

**Ryan White Part B Program
Policy
Housing Referral Services and Short Term or
Emergency Housing Needs**

Revised 06/2013

Federal Policy Reference: -Ryan White CARE Act (PL 104-146) Sect 2613-2612(a)2(B).
-HRSA /HAB Policy Notice 99-02 “The use of Ryan White CARE Act funds for Housing Referral Services and Short-term or Emergency Housing Needs.”
-HRSA/HAB Policy notice 97-02.6.
-Ryan White Part B Manual.

The Nebraska Ryan White Program has waived all requirements for subgrant entities regarding imposition of charges for services, pursuant to Section 2617(c)(4)(A) of the Ryan White Modernization Act of 2006.

The HRSA/HAB Fiscal and Program Monitoring Standards for Ryan White Part B Grantees (Monitoring Standards) will guide the oversight of Supportive Services by the NDHHS. The Monitoring Standards are attached to this document by reference. Annual fiscal and programmatic monitoring is required by regulation, both internally and by the NDHHS.
<https://careacttarget.org/category/topics/program-monitoring>

Purpose: The purpose of the Ryan White Part B policy on housing referral and short-term emergency housing needs is to ensure compliance with applicable Federal policies for the appropriate use of Part B funding for housing assistance. This policy also defines the appropriate uses of housing assistance, processes, and limitations of housing assistance. For the purposes of this policy, Short Term housing is defined as: *housing assistance provided through Ryan White Part B funds which provides for housing for duration of not more than ninety consecutive days or three consecutive months, which ever is longer.*

Process:

1. Nebraska Ryan White Part B funds may be utilized for housing assistance for eligible clients.
2. Clients eligible for housing services must meet eligibility criteria per the Nebraska Ryan White Part B Policy “Client Eligibility” and per the HRSA National Monitoring Standards (see link above).
3. ***A legal lease must be in place and available. The applicant for housing services must be listed on the lease.*** In subsequent requests where the lease is still in effect, and LRC will suffice.
4. Eligible clients must demonstrate a need for housing assistance. This must also include the HIV related connection to the need.

- a. **Clients will be required to provide documentation to substantiate need, verification of income and a copy of the current lease and LRC.**
 - b. **In situations where funding is requested so that client can make payment(s) elsewhere (i.e. rent, utilities, medical bills, etc.) client must submit documentation/proof of payment prior to assistance granted. Approvals based upon contingencies are not allowable.**
 - c. **If housing costs are more than 50% of their gross income, client must provide documentation of what they have used their income to pay.**
 - d. **If client is able to work, they must provide documentation of at least 3 places they have made applications to over the past week.**
 - e. **If client has no income, there must be documentation that they have made application to GA, SSI/SSDI, food stamps, unemployment, etc. as appropriate.**
 - f. **If client is unable to work, a MD note is required.**
5. Rental assistance must be necessary to gain or maintain access and compliance with HIV related medical care and treatment.
6. Case Managers must ensure that through the utilization and submission of the housing certification letter (Attachment 1) the following:
 - a. The client's housing assistance is essential to the client's ability to gain and/or maintain access to HIV-related medical care or treatment.
 - b. All other avenues to provide housing assistance have been explored/accessed to ensure the Ryan White funding is payer of last resort.
 - c. A plan has been implemented and documented in the client's file to assist the client in identifying other sources of funding to pay for long-term housing needs.
 - d. Client currently qualifies for Ryan White Part B Assistance.
7. Submission of a service request via Provide[®] case management software system and housing certification letter by a client's Case Manager is required.
8. Housing funds cannot be in the form of direct cash payments to recipients for services and cannot be used for mortgage payments.
9. Payments on behalf of clients must be made directly to the client's landlord or the management company responsible for the residence. Payments cannot be made to room-mates, partners, spouses, or anyone else who is not the owner of record or manager of the property. In no case may CARE Act funds be used to make direct payments of cash to recipients of housing assistance.
10. Where there is more than one adult living in the residence, it is expected that requests for rental assistance will be made for the proportionate share of the client's rent. Exceptions

may be made if it can be demonstrated that paying the full rent is considered an equal proportion of client's household responsibility.

11. In situations where funding is requested so that client can make payment(s) elsewhere (i.e. rent, utilities, medical bills, etc.) **client must submit** documentation/proof of payment prior to assistance granted. **Approvals based upon contingencies of promised payments are not allowable.**
12. Each request for housing assistance may be made for a maximum one-month's of rent.
13. Requests for payment of prior month/back rent are not allowed.
14. Ryan White housing assistance may be utilized no more than three consecutive months or 90 days, which ever is longer, providing client service limits for housing assistance have not been exceeded.
15. If additional assistance is needed after the three-month period, it may be requested after a one month break, provided housing financial limits have not been reached or exceeded.
16. Financial limits for housing assistance are described in the Ryan White Part B Policy "Direct Emergency Assistance Limits/Emergency Financial Assistance Limits" for the current grant period. Housing assistance is subject to the limitations of the housing assistance category.
17. Contracted agencies and subgrantees providing Ryan White Part B funded housing assistance to qualified clients are expected to adhere to this policy. Agencies which fail to do so may be held liable for rent paid to clients in accordance with the Ryan White Policy "Waste, Fraud, and Abuse of Ryan White Part B Funding."

* **Household** is defined as the individual Ryan White applicant and anyone who is claimed as a dependent on the individual's federal tax return. If the individual does not file a tax return and is not claimed as a dependent on a tax return, the household is the individual and the following (if they live with the individual):

- Spouse
- Natural, adopted and/or stepchildren under 19 or up to 24 if still enrolled fulltime in school and dependent on the individual for support

If the applicant is a child, then the household is natural, adopted and/or step parents and siblings/step siblings

Domestic partners, unmarried couples and same marriages are not included in the household definition.