Housing Support- How it Works in Operation

June 8, 2022

MINNESOTA HOUSING

Agenda

Time	Topic
9:00-9:05	Welcome and Logistics
9:05-9:15	Overview of Housing Support
9:15-9:45	Service Provider Role
9:45-9:55	Questions
9:55-10:15	Minnesota Housing Form for Housing Support Property Management Role and Review of form
10:15-10:30	Questions

Housing Support Brief Overview

Maia Uhrich | DHS Housing and Support Services

mn DEPARTMENT OF HUMAN SERVICES

8 quick facts:
- Formerly Group Residential Housing (GRH).
- Money to help eligible people pay housing-related expenses.
- People have to apply.
- Paid to eligible providers on behalf of eligible people.
- Providers have a job to do.
- Places have to be eligible too.
- Not just for single adults.
- People can work!

- 100% state-funded income support to pay for housing expenses, and sometimes additional services
  - Always
    - Room and Board, up to $954 per month (20,000 people)
      - Starting 7/1/2021
  - Sometimes
    - Supplemental Services, $482.84, *or higher if approved by legislature* (5,800 people)

- Provision of room and board (everyone on Housing Support)
  - three nutritious meals a day
  - a bed, clothing storage, linen, bedding, laundry supplies
  - housekeeping, including cleaning and lavatory supplies or service
  - maintenance and operation of the building and grounds

- Provision of supplemental services
  (in addition to room and board for about 25% of recipients)
  - **connect people with resources for identified needs**
  - **case notes**
  - general oversight and supervision
  - arranging for medical and social services
  - assist with transportation
  - *other if required by legislature*

Supplemental Service Rate (SSR) - not "Rate 2"

- Must be part of Housing Support agreement
- Available in two ways
  - Assigned based on existing county or tribal capacity
    - Not widely available because of moratorium
  - Authorized by state legislature in statute
    - Example: Long-term homeless (LTH) supportive housing
  - Individual eligibility from Qualified Professional (PSN)
  - Rarely overlap with PCA and waiver services
  - Reduced by 50% for people who are enrolled in Housing Stabilization Services

For a person to receive Housing Support, there needs to be

1. Eligible person

2. Eligible place

3. Eligible provider

Eligible Person – all people must have both:

Low income and assets

- Income can't exceed the Housing Support benefit amount.

  - If a person will only receive the room and board rate, their countable income cannot exceed $954.

  - If a person is eligible for supplemental services, their income cannot exceed the room and board plus services amount (usually $1,436.84 per month)

    - A client's maximum obligation is $954.

- Assets cannot exceed $10,000

  - People should be aware that other programs such as Medical Assistance or SSI have lower asset limits

Eligible Person – all people must have one of the following:

Basis of eligibility = verified reason

- Elderly – 65 and up

- Certified Disability (Social Security Administration or State Medical Review Team)

- Disabling Condition

  - *Verified by qualified professional or county designee on the Professional Statement of Need*

Transition from Residential Behavioral Health Treatment

- ~~Must have low income and assets~~

- ~~Elderly – 65 and up~~

- ~~Certified Disability (SSI, RSDI, SMRT)~~

- ~~Disabling Condition~~

    - ~~*Verified by qualified professional or county designee*~~

- Must be exiting residential behavioral health treatment

    - Residential Crisis Stabilization, Intensive Residential Treatment Services (IRTS), or inpatient Substance Use Disorder treatment

Transition from Residential Behavioral Health Treatment

Do not need to verify income or assets for up to 3 months

New Housing Support Basis of Eligibility: Transition from Residential Treatment

Residential Behavioral Health Treatment

- Documented housing instability when leaving treatment **(Professional Statement of Need)**
- Connect to Housing Support provider
- Apply for Housing Support

Transition from Residential Treatment

- Eligibility: **Up to** 3 benefit months OR when person leaves.
- First month could be partial.
- No income or assets
- Need to be "technically" eligible.
- No interview unless needed to verify something.

Longer Term or Permanent

Ongoing Housing Support in same location if eligible.

Ongoing Housing Support in different location if eligible.

No Housing Support

If You Get SSI Benefits

If you get SSI benefits, no matter how much you get in SSI or how much you earn, your countable income for Housing Support is $730.

You have to pay the $730 for room and board (and services, if Housing Support helps pay for your services). You get to keep any other income you have.

Example (Housing Support with an SSI benefit)

Evelyn makes $1,400 per month at a job and gets $183.50 in SSI benefits, for a total gross income of $1,583.50. Her countable income is $730.

She will have to pay the $730 each month to her housing provider. She keeps the rest of her income ($853.50) for her personal expenses.

> ✄ **Your Monthly Income (Housing Support with an SSI benefit):**
>
> **TRY IT ↓**   Add to favorites ⭐

⊖ Show less

If You Do Not Get SSI Benefits

If you have a GA or SSI basis of eligibility and you *do not* get SSI benefits, follow these steps to see your countable income:

⊕ Show more

- Tool to help determine individual eligibility at Disability Benefits 101 (db101.org)

- This tool provides only an estimate of eligibility.

- Counties and tribes determine a person's eligibility for the Housing Support program. You can call the county or tribe before a person applies and ask for an estimate of a person's eligibility, called 'presumptive eligibility.'

- An eligible provider has a signed Housing Support agreement with the county or tribe

- Providers are encouraged to work closely with county and tribal offices to promote smooth access to Housing Support.

- A person must have a connection to a Housing Support provider **before** applying for Housing Support or they will be denied the benefit.

- Housing Support can be used in group settings like board and lodge or adult foster care locations OR in community settings like a person's apartment that they rent from a landlord.

  - Settings have to be properly licensed, tribally authorized, or exempt in state law, like supportive housing. Supportive Housing requires a lease and a habitability inspection for each unit.

- If you have questions about whether a place is eligible, ask your local county or tribal contact.

- Combined Application Form (**DHS-5223**) **OR** Change Report Form **(DHS-2402)** if a person is open on a cash assistance program already, **OR** online **(mnbenefits.mn.gov)**.

  - Date of application impacts program start date

  - Only page 1 of the CAF must be complete to "lock in" the application date (name, address and signature)

  - Interview is required (but doesn't need to be in-person)

- Other documents needed

  - Income and asset verifications

  - Disability verifications

  - Interim Assistance Agreement required for anyone not already on SSI

- For Housing Support, eligibility and access questions, call your local county or tribe.

- For Housing Support policy questions, contact dhs.dhs.grh@state.mn.us

- **MHFA, please add contact information here**

Thank You!

Maia Uhrich

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651-431-3839

Service Provider Role

Peter Dutcher, Simpson Housing

Patrick Harrington, Housing Matters Minnesota

HOUSING SUPPORT AND COORDINATED ENTRY

Requesting referrals that meet both Housing Support and the project requirements. Referral requests in CE can look different throughout the state. Refer to your CoC's specific procedure for making those requests.

Homeless Criteria: Long-term homeless, or other homeless status depending on your contract or type of setting.

Disabling Condition: Mental health, chemical health, physical health, learning disability, or other disabling condition. Obtaining a Professional Statement of Need that is signed by both the participant and the designated professional working with the participant.

Other Documentation: Submitting all documentation to the county team designated for processing and approving the Housing Support case.

- Combined Application Form (Cash, SNAP, EA when applicable form 5223) Combined Application Form (DHS-5223) (state.mn.us)
- IAA forms, both SSI and non-SSI (1795, and 1795A) https://edocs.dhs.state.mn.us/lfserver/Public/DHS-1795-ENG
- https://edocs.dhs.state.mn.us/lfserver/Public/DHS-1795A-ENG
- Vendor Payment form (families on MFIP or TANF) https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2984-ENG
- Professional Statement of Need (7122) https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7122-ENG
- Shelter Verification Form (2952) https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2952-ENG
- Change Report Form (2402) https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2402-ENG
- Habitability Inspection Form (7123) https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7123-ENG
- LTH Verification form (If LTH specific program)
- Coordinated Entry Receipt
- Driver's License or Tribal ID
- ROI to county
- Other forms that your county may require; Employee ID, Housing Support cover sheet, Move in move out form
- Assigning an AREP

HOUSING SUPPORT CRITERIA

- Income levels and AMI

- High Priority Homeless (running HPH in HMIS)

- Submitting applications to Property Manager of project

- Setting up HMIS user for the project and completing entries and exits in HMIS

- Meeting disability components

- Submitting applications to Property Manager of project with any required proofs; income, disability, etc..

- Certain projects will have other goals or targets; behavioral health, type of disability, service components, etc..

PROJECT ELIGIBILITY CRITERIA

- Paying for Damage Deposits and first month's rent
- Purchasing furniture and household items
- Purchasing personal items; hygiene supplies, cleaning supplies, food
- Setting up and paying for ongoing utilities; electric, gas, phone, internet, cable
- Paying past due utilities
- Ongoing monthly rental payments

FLEXIBILITY OF HOUSING SUPPORT

- Being creative to assist people in housing that works for them; not every person has the same needs or wants

- Working with dual parent households

- People with income, earned vs. unearned, and understanding and explaining financial obligations

- Single adult funding and family funding; understanding MFIP rules and guidelines and how they affect Housing Support

- Two people living together, one on Housing Support, the other not

- When participants do not pay their obligations

- Maintaining ongoing eligibility; six month and annual reporting, obtaining new PSN

WORKING IN THE GRAY

Questions?

Minnesota Housing | mnhousing.gov

Property Management and Compliance

June 8, 2022

MINNESOTA HOUSING

Treating Housing Support as Rental Assistance

- Technically an income supplement

- Limited use & method of payment

  - housing and housing-related expenses paid by HS vendor

- Must be at least $1 or more of state funds assisting resident with rent

  - If no state funds are used to assist the resident with paying rent, then Housing Support is not rental assistance and rent must comply with applicable rent limit(s)

- If treated as rental assistance, gross rent can exceed the rent limit

- Additional requirement for NHTF

  - Housing Support must be project-based

- Additional requirements for HOME

  - Housing Support must be project-based

  - Must be low HOME unit

  - Applicant/tenant income cannot exceed 50% AMI HOME income limits

  Both HOME and NHTF: cannot require participation in services as a condition of occupancy

Housing Support as Income

- When state funds exceed the amount required to assist the resident in paying rent and utilities

- Not excluded in HUD Handbook 4350.3

- Minnesota Supplemental Aid Housing Assistance (MSA Housing Assistance) is income from public assistance

Supplemental Service Rate

- Covers health-related and supportive services

- Not treated as rental assistance

- May or may not be income

  - Consult HUD Handbook 4350.3

Thank You!

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651-296-9491
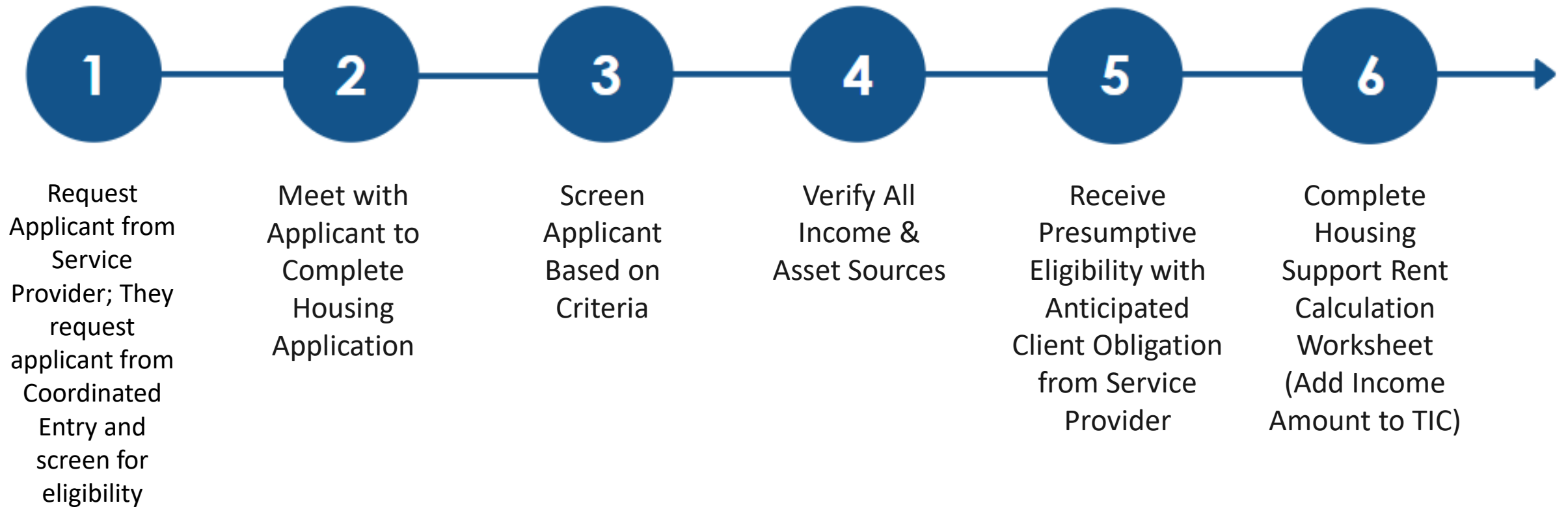
Property Management's key role is the financial management of the property. This includes rent collection, budgeting and ensuring all files are in compliance.

While property management and supportive services need to work together as partners their roles need to be separate and clearly defined.

It is the role of property management to define the leasing process and ensure the resident selection criteria is place. Management will work with the services provider for referrals from coordinated entry.

Application Process

1 Request Applicant from Service Provider; They request applicant from Coordinated Entry and screen for eligibility

2 Meet with Applicant to Complete Housing Application

3 Screen Applicant Based on Criteria

4 Verify All Income & Asset Sources

5 Receive Presumptive Eligibility with Anticipated Client Obligation from Service Provider

6 Complete Housing Support Rent Calculation Worksheet (Add Income Amount to TIC)

6/8/2022

Example: No income

Mickey Mouse
Household size: 2
Income: 0.00
Assets: 5.00
Unit Rent: $559
Tax Credit Max Rent: $503

Applicant/Tenant Name	Unit #	# of BR	TIC Effective Date
MICKY MOUSE	304	2	06/01/2022

I. Calculate the Non-Rent, Housing Related Costs Funded by HSRB

a. Housing Support Room and Board Rate	$ 954
b. Lease rent for the unit (include all non-optional charges)	$ 559
Non-rent, housing related costs (a minus b)	$ 395

II. Calculate Tenant-Paid Rent

a. Housing Support client obligation	$ 0
b. Non-rent, housing-related costs (from Section I, above)	$ 395
Tenant-paid rent (a minus b) (enter $0 if a minus b results in a negative number)	$ 0

III. Calculate State Rental Assistance Amount

a. Lease rent for the unit (include all non-optional charges)	$ 559
b. Tenant-paid rent (from Section II above)	$ 0
Rental assistance from Housing Support (a minus b)	$ 559

NOTE: If the rental assistance is zero or a negative number, no state funds are assisting with rent, and the lease rent plus utility allowance plus any charges that are not optional must be below the applicable rent limit(s) for the unit.

*In software system- be sure to enter the tenant rent and rental assistance in the appropriate to ensure accuracy on the TIC

V.	Calculate Annual Income from Public Assistance	
a.	Housing Support Room and Board Rate	$ 954
b.	Client obligation	$ 0
c.	*Lease rent	$ 559
d.	Utility allowance	$ 174
e.	Monthly income from public assistance (a minus b, c, and d)	$ 221
	Amount to be included in annual income (e times 12 – cannot be less than $0)	$ 2652

*If the rental assistance amount in Section III is $0, the lease rent cannot be higher than the applicable rent limit minus the utility allowance.

*In this example $2652 is added to the TIC under income.

Example: Income

Minnie Mouse

Household size: 2
Income: 7860.00
Assets: 7.00
Unit Rent: $559
Tax Credit Max Rent: $503

Applicant/Tenant Name	Unit #	# of BR	TIC Effective Date
MINNIE MOUSE	205	2	06/01/2022

I. Calculate the Non-Rent, Housing Related Costs Funded by HSRB

a. Housing Support Room and Board Rate	$ 954
b. Lease rent for the unit (include all non-optional charges)	$ 559
Non-rent, housing related costs (a minus b)	$ 395

II. Calculate Tenant-Paid Rent

a. Housing Support client obligation	$ 145
b. Non-rent, housing-related costs (from Section I, above)	$ 395
Tenant-paid rent (a minus b) (enter $0 if a minus b results in a negative number)	$ 0

III. Calculate State Rental Assistance Amount

a. Lease rent for the unit (include all non-optional charges)	$ 559
b. Tenant-paid rent (from Section II above)	$ 0
Rental assistance from Housing Support (a minus b)	$ 559

NOTE: If the rental assistance is zero or a negative number, no state funds are assisting with rent, and the lease rent plus utility allowance plus any charges that are not optional must be below the applicable rent limit(s) for the unit.

*In software system- be sure to enter the tenant rent and rental assistance in the appropriate to ensure accuracy on the TIC

V. Calculate Annual Income from Public Assistance

a.	Housing Support Room and Board Rate	$ 954
b.	Client obligation	$ 145
c.	*Lease rent	$ 559
d.	Utility allowance	$ 174
e.	Monthly income from public assistance (a minus b, c, and d)	$ 76
	Amount to be included in annual income (e times 12 – cannot be less than $0)	$ 912

*If the rental assistance amount in Section III is $0, the lease rent cannot be higher than the applicable rent limit minus the utility allowance.

*In this example $912 is added to the TIC under income.

MINNESOTA DEPARTMENT OF HUMAN SERVICES

Thank You!

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701-551-3114

Questions?

DEPARTMENT OF
HUMAN SERVICES

For questions to Minnesota Housing about supportive housing units contact:

supportive.housing@state.mn.us