



NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

Transition to Community Living Housing Guidelines

Effective 10/24/2022

Revision Summary

Date	Revision Version	Revision Type	Comments
12/1/2018	1.0.0	Minor	Transition of Bridge Housing Transitional Program funding from NCHFA to LME/MCOs <ul style="list-style-type: none"> • Page 10 – Documentation of transition date for historical purposes
4/4/2019	1.0.0	Major	Updated CLA Process <ul style="list-style-type: none"> • Page 7 – Definitions and limitations for CLA ongoing or CLA temporary • Page 8 – Included Active application with other entitlements requirement • Page 8 – CLA funding should not be used for <items listed> • Minor updates in CLA sections.
4/4/2019	1.0.0	Major	New Bedroom Size Policy <ul style="list-style-type: none"> • Page 4 – Process to request waiver • Page 4 – Limits to waiver requesting larger units • Page 4 – Automatic denial of waiver
10/2022	1.0.0	Major	TYSR Funds <ul style="list-style-type: none"> • Page 3- Update in cost of eligible items • Page 4-Expanded to cover re-housing cost
10/2022	1.0.0	Major	TCLV Voucher Calculation <ul style="list-style-type: none"> • Page 5-Increase in allowable rental rate • Page 5-Yearly FMR Comparison
10/2022	1.0.0	Major	Risk Mitigation Tools <ul style="list-style-type: none"> • Pg 10-Tenancy preservation

10/2022	1.0.0	Minor	Bridge Housing <ul style="list-style-type: none">• Page 18-Increased weekly cost
---------	-------	-------	--

Contents

- Purpose and Use of Guidelines.....6
- Transitions to Community Living (TCL) Overview.....6
- Affordability: Rental Assistance and Vouchers.....6
- Transitions to Community Living Voucher (TCLV) Assistance.....7
 - FMR Waiver Request7
 - Locating FMR7
 - Security Deposits7
 - Tenant Portion of Rent Calculation8
 - Tenant Portion of Rent Calculation with Other Household Members8
 - TCL Roommates8
 - Non-TCL Roommates8
 - Tenant Out of the Housing for 90+ Days8
 - The Preferred Unit Size and Cost.....9
 - Live-in Aides.....10
 - Deceased Head of Household (Single Person Household)11
 - 250 Unit Exception Policy11
 - Individual Housing Review Criteria12
 - Housing Development Review Criteria12
- Overview Transition Year Stability Resource (TYSR) Funds12
 - TYSR for TCL Incentive Plan (TIP)13
- Community Living Assistance Payments (CLA)14
- (b)(3) Community Transitions Funding15
- Emergency Housing Funds.....15
 - Pre-Tenancy Emergency Funding16
 - Post Tenancy Emergency Funding16
 - Emergency Funding Documentation16
- Bridge Housing Transitional Program (Program management ended at the State level on 11/30/2018).....17
 - Basic Eligibility.....17
 - Program Requirements.....17
 - Timelines.....17
 - Financials18
- Enhanced Bridge Housing18
 - Basic Eligibility.....18
 - Timelines.....19
 - Allowable Housing Type.....19

Staffing (Onsite)	19
Contract Agency Capacity	20
Expected Outcomes	20
Skill Building Activities/Services:.....	20
Financials	21
TCL Risk Mitigation Tools	21
Reimbursement of Damages After Tenant Move Out.....	22
Reimbursement of Unpaid Tenant Portion of Rent and Late Fees.....	23
Reimbursement for Vacancy Due to Tenant Abandonment of Unit	23
Reimbursement for Successful Eviction Costs	23
TCL Tenancy Preservation.....	23
Tenancy Preservation Claims Eligibility	23
Reimbursement for Damages Related to Preserving Tenancy/Landlord Relationship	24
Reimbursement for Utility Restoration Related to Preserving Tenancy/Landlord Relationship	24
Hold Fees	25
12-Month Window to Request Reimbursement for Subsidy Payments	25
Data Entry Timeframes	25

Purpose and Use of Guidelines

The TCL Housing Guidelines provides a blueprint for implementing, funding, and operationalizing the housing component of the DOJ Settlement Agreement for access to community-based supportive housing. This manual serves to support LME/MCOs staff or staff employed under contract with the LME/MCO take adequate steps to assist individuals, with housing slot numbers, in transitioning to safe, quality, and sanitary housing in the community.

Transitions to Community Living (TCL) Overview

On August 23, 2012, the State of North Carolina signed a Settlement Agreement with the United States Department of Justice concerning community integration of individuals with severe mental illness (SMI) and severe and persistent mental illness (SPMI) in or at risk of entry into adult care homes. As outlined in the Department of Justice (DOJ) Settlement Agreement, the State has agreed to 1) develop and implement effective measures to prevent inappropriate institutionalization and 2) provide adequate and appropriate public services and supports identified through person centered planning in the most integrated setting appropriate to meet the needs of individuals with SMI or SPMI. The response initiative in NC is known as The Transitions to Community Living (TCL) which provides eligible adults living with serious mental illnesses the opportunity to choose where they live, work, and play in North Carolina. This initiative promotes recovery through providing long-term housing, community-based services, supported employment and community integration.

Affordability: Rental Assistance and Vouchers

Transitions to Community Living offers several mechanisms to provide access to affordable housing and rent assistance to individuals with income as low as Supplemental Security Income (SSI). Transitions to Community Living Voucher (TCLV) is the most common mechanism used. The Transitions to Community Living Voucher provides rent assistance to assist people with behavioral health disabilities either be diverted from, or transition out of restrictive settings, so that they can live in the community of their choice. TCLV is not an entitlement program. Approvals and payments are based on available funding. For more detailed information TCLV, see TCLV Assistance section on page 5.

Other rental assistance used to support individuals in Transitions to Community Living include but are not limited to the following:

- Key Rental Assistance is state funded rental assistance only available to properties participating in the Targeting Program.
- Federal Tenant Based Rental Assistance is rental assistance that is portable and available to income eligible households (Examples include: Housing Choice Voucher (Section 8), Mainstream Vouchers, Emergency Housing Vouchers).

Transitions to Community Living Voucher (TCLV) Assistance

Transitions to Community Living Voucher is tenant-based rental assistance for eligible TCL participants. TCLV is not an entitlement program and approvals/payments are based on available funding.

TCLV subsidy pays the difference between the tenant portion of rent and the actual unit rent, up to 120% fair market rent. Fair market rent is determined by HUD. Permissible rent is capped at 120% fair market rent unless there is an approved waiver from DHHS. Subsidy amounts that exceed 120% fair market rent require waiver approval by DHHS.

The minimum required TCLV subsidy amount per TCL individual is \$100 regardless of tenant rent calculation.

The minimum required tenant rent share is \$100 regardless of tenant rent calculation.

The TCLV subsidy pays additional monthly rent fees for necessities (including trash and pest control) if these fees do not cause the rent amount to exceed 120% fair market rent. However, the TCLV subsidy cannot pay for additional monthly fees for non-necessities (including pet deposits, cable/internet, and washer/dryer).

If a household signs a lease for a unit that exceeds 120% fair market rent without receiving prior approval by DHHS, the household and LME/MCO must assume responsibility for the full amount of rent in order to continue leasing the unit. DHHS will not reimburse the LME/MCO for the unit.

FMR Waiver Request

A waiver request is required when total rent exceeds 120% fair market rent. The waiver must be approved by DHHS prior to tenant signing lease or moving into a unit. The FMR Waiver process is automated in CLIVE, and the waiver justification must include the following details in order to be considered:

- Affordable housing options reviewed with TCL participant and reason(s) for non-acceptance.
- Targeted Units reviewed with TCL participant and reason(s) for non-acceptance.
- Negotiation strategies with landlords to lower requested rental amount.

Locating FMR

Federal law requires that HUD publish final FMRs for use in any fiscal year on October 1—the first day of the federal fiscal year (FY). FMRs for each fiscal year can be found by visiting HUD’s website at <https://www.huduser.gov/portal/datasets/fmr.html> and clicking on the current “FY20XX FMR Documentation” link towards the middle of the page. This page allows individuals to search for FMRs by selecting their state and county from the provided list. Clicking on “Next Screen” allows individuals to view the current and previous year FMR for the county/metropolitan statistical area (MSA).

Security Deposits

The Subsidy Administrator may pay all security deposits on behalf of individuals with a

Transition to Community Living Voucher. Security Deposit funds will be deposited in an account specified by the owner/management agent, who is responsible for transferring the security deposits into the appropriate trust account to comply with North Carolina Real Estate Trust Account law. The security deposit will revert to the tenant upon move out and settlement of the security deposit disposition.

Tenant Portion of Rent Calculation

The tenant portion of rent for a TCLV individual is 25% of their monthly gross household income. The size of the rental unit (1BR, 2BR, etc.) is not a factor in the tenant's rent portion. If an individual's income is \$0, the \$100 minimum tenant portion can be paid through Special Assistance – In Home or Community Living Assistance (see page 12). The tenant rent portion should never exceed 25% of income. If it does exceed 25% due to subsidy portion exceeding fair market rent, LME/MCOs may request a waiver for a maximum subsidy override.

Tenant Portion of Rent Calculation with Other Household Members

If a TCL individual has a spouse who is not a TCL individual, then the *Tenant Household Composition and Income Summary form* should include combined household income for the purpose of tenant rent and subsidy calculation.

If the spouse is also a TCL individual, then the Tenant Household Composition and Income Summary form should not include combined household income. For the purpose of tenant rent and subsidy calculation, spouses are treated as roommates with an individual record and housing slot number for each person — Each record has only the individual's income and half of the rent.

TCL Roommates

If a TCL individual has one or more non-spouse TCL roommates, the actual unit rent will be divided equally among roommates prior to calculating TCL voucher(s). The individual's income is not combined with the income of their roommate(s). Only the TCL individual's income is entered into CLIVE.

Non-TCL Roommates

TCL individuals may choose to live with individuals who do not participate in the program. The individual(s) who do not participate in TCL must have sufficient resources to pay for an equal share of the actual unit rent. This includes TLC individual's adult (18+ years old) children. Program guidelines exclude a TCL individual's minor children from this requirement. DHHS must approve any other exception.

Tenant Out of the Housing for 90+ Days

Transition to Community Living strongly encourages tenants to seek appropriate medical care and treatment and recognizes that tenants may experience extended hospital stays or other extended absences. However, the TCLV guidelines treat a failure to reside in housing and disconnection of utilities for a period exceeding 90 consecutive days as a program policy

violation that may lead to termination of HAP if there is no plan for the tenant to return to the unit in a reasonable amount of time.

If a tenant is out of housing for more than 90 consecutive days with a plan to return, a DHHS waiver request is required. The waiver request must be made at 30-day increments until tenant returns to unit. The waiver request must include the reason(s) subsidy payment should continue and how the utilities will be maintained during this period to meet Housing Quality Standards.

If a tenant is out of housing for more than 90 consecutive days without a plan to return. LME/MCO and/or provider should complete the following steps for the landlord/property management company to regain possession of the housing unit.

1. LME/MCO and/or provider should complete a walk-through of the unit looking for hazards including:
 - Is the stove turned off?
 - Are electronics unplugged?
 - Do fire hazards exist?
 - Is food left out?
 - Does food need to be thrown out in the refrigerator?
 - Does the tenant have a pet that needs to be removed?
2. LME/MCO and/or provider should work with tenant to request that the landlord permit an early termination of the lease and return keys if possible. When the tenant has left possessions in the unit, apply the NC Landlord-Tenant Law regarding tenant abandonment.

The TCL or TCLV program does not pay for removal of possessions and cleanup. Reimbursement for removal of possessions might be available to the landlords through the TCLV special claims process if the expense is more than the security deposit.

Note:

The move-out date entered in CLIVE should be the date the tenant gives verbal or written notice of relinquishment of possession of the premises OR date known by LME/MCO tenant is no longer paying rent/disconnected utilities, confirmation from guardian tenant is not returning to the unit.

The Preferred Unit Size and Cost

The preferred unit size for a TCL individual is a one-bedroom unit. Units exceeding one bedroom per household member require a waiver from DHHS. If multiple TCL participants choose to live in a unit together, the preferred unit size is one bedroom per participant. Units exceeding one bedroom per TCL individual will require a waiver from DHHS. If a one or two-bedroom unit cannot be identified for a single person household and a waiver for a 3+ bedroom unit must be requested, the request must:

- Be approved by the LME/MCO TCL or Housing Manager.

AND

- Not exceed 120% of the 2BR FMR for that county.

Live-in Aides

An individual participating in TCL may require a live-in aide. DHHS uses the following definition of a live-in aide for the TCLV Program. A live-in aide is an individual who meets all the following criteria:

- Resides with one or more elderly individuals, near-elderly individual(s), or individual(s) with disabilities.
- Is determined to be essential to the care and well-being of the individual(s).
- Is not obligated for the support of the individual(s).
- Would not be living in the unit except to provide the necessary supportive services to a specific individual.
 - The live-in aide was not part of the household prior to receiving program assistance.
 - There is no other reason for the aide to reside in the unit (e.g., the individual can demonstrate they have a previous residence they left in good standing). (A spouse, domestic partner and the like cannot be a live-in aide because of this requirement.)
 - The aide and the individual maintain separate finances.

A relative of the tenant may serve as a live-in aide but must meet the above requirement and complete live-in aide affidavit & verifications forms. Generally, live-in aides, whether they are a relative of the tenant or not, may not bring other family members with them to live in the unit. Exceptions may be allowed in certain circumstances. In these situations, DHHS review and approval must be obtained prior to the addition of the live-in aide to the household. One additional bedroom for the live-in aide and the DHHS-approved family member(s) is allowed; however, DHHS may approve the tenant to have more than one extra bedroom depending on unique circumstances. Further documentation may be required.

The live-in aide qualifies for occupancy only as long as the individual needing supportive services requires the aide's services and remains a tenant. Live-in aides do not qualify for continued occupancy if these two requirements are not met.

Property management companies/Landlords are encouraged to use lease addendums that deny occupancy to live-in aides after the tenant is no longer living in the unit. The addendum must establish that a live-in aide is not eligible to remain in the unit once the tenant moves out, regardless of the circumstances of the tenant's departure. The live-in aide addendum may give the property manager the right to evict a live-in aide who violates any of the lease terms. The Live-in Care Attendant Affidavit and Live-in Care Attendant Verification form is available in CLIVE.

The screening of live-in aides at initial occupancy and added to the household after initial occupancy involve the same screening activities. Live-in aides should be screened for the same criteria established for other applicants except for criterion regarding the ability to pay rent on time because live-in aides are not responsible for rent payments.

Live-in aides are not considered household members when calculating total gross household income. Under Transition to Community Living guidelines, however, live-in aides are

considered household members when determining the unit size, the household is eligible for and the FMR.

Deceased Head of Household (Single Person Household)

Housing Assistance payments (HAP) will continue for up to 30 days after landlord reports the deceased to LME-MCO, assuming notification is timely, and landlord has gained possession of the unit. The maximum 30-day grace period allows time for the deceased's family to remove the individual's belongings from the unit.

After the death of tenant, the following steps should be followed to ensure the landlord/property management company regains possession of the unit:

1. LME/MCO and/or provider should look for hazards including:
 - Is the stove turned off?
 - Are electronics unplugged?
 - Do fire hazards exist?
 - Is food left out?
 - Does food need to be thrown out in the refrigerator?
 - Does the tenant have a pet that needs to be removed?
2. LME/MCO should submit death certification and return keys if possible.
3. If there is no family to remove tenant's possessions in the unit, apply the NC Landlord-Tenant Law regarding tenant abandonment.

Landlord may file a special claims request for any other eligible expenses associated with the death of the tenant/move out; however, death of a tenant does not constitute abandonment of unit. LME/MCOs may seek approval from DHHS for reimbursement of HAP beyond 30 days if the unit has not been placed in lawful possession of the landlord/property management company. For more detailed information on risk mitigation claims, see Risk Mitigation Claims section starting on page 21.

Note:

The move-out date entered in CLIVE should be the date the tenant is no longer living in the unit.

250 Unit Exception Policy

Housing units within the settlement agreement are expected to be scattered site housing, where no more than 20% of the units in any development are occupied by individuals with a disability known to the State, except as set forth below, which is referred to as the 250 exception:

1. Up to 250 Housing Slots may be in disability-neutral developments, that have up to 16 units, where more than 20% of the units are occupied by the individual with a disability known to the State.
2. More than 4 tenants with a disability known to the State will be residing in the housing location. I.e., a 10-unit apartment complex with 5 tenants with a disability known to the State; a 5-plex with all units occupied by tenants with a disability known to the State.

Individual Housing Review Criteria

To qualify for the 250 exception in rental housing, DHHS housing staff would assess the housing unit for the requirements above as well as the following criteria:

Desired residence of the prospective tenant, with all rights of tenancy.

May not require participation in services as a condition of tenancy, to obtain housing, or to receive rental subsidy.

Current documentation that the unit has passed a standard HQS inspection.

Have DHHS approval, documented through the standard waiver process.

Housing Development Review Criteria

To qualify for the 250 exception in housing developed using Community Living Housing Funds, Integrated Supportive Housing Program Funds, or other housing developed utilizing State funding, DHHS housing staff would assess the new or proposed housing development by the threshold 250 exception criteria (above) as well as the following criteria:

- Receipt of financing commitment from Community Living Housing, Integrated Supportive Housing, or other capital funding from NCHFA.
- Vicinity and accessibility of the housing development to healthcare and supportive services, transportation, groceries, etc.
- Receipt of written support of the respective LME/MCO's TCL Manager. This written approval of support shall include documented plans for services, supports, referrals, etc.
- Shall be operated as deeply affordable rental housing with some type of rental subsidy to ensure that the disabled household is charged 25-30% of their income towards rent.
- Shall execute a lease with the disabled household offering full rights of tenancy.
- Shall not require participation in services as a condition of tenancy, to obtain housing or to receive rental subsidy.
- Have DHHS written approval.

Overview Transition Year Stability Resource (TYSR) Funds

TYSR funds are intended to support individuals when moving to community-based supportive housing. TYSR funding is only available during a person's transition year and must not be identified/ used as part of a person's ongoing support plan.

TYSR is modeled after the Money Follows the Person Transition Year Stability Funds Demonstration Service. TYSR is not an entitlement program and approvals/ payments are based on available funding.

TYSR funding will provide reimbursement for up to \$2,000 per person for one-time start-up costs such as:

- Basic cell phone if Lifeline is not available (not to exceed \$100)
- Basic small appliances
- Basic Television (not to exceed \$250)

- Essential furnishings (Bed, mattress, sofa, etc.)
- Household items (towels, sheets, dishes, etc.)
- Moving expenses (truck rental, movers, one-time gas card purchase of up to \$50, etc.)
- One-time non-utility hookups
- Utility deposits

TYSR funding is intended to be flexible to adequately meet a person's specific living needs. If an individual has a specific transition need that is not clearly outlined above, the LME/MCO is encouraged to ask for clarification. The individual should review his or her budget and prioritize expenses to maximize the benefit of the TYSR funds. If the funds are not sufficient, the individual is encouraged to seek assistance from other organizations. Access to any remaining funds can be used to facilitate a necessary move, as determined by the LME/MCO, and approved by DHHS, within the one-year period.

Reimbursements for TYSR are subject to meeting documentation requirements established by DHHS. Items without documentation as to the purpose and payment may be denied for reimbursement. DHHS retains authority over final approval.

TYSR funding can be accessed once a housing slot number is identified and up to one-year after tenancy is established. All invoices must be submitted and approved by DHHS within 30 days of the one-year time limit. Invoices for TYSR received after this date shall not be paid. The maximum reimbursement for any individual shall not exceed \$2,000.

TYSR funding will not provide for costs such as:

- Gift cards
- Initial Security Deposit*
- Ongoing living expenses (rent, utility bills, cable bills, etc.)
- Personal electronics (DVD/Blu-ray players, iPods, video game consoles, etc.)
- Previous debt, judgments, or liens

**Additional security deposit due to rehousing within the one-year timeframe, as approved by DHHS, is an acceptable use of any remaining TYSR funding if no other funding source is available.*

All tangible items (furnishings, etc.) acquired using this funding become the personal property of the participant.

TYSR for TCL Incentive Plan (TIP)

For LME/MCOs meeting eligibility requirements for the Transitions to Community Living Incentive Plan (TIP), up to \$2,000 is available for each participant for support in re-housing to community-based supportive housing. In addition to the \$2,000 in TYSR funds, up to an additional \$1,000 is available for each participant in re-housing efforts (\$500 for TYSR costs listed above and \$500 for Emergency Funds for technology purchases).

**The maximum number of persons eligible for this assistance per year is to 70 across all LME/MCOs.*

Community Living Assistance Payments (CLA)

CLA is intended to assist individuals who do not qualify, or have not yet qualified, for Special Assistance – In Home (SA-IH) to assist with ongoing community living health and safety expenses, including rent. CLA is not an entitlement program and approvals/payments are based on available funding.

CLA support can begin on or after the individual has moved into the community. CLA payments can be classified into two categories of funding:

1. Ongoing CLA, exceeding 4 months, because the individual is not qualified for SA-IH when he/she is not living in an Adult Care Home. Ongoing CLA is considered income in the rent payment calculation if it is the only source of income after 4 months from initial move-in and the Subsidy Administrator must enter an interim income recertification tenancy update in CLIVE to ensure that the Housing Assistance Payment (HAP) and tenant portion of rent is accurate.

Note:

For Targeting/Key if the other income is under \$300 a portion of CLA will be counted to meet the income requirements.

2. Temporary CLA, not to exceed 4 months, because the individual is changing Medicaid County of origin and/or SA-IH payments are likely to be delayed. Temporary CLA is NOT considered income in the rent payment calculation

The combination of the individual's income plus CLA shall not exceed the rate set by the legislature for the SA-IH Program. CLA payments should begin no later than the day the individual moves into supportive housing. CLA may begin once the lease is signed, to assist with the tenant portion of the first month rent.

Any-one applying for CLA MUST have an application on file for SA-IH. If the individual is determined not eligible for SA-IH, the LME/MCO shall document the reason and document continued attempts made to gain eligibility. The outcome of a SA-IH application must be documented. If SA-IH is approved, the CLA stops once those payments begin. If there is an overlap of CLA and SA-IH funding, the individual must pay back the excess CLA funds.

There should be an active application or pending appeal for Social Security, Veterans benefits, Survivors and Disability Insurance (RSDI), Railroad Retirement, Black Lung, Worker's Compensation, a union or private employer pension, a civil service pension or other entitlements for which they may be eligible. Failure to apply or appeal denials will result in ineligibility for CLA funding.

CLA is intended to support the individual in a community setting by providing funding to meet health and safety needs including rental assistance for permanent housing, but an individual may, on rare occasions, use his/her CLA funds for temporary housing if necessary. Use of CLA for temporary housing shall be time limited, not to exceed 28 days, and shall require DHHS approval every seven days that the individual occupies temporary housing. Justification as to

why temporary housing is needed, including evidence of permanent housing efforts, shall be provided in writing at every review. Individuals participating in the Bridge Housing Program are not subject to the DHHS approval every seven days as they have been approved for the period they are in the Program. Reimbursements for CLA are subject to meeting documentation requirements established by DHHS. Items without documentation as to the purpose and payment may be denied for reimbursement. DHHS retains authority over final approval.

CLA funding may be suspended if the individual is away from the program for longer than 90 days. Temporary leave (short term hospitalization, incarceration, etc.) can be granted. If the leave lasts longer than 90 days, the LME/MCO must alert DHHS for review of possible termination of CLA funding.

CLA funding should not be used for:

- Alcohol, tobacco products or illegal drugs
- Cable bills
- Debt repayment
- Life insurance not designed as irrevocable for burial expenses
- Non-essential home repairs or modifications
- Purchase of automobiles
- Purchase of entertainment items such as televisions, stereos, etc.
- Purchase for others (gifts, bail bonds, etc.)
- Purchase repayment

CLA funding may be suspended or terminated if the individual receiving funding uses the funding for ineligible items or misrepresents income and/or expense information on the CLA worksheet.

(b)(3) Community Transitions Funding

Each LME/MCO should evaluate the availability of (b)(3) Community Transition funds to assist in funding needs transition from an institutional setting. May be provided only once to any individual and has a lifetime limit of \$5,000 per individual.

For LME/MCOs meeting eligibility requirements for the Transitions to Community Living Incentive Plan time limits with B3 transitional dollars are not applicable to cover transition costs.

Emergency Housing Funds

Emergency housing funds are a part of an allocation to LME/MCOs and are intended to assist with emergency situations for individuals who have a supportive housing slot. Emergency funds are not an entitlement program and approvals/payments are based on available funding.

Emergency funds are to be used for one-time payments in emergency situations. There is no all-encompassing definition for "Emergency Situation". The LME/MCO is responsible for managing the emergency funds; however, the LME/MCO shall have written DHHS approval for

expenditures totaling more than \$1,500 for any one individual.

Pre-Tenancy Emergency Funding

Pre-Tenancy Emergency Funding is to be used for one-time payments for barriers identified prior to an individual moving into supportive housing. The fund may only be used for housing related expenses which, if not resolved, will result in the individual being unable to obtain or maintain housing. There is no all-inclusive list to housing barriers. Pre-Tenancy Emergency Funds may be used for items posing a barrier to obtaining/maintaining housing, such as, but not limited to, the following.

- Cost associated with obtaining needed information and documents (government issued ID, birth certification, etc.)
- One-time home preparation such as allergen control, application fee, criminal record check (one), credit check (one)
- Occupational therapy evaluations (not otherwise covered)
- Rehabilitation engineering evaluation and assistive technology (not otherwise covered)

Pre-Tenancy Emergency Funds shall not be used to fund non-housing related barriers including the following.

- Credit card debt
- IRS payments
- Liens
- Past due liabilities
- Previous civil judgments
- Restitution

The LME/MCO can pay up to \$600 for the sole purpose of paying off directly related housing barriers (such as outstanding utility bills resulting in the utility provider refusing to establish new service or prior rents owed resulting in a denied application) which if not paid will prevent the person from moving into a new unit. There must be documentation of the barrier. An LME/MCO must receive a waiver from DHHS to exceed the \$600 limit.

Post Tenancy Emergency Funding

An emergency in which Post Tenancy Emergency Funding may be expended are limited to situations which will result in the individual losing housing within the following 30 days if the situation is not remedied. Post Tenancy Emergency Funding situations may include things such as moving expenses due to loss of housing through no fault of the tenant; remedies for uninhabitable housing (not paid by the landlord and or renter's insurance); unpaid rent due to loss of employment/disability benefits. Post Tenancy Emergency Funding may also be used in time of disaster with a declared State of Emergency and DHHS approval.

Emergency Funding Documentation

Reimbursements for Emergency Funding are subject to meeting documentation requirements established by DHHS. Items without documentation as to the purpose and payment may be denied for reimbursement. DHHS retains authority over final approval.

Emergency funds are not intended to support ongoing needs. Emergency funds do not take the place of TYSR or CLA and are not meant to cover expenditures made in excess of TYSR or CLA limits. LME/MCOs shall not exceed the limit of emergency funds specified in the allocation letter.

Bridge Housing Transitional Program (Program management ended at the State level on 11/30/2018)

The Bridge Housing Program (TUTP) provides short term housing opportunities to individuals participating in the TCL program who are awaiting transition to permanent supportive housing and who are in immediate need of interim housing. The goal of the Program is to increase utilization of integrated, community based, independent housing for TCL participants.

Basic Eligibility

1. The individual must have a documented SMI or SPMI diagnosis.
2. The individual must need immediate housing, discharging from or at risk of entering an adult care home, family care home, State Psychiatric Hospital, or other institutional setting or residing in a place not fit for human habitation/substandard housing/precariously housed
3. The individual must have an approved initial housing slot prior to accessing the Program.

Program Requirements

1. Services for the individual shall be established prior to the individual moving into interim housing to the degree necessary to ensure there is a support network in place.
2. The interim location chosen shall have basic food preparation and storage facilities or there will be a plan in place to address how the individual will obtain food.
3. The individual shall be assisted in signing up for CLA and SA-IH.
4. Tenancy supports (TMS, CST, ACT), and any other needed support or mental health services shall begin upon the individual entering the Program.
5. The individual should apply for any housing opportunities they may qualify for, including their local Housing Choice Voucher Program, HUD Continuum of Care Supportive Housing Program, Veterans Administration Supportive Housing, DHHS-funded housing options, etc.
6. Data for the individual in the Program shall be documented in the DHHS TCL Database (TCLD) as bridge housing.

Timelines

1. The LME/MCO should be focused on moving the individual into permanent supportive housing within 90 calendar days.
2. The initial period authorized is for up to 90 calendar days of interim housing.

3. Within 5-days of the 75th day, LME/MCO will assess the status and request approval by the 75th day for additional time beyond the 90 days will be necessary.
4. If additional time beyond 90 days is needed, the LME/MCO shall request approval from DHHS for a one-time extension of up to 30 calendar days.
5. DHHS will send notification of the approval/denial within two business days of the extension request.
6. The funds for the Program shall not be accessed beyond 90 calendar days for each individual episode in the Bridge Housing Program.
7. Once an individual moves into supportive housing, the LME/MCO shall immediately cease using Program funds for housing.

Note:

In no event may the LME/MCO use Bridge Housing funds to fund permanent supportive housing.

Financials

1. The LME/MCO can authorize for the base cost of the interim housing up to \$500 per week per individual without additional DHHS approval. Any amount over \$500 per week per individual requires a written justification and DHHS approval.
2. The LME/MCO will complete and sign the Bridge Housing Program Payment Requisition form upon receipt of the final itemized bill.
3. The LME/MCO will submit the requisition form, all itemized bills with proof of payment and other required documentation (SA-IH Economic Worksheet and Resource Certification Attestation or income verification) to DHHS within 30 days of the individual moving into permanent supportive housing or ceasing to be in the Bridge Housing Program, whichever is first.
4. DHHS shall process the request for reimbursement within two business days by reviewing all documentation to ensure accuracy and if documentation is incomplete or inaccurate, this timeframe may be extended.
5. LME/MCOs will be reimbursed for the base cost of the interim housing. Additional expenses (such as cell phone, wi-fi, technology fees, food, etc.) incurred while at the interim housing locations shall be reimbursed through TYSR funds.

Enhanced Bridge Housing

The Enhanced Bridge Housing model is short-term housing with no pre-determined minimum set stay, and targeted duration of stay up to 180-days; when an individual is transitioning or is being diverted from an institutional setting (e.g. ACH, group home, hospital, etc.) and has agreed to a permanent housing option but could benefit from community inclusion planning and skill building activities due to complex needs (i.e. long term institutional stays, medically fragile).

Basic Eligibility

1. The individual must have a documented SMI or SPMI diagnosis.

2. The individual must need immediate housing, discharging from or at risk of entering an adult care home, family care home, State Psychiatric Hospital, or other institutional setting or residing in a place not fit for human habitation/substandard housing/precariously housed
3. The individual must have an approved initial housing slot prior to accessing the Program.

AND

1. The individual is in the process of obtaining permanent housing, but need assistance and/or extra time for skill-building activities (i.e., managing health status) to better foster their success in the community determined by DLA-20

OR

1. The individual needs time to resolve symptomatic behavior through intensive community-based interventions to move-in or be re-housed into permanent housing

Timelines

1. The LME/MCO should be focused on moving the individual into permanent supportive housing within 180 calendar days.
2. Within 5 days of the 165th day, the LME/MCO will assess the status and request approval by the 165th day.
3. If additional time beyond 180 days is needed, the LME/MCO shall request approval from DHHS for a one-time extension of up to 30 calendar days including the following:
 - Date entered Bridge Housing Program
 - List of Rental Subsidies applied (application dates, denials, pending status)
 - Support Services referrals (status and dates)
 - Unique situation needing to be addressed / Challenges (actions, status, and dates)
 - Re-Assessment through DLA-20
4. DHHS will send notification of the approval/denial within two business days of the extension request.
5. The funds for the Program shall not be accessed beyond 180 calendar days for each individual episode in the Enhanced Bridge Housing Program.
6. Once an individual moves into supportive housing, the LME/MCO should immediately cease using Program funds for housing.

Allowable Housing Type

Set aside units in apartment style, single-family homes, Single Room Occupancy (SRO) building, OR extended stay hotel model with basic food preparation and storage facilities that fosters individual's ability to see themselves in an independent living situation.

Staffing (Onsite)

- Qualified Professionals (Part-Time) for each program:

- Program/Logistics Coordinator---schedules community activities & skill building activities; lead weekly team meetings; addresses program/tenancy issues
- Housing Navigation Coordinator (2)---assist individuals with housing plans, housing location, housing barriers; review weekly progress for continuation in program
- 2 Peer Supports (FTE) for each program:
 - Facilitate individual and group skill building activities: money management; activities of daily living; personal health, wellness and recovery; community integration

Occupational Therapist (PRN):

- Complete assessments and provide support for members that are medically fragile or have significant chronic health issues
- Develop a treatment plan with member to help them relearn activities of daily living in a new way or adapt the environment

Contract Agency Capacity

- Assess potential for success in independent housing with access to supports and services determined necessary, appropriate, and available.
- Provide individuals access to supports and services on an ongoing basis in the Enhanced Bridge Model.
- Coordinate appropriate supports and services through community providers to meet the individual’s needs.

Expected Outcomes

- The individual should demonstrate improved proficiency in skills required for the IADL(s) as outlined in the individualized service plan.
- The individual successfully transitions to permanent supportive housing with adequate individualized services in-place.
- Decreased rates of separation from permanent housing.
- Decreased number of members returning to adult care homes.
- Improved whole-person health and community engagement.
- Increased number of members receiving supported employment (competitive employment).
- Higher percentage of transition into permanent housing for 1 or more years.

Skill Building Activities/Services:

- Intensive Person-Centered Services (in-place upon entry) and skill building activities that are accessible 24 hours per day along with housing to create a more stable environment.

- Home & Self Care (ex. personal hygiene, housekeeping, pest mgmt., medication mgmt.).
- Community Inclusion Planning (ex. travel training, relationship development, health/wellness activities).
- Food & Nutrition Management (ex. cooking safety, food resources, grocery shopping)
- Money Management (ex. creating budget, debit/credit card utilization, understanding federal benefits).
- Employment Development (ex. career interest, skills identification)
- Self-Advocacy & Empowerment (ex. communication skills, managing feelings/triggers, tenancy rights).

Financials

LME/MCOs will be reimbursed for the following:

- Cost of housing/utilities
- Start-Up
- Skill building activities (individual or group)
- Training materials (e.g., curriculum, computers, notebooks)
- Transportation (e.g., bus passes, Uber/Lyft)
- Technology (i.e., internet, phone)
- Assistive technology
- Home modifications
- Unit damage/cleaning (up to \$2,500 per unit)

The LME-MCO will submit Enhanced Bridge Housing Plan outlining activities and cost to DHHS prior to implementing Enhanced Bridge Housing model. DHHS will review within 2 business days for housing setting, skill building activities, staffing and cost for approval.

1. The LME/MCO will complete and sign the Bridge Housing Program Payment Requisition form upon receipt of the final itemized bill.
2. The LME/MCO will submit the requisition form, all itemized bills with proof of payment and other required documentation (SA-IH Economic Worksheet and Resource Certification Attestation or income verification) to DHHS-DMH within 30 days of the individual moving into permanent supportive housing or ceasing to be in the Enhanced Bridge Housing Program, whichever is first.
3. DHHS-DMH will process the request for reimbursement within 14 business days by reviewing all documentation to ensure accuracy and completeness for reimbursement. If documentation is incomplete or inaccurate, this timeframe may be extended.

TCL Risk Mitigation Tools

The risk mitigation tools outlined below are available to all landlords/owners/agents who rent housing to Transitions to Community Living Individuals regardless of rental assistance type. Once the tenant permanently vacates the unit, the landlord/owner/agent may file a claim to be reimbursed for the following:

- Damages
- Unpaid tenant rent
- Rent loss due to unit abandonment
- Successful eviction costs

The landlord/owner/agent must submit all claim types on a maximum of one *Risk Mitigation Claims Requisition Form* after tenant move out. The claim must be submitted and approved no later than 12 months from the tenant's move out date to be eligible for reimbursement. All risk mitigation claims are subject to approval by the LME/MCO.

Please see the Risk Mitigation section within the *TCLI Housing Policy and Procedure Manual* located in the CLIVE System Reference Documents library for more detailed information documentation requirements.

Reimbursement of Damages After Tenant Move Out

The landlord/owner/agent must have a policy of conducting unit inspections at least annually to be eligible for reimbursement of unpaid damages. Reimbursement caps and rates of reimbursement are subject to whether the landlord files an insurance claim. See below.

Damages (No Insurance Claim filed)

When a tenant permanently vacates the unit and the landlord/owner/agent does not file an insurance claim, the landlord/owner/agent can file a risk mitigation claim at the reimbursement rate of 75% of the documented damages caused by the individual (minus normal wear & tear, security deposit funds and tenant repayment plan payments*), not to exceed \$2,500.

If the cost of damages exceeds \$2,500 (minus normal wear & tear, security deposit funds and tenant repayment plan payments) and it is determined that the excessive damages are due to lack of ongoing clinical and tenancy support, DHHS may request the LME/MCO assume responsibility for up to 10% of the unreimbursed cost (deductible, disallowed cost).

Damages (Insurance Claim Filed)

When a tenant permanently vacates the unit and the landlord/owner/agent files an insurance claim, the rate of reimbursement is 100% of the total unreimbursed portion (deductible, disallowed costs) of the insurance claim (minus normal wear & tear, security deposit funds and tenant repayment plan payments*), not to exceed \$3,000.

* The landlord/owner/agent is encouraged to establish a reasonable tenant repayment plan agreed upon by both parties. If the tenant moves out prior to completing the repayment plan, the landlord/owner/agent may file a claim to be reimbursed for the remaining unpaid damages. Documentation must be provided of the tenant repayment plan and payments made.

If the cost of damages exceeds \$3,000 (minus normal wear & tear, security deposit funds and tenant repayment plan payments) and it is determined that the excessive damages are due to lack of ongoing clinical and tenancy support, DHHS may request the LME/MCO assume responsibility for up to 10% of the unreimbursed cost (deductible, disallowed cost).

Reimbursement of Unpaid Tenant Portion of Rent and Late Fees

If a tenant permanently vacates the unit, the landlord/owner/agent can file a reimbursement claim for any uncollected tenant portion of rent and late fees during the period of occupancy minus the security deposit, not to exceed three months of the tenant portion of rent plus late fees. The reimbursement is contingent on the landlord having notified the Subsidy Administrator within seven days of issuing each delinquency notice to the tenant.

Reimbursement for Vacancy Due to Tenant Abandonment of Unit

If the tenant abandons a unit, the landlord/owner/agent can file a reimbursement claim for the full unit rent for the rent obligation during the remaining lease period after tenant/participant abandonment of the unit, or until the unit is re-rented, whichever is sooner, not to exceed two months' rent. If the tenant has a roommate and the roommate abandons the unit, the remaining TCLV individual will have their subsidy recalculated as a single person household. The tenant death or eviction does not constitute abandonment.

Reimbursement for Successful Eviction Costs

If the tenant has repeated property rules infractions and/or lease violations, the landlord/owner/agent must provide three opportunities for intervention to correct infractions/violations, prior to eviction proceedings. To be eligible for reimbursement of eviction costs, the landlord/owner/agent must timely notify the LME/MCO of tenant property rules infractions and/or lease violations. The reimbursement claim cannot exceed \$1,000, and will only be paid if the landlord prevails in the eviction action.

TCL Tenancy Preservation

Tenancy preservation aims to preserve the tenancy of an individual and/or the existing relationship with a landlord. The landlord/owner/agent may request funding by filing a Tenancy Preservation Claim to address concerns related to the tenancy.

Tenancy Preservation Claims may be filed for the following:

- Repairs to the unit above normal wear and tear
- Replacement of missing or tenant damaged appliances
- Damage to common areas
- Utility restoration
- Pest Treatment

Landlords/owners/agents should exhaust all potential remedies prior to utilizing this funding, including having the tenant seek other resources to pay for the repairs, or establishing repayment plans with the tenant.

Tenancy Preservation Claims Eligibility

- claim must be above \$500
- landlord/owner/agent should establish a *repayment plan with tenant for damages for

\$500 or less

- one time claim during a tenancy for each tenant/household
- landlord/owner/agent must have a policy of conducting unit inspections at least annually
- landlord/owner/agent must provide the tenant an opportunity for remediation
- landlord/owner/agent must promptly notify the subsidy administrator of tenant damages
- reimbursement caps and rates of reimbursement are subject to whether the landlord/owner/agent files an insurance claim (see below)

Examples of Claim Eligibility

Example 1

$\begin{array}{r} \$300 \text{ worth of damages} \\ + \quad 150 \text{ appliance replacement} \\ \hline \$450 \end{array}$
not eligible for Tenancy Preservation Claim-Landlord/owner/agent should establish a *repayment plan with tenant

Example 2

$\begin{array}{r} \$1050 \text{ worth of damages} \\ - \quad 500 \text{ tenant *repayment plans} \\ \hline \$ 550 \end{array}$
Eligible for Tenancy Preservation Claim-Landlord/owner/agent should submit a claim for \$550

Reimbursement for Damages Related to Preserving Tenancy/Landlord Relationship

Claim (No Insurance Claim Filed)

When preserving the tenancy and the landlord/owner/agent does not file an insurance claim, the landlord/owner/agent may file a tenancy preservation claim for reimbursement at a rate of 75% of the documented damages caused by the individual (minus normal wear & tear and minus tenant *repayment plan payments) not to exceed \$1,250.

Claim (Insurance Claim Filed)

When preserving the tenancy and the landlord/owner/agent files an insurance claim, the rate of reimbursement is 100% of the total unreimbursed portion (deductible, disallowed costs) & (minus normal wear & tear and minus tenant *repayment plan payments) not to exceed \$1,250.

Reimbursement for Utility Restoration Related to Preserving Tenancy/Landlord Relationship

When preserving the landlord/owner/agent relationship, a landlord/owner/agent may file a Tenancy Preservation Claim for reimbursement at a rate of 75% of the documented utility restoration not to exceed \$600.

Reimbursement for Pest Treatment Related to Preserving Tenancy/Landlord Relationship

When preserving the landlord/owner/agent relationship, a landlord/owner/agent may file a Tenancy Preservation Claim for reimbursement at a rate of 75% of the documented pest treatment expense not to exceed \$600.

****Repayment Plans***

If the claim is \$500 or less, the landlord/owner/agent should establish a repayment plan with tenant.

If the claim exceeds \$500, the landlord/owner/agent should establish a repayment plan with tenant for unreimbursed costs after a tenancy preservation claim and/or insurance claim is paid.

Repayment plans should be reasonable based on tenant income.

Please see the Tenancy Preservation section within the *TCL Housing Policy and Procedure Manual* located in the CLIVE System Reference Documents library for more detailed information on documentation requirements.

Hold Fees

The Subsidy Administrator may make payment to an owner in exchange for taking a unit off the market for up to two months if a participant has a short-term barrier to entering a lease, but the lag time is unacceptable to the landlord.

Please see the *TCL Housing Policy and Procedure Manual* in the CLIVE System Reference Documents library for more detailed information about payment and reimbursement of hold fees.

12-Month Window to Request Reimbursement for Subsidy Payments

Reimbursements for ongoing subsidy payments and landlord's special claims must be submitted and approved within 12 months of the event type entered in CLIVE. HAP reimbursement requests submitted more than 12 months after the payment due month will not be paid (e.g., if a requisition is submitted in January 2019 for 14 months of Ongoing Subsidy payment [November 2017 through December 2018], the LME/MCO will not receive payment for November or December 2017 because these months are outside of the 12-month payment window for submittal and approval). LME/MCOs should contact DHHS staff if LME/MCOs would like to request reconsideration due to extenuating circumstances.

Data Entry Timeframes

LME/MCO staff should enter household information and upload required documents related to unit events within 30 days of the event, for review and approval by NCHFA compliance staff

to document program compliance. Failure to upload all documents and enter necessary data in CLIVE within 30 days of event, will result in noncompliance and possible subsidy payment suspension.