

Maricopa Regional Continuum of Care Permanent Supportive Housing Subsidy Transition/Moving On—Referral Process

Purpose

The purpose of the project is to transition long-term, stable Permanent Supportive Housing (PSH) stayers to other housing subsidies in order to create the capacity to house individuals and families experiencing chronic homelessness in CoC-funded PSH units. The project is voluntary for PSH participants and will utilize a common assessment, referral and transfer process to ease the transition between housing subsidy systems.

Assessment:

1. Clients who have been stably housed and have expressed an interest in a subsidy transition or a moving-on voucher will be flagged for assessment.
2. The CoC-funded provider is the lead for completing the assessment. Specific domains may need information from the support services provider and/or clinical team.
3. Assessment process:
 - a. Those questions that involve file review will be filled out in advance.
 - b. CoC-funded provider orients client to the Subsidy Transition/Moving-On Project to determine interest.
 - c. The in-person interview, will be scheduled and conducted by the CoC-funded provider and should take place at the client's residence or if client chooses, may be at the CoC-funded provider.
 - d. The CoC-funded provider will include the support service provider, clinical team and/or others as appropriate.
 - e. Assessment will be completed. A score of at least the "Minimum Level" on relevant domains will qualify the client for the project.
 - f. If the client agrees to participation, the CoC-funded provider will work to transition the client to a Housing Choice Voucher following the referral process below.

Referral Process

1. CoC-funded provider confirms with PHA readiness for referral based on voucher availability.
2. When PHA confirms capacity for a Moving On referral and the client agrees to the transition of housing subsidy to HCV, the CoC-funded provider will facilitate completion of the PHA initial eligibility application to be submitted to PHA along with vital and supporting documents.

3. PHA confirms eligibility including background check for all adult household members, and whether debt is owned to any housing authority.
4. Once client eligibility is confirmed by the PHA, the PHA will invite the client to a briefing where they will be provided a Housing Choice Voucher and a blank Request for Tenancy Approval for completion with the landlord.
5. The client submits completed Request for Tenancy Approval and submits to PHA along with unsigned lease.
6. The PHA determines rent, negotiates rent (if applicable), PHA/client portions of rent, and schedules Housing Quality Inspection.
7. PHA performs housing inspection.

Subsidy Transition/Moving-On Process

1. CoC-funded provider assists client in compiling documents.
2. CoC-funded provider accompanies (or ensures attendance by) client to housing briefing.
3. CoC-funded provider assists client in planning for move (if applicable).
4. Deposits for CoC-funded projects should be returned to the client to fund deposits for HCV when applicable.

Ongoing Supportive Services

1. If the client is connected with a behavioral health clinic, the clinic will note subsidy transition and continue support services.

Review

1. The PSH Moving On Workgroup will review the process and referrals on a periodic basis.