistance or rental subsidy ends.
- Grant funded
Duration as defined by the awarding entity.

Monitoring

The process by which housing assistance and rental subsidies are reviewed and authorized.

Repayment

The requirement for Rental Subsidy to be re-paid to KCMHSAS upon receipt of retro-active benefits.

POLICY

It is the intent of KCMHSAS to provide direct funded Housing Assistance to persons receiving services as part of a comprehensive, integrated Person-Centered Plan to assist individuals to achieve goals of independent living. Housing Assistance will be provided to Medicaid beneficiaries when all criteria for housing assistance are met as outlined in the Medicaid Provider Manual. Department Directors must review all requests.

Direct funded rental subsidy will be provided only in select, unique circumstances as determined and approved by department directors. Rental subsidy can be requested for individuals who are not enrolled in Medicaid and have no other means of obtaining stable housing however Medicaid Provider Manual guidelines will be followed.

Grant funded housing assistance awarded to KCMHSAS will be provided based on the rules and guidelines of the fund award entity.

PROCEDURE

I. KCMHSAS FUNDED HOUSING ASSISTANCE

- A. Initial contact by Supports Coordinator/Case Manager with Housing and Facilities Department (H&F) to request a Housing Assistance/Rental Subsidy Application.

New persons receiving services with no benefits application in process must be referred for SSI/SSDI Outreach Access and Recovery (SOAR) application.

- B. Completed application is returned to H&F (a copy should also accompany the Case Manager/Supports Coordinator to Census meeting for purpose of discussing the request). Proof of application for SSI/SSDI, SOAR, HARP and any other applicable housing resource and necessary releases of information must accompany the completed application.
- C. H&F reviews application for completeness.
- D. H&F forwards a copy of application to department director for approval.
- E. Department Director returns a copy of application, signed by Director and Financial Analyst, to H&F. Repayment agreements for rental subsidy are completed at this time.
- F. H&F computes benefit, assists with identifying appropriate housing and completes initial authorization. Authorizations will not exceed six months. Reauthorization can be requested, up to a two-year subsidy/assistance period. Subsidy/Assistance Extension form must be submitted to H&F prior to authorization end date.
- G. H&F issues invoice for payment to finance at beginning and any subsequent payment intervals.
- H. Within 15 days of subsidy/assistance payment being issued, recipient must schedule with H&F staff to attend a rental subsidy/housing assistance orientation.
- I. H&F will monitor the rental subsidy and housing assistance agreements not less than twice a year. Eligibility redetermination will be completed at this time for all approved subsidies and assistance. This redetermination may include contact with the social security office in order to monitor benefit eligibility.
- J. H&F provides written notice, according to established attached guidelines prior to subsidy/assistance termination to the person receiving services, primary clinician and landlord. Advance notice of Housing Assistance shall be sent to the person receiving services by the Customer Services Department 30 days prior to termination of service.
- K. Requests for extensions of assistance are directed to H&F. Request is forwarded to Department Director for final approval.
- L. H&F monitors “pay-back” arrangements and ongoing authorization issues.
- M. Whether funded directly by KCMHSAS or through a grant awarded to

KCMHSAS, in no case will an employee, acting as a landlord or owner, receive housing assistance funds, directly or indirectly, for an assisted unit. A KCMHSAS employee, acting as a landlord or owner, could under limited circumstances receive tenant-based rental assistance as long as they have no decision making power over the expenditure.

REFERENCES

- Medicaid Provider Manual – Sections 17.3.G Housing Assistance
- Mental Health Code
- HUD – The McKinney-Vento Homeless Assistance Act as amended by S.896. The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 <https://www.hudexchange.info/coc/coc-program-law-regulationsandnotices>

EXHIBITS

- A. [Application for Rental Subsidy/Housing Assistance](#)
- B. [Subsidy/Assistance Extension](#)
- C. [Rental Subsidy Payback](#)
- D. [Housing Assistance/Subsidy Guidelines](#)
- E. Authorization for the Use / Disclosure / Exchange of Confidential / Protected Information (24.05A – [English/Spanish](#))