



Family Homeless Prevention and Assistance Program – Household File Documentation Training

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Our Mission: The Core Purpose

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

Agenda

Topics

- FHPAP Overview
- File Documentation
- FHPAP Resources
- Q & A



FHPAP Overview

5/4/2022

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What is the FHPAP program?

- Established in 1993 by the Minnesota Legislature [FHPAP Statute](#)
- Prevent and end homelessness with services and direct assistance
- Eligible **activities** include Coordinated Entry, Street Outreach, Prevention and Rapid Rehousing
- Funds awarded biennially, 10/1/2021 – 9/30/2023

FHPAP Overview

- Serves all populations: families, singles, youth/unaccompanied youth (under age 25)
- Funds can be used for supportive services, direct financial assistance, and administration
- Funds cannot be used for more than 24 months of assistance

Eligible Recipients

Eligible Recipients

- Household income must be at or below 200% of federal poverty guidelines
- Minnesota resident or a household otherwise approved by Minnesota Housing
- Be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis



File Documentation

File Review Checklist

1. Application
2. Activity and household type
3. Three important forms – Tennessen, HMIS Release of Information (ROI), Agency ROI
4. Assessment and score
5. Housing crisis and proof of responsibility
6. Need for financial assistance

Files for persons experiencing domestic violence

- This [article](#) covers which survivor data is protected and relevant laws
- This [Confidentiality Toolkit](#) from the Technology Safety (NNEDV) is a great resource
- Stay tuned

File Review Checklist

7. Income
8. Amount, date, and type of assistance provided
9. Resolution of housing crisis
10. Case note documentation

File Review Checklist

[FHPAP File Review Checklist](#)

1. Application Date

1. The date the household is referred to the FHPAP program and assessed for eligibility
2. First contact by provider (days between the referral and first contact)

2. Activity and Household Type

Activity Type:

- Coordinated Entry
- Street Outreach
- Prevention
- Rapid Rehousing

Household Type:

- Family – Adult
- Family – Youth (18 to 24 years of age)
- Single Adult
- Single Youth (18 to 24 years of age)

3. Important Forms

1. HMIS ROI and Data Privacy Notice

- Standard form that comes from the [HMIS website](#)
- If a verbal consent is received, indicate this on the signature line
 - While the HMIS ROI allows for verbal consent, defer to the data privacy and sharing requirements of your agency
- Separate form for each adult

2. Tennessean Form

- Agency form that is signed by all adults in the household. Multiple signature lines are allowable
- Minnesota Housing must be listed as an entity that can receive information about the household

Important Forms

3. Agency Release of Information (ROI)

- To protect household privacy, information being shared should be clear and specific
- A separate ROI for each adult in the household

4. Assessment Tool and Score

- Coordinated Entry
- Minnesota Homeless Prevention Assessment Tool (M-PAT)
 - If serving a low scoring household that is not within the M-PAT target score range, this should be clearly documented on the M-PAT or case notes. Follow your agency's requirements around supervisor approval, if applicable.

5. Housing Crisis and Proof of Responsibility

Housing Crisis

- What is the crisis?
 - Eviction, past due utility bill, homeless, and does not have funds for damage deposit, etc.
- Where to document the crisis in the file
 - Intake form
 - Case notes

Proof of Responsibility

- Copy of lease, landlord letter, utility bills, etc. preferred
- If verbal verification is obtained, this should be clearly noted in case notes or elsewhere in the file

6. Need for Financial Assistance

- In addition to noting the type of crisis the household is facing, the file should note **why the household does not have funds to pay for the crisis**
 - The reason does not impact the determination of household eligibility
 - Refrain from judgment
 - If not captured on the intake form, use case notes

7. Income

Income Documentation and Calculation

- Verification of income received? Yes No
- Below 200% Federal Poverty Guidelines? Yes No

What counts as income?

- The following income **is included** in income calculation:
 - Earned income: Wages, salaries, overtime pay, commissions fees, tips, bonuses, and other compensation for personal services before deductions
 - Periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts
 - Payments in lieu of earnings such as unemployment or disability compensation, worker's compensation, and severance pay
 - Public assistance payments such as cash assistance or Social Security
 - Periodic and determinable allowances such as alimony, child support, and foster care payments
 - Payments made for child support is not deducted from income
 - Net income from the operation of a business or profession

Income Exclusions

- Earned income of minors (age 17 and under)
- Income of live-in health aids
- Non-cash benefits such as childcare, medical care assistance, and food support
- One-time cash gifts, for example a birthday
- Advance payments of the child tax credit authorized under the American Rescue Plan Act of 2021
- Emergency rental assistance payments
 - Including those authorized under either Section 501 of Division N of the Consolidated Appropriations Act, 2021, or section 3201 of the American Rescue Plan Act of 2021, section 3201

Documentation of Income

- Earned income – most recent pay stubs (minimum of two)
- Statement of benefits such as:
 - Cash Assistance (Minnesota Family Investment Program (MFIP), Diversionary Work Program (DWP), General Assistance, Unemployment, Child Support, etc.)
- Zero income – signed self-certification form not required, though this should be clearly documented in the file
- While written verification is preferred, verbal verification is allowed as a last resort and should be clearly documented
- Household accommodations – screenshots okay

Calculating Income

Show the Math



- [2022 Income Calculation Workbook](#)

Reassessing Income

Best Practice – every 3 months

- Documentation should be obtained, when possible, especially when:
 - There are new sources of income
 - When they are receiving earned income
- What if their income increases shortly after their income is assessed?

8. Amount, Date, and Type of Assistance Provided

Documentation examples:

- Purchase order
- Payment voucher
- Copy of check
- Other documentation that substantiates how FHPAP funds were expended

9. Resolution of Household Crisis

- The file should indicate documentation that the situation has been resolved:
 - A clear and visible case note, such as documentation of a follow-up call with the client to ensure housing is stable, often indicates this

10. Case Notes

- The file should have case notes that include evidence of services provided to the client:
 - Chronological
 - Demonstrate each contact or attempted contact by method; e.g., phone (including text), email, letter or in person
 - Brief details about services provided
 - Frequency and intensity should align with the level of need

Case Notes

Case notes in file? Yes No

Strength-based, client-centered

Multiple contacts

Staff initiated contact

FHPAP Resources

[FHPAP webpage:](#)

- Program Guide
- Statute
- Income Calculation Workbook
- Other



Q & A

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Thank You!

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