

Housing Selection and Qualification

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SUBJECT:	Housing Selection & Qualification
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PROCEDURE:

1. **Housing Referrals:** The natural flow for housing placement within Davis Behavioral should be:
 - #1 – North or South HUD Home
 - #2 – Apartments owned or leased by DBH from private landlords and sub-let to DBH housing clients
 - #3 – Hope Apartments (for clients who have lived independently within the community for at least 6 months and are successfully progressing in treatment).

NOTE – Because the limited quantity of DBH-sponsored housing, every effort should be made to secure housing outside of DBH whenever possible.

Clients recommended by the clinical team for placement in DBH-sponsored housing will generally come from OP, Residential or Drug and Alcohol programs (considered equally). Referrals are to be sent in writing (e-mail notification will suffice) to the Housing Coordinator, who will determine eligibility.

2. **Eligibility:** An initial determination must be made that a client is homeless (for sub-let and Hope), and in need of placement for HUD Homes. Homelessness will be determined pursuant to legal definitions and documented by the Housing Coordinator. Need will be determined by the Housing Committee and the Clinical Treatment Team. All applicants must fit into an income category of less than or equal to 40% of the AREA MEDIAN INCOME, and meet any other regulatory requirements that HUD and Tax Credit Programs dictate. Clients being considered for housing must also pass a criminal background check (BCI).
3. **Applications:** Once the client meets the **homeless and need** criteria, an application is to be filled out with the assistance of the Case Manager and/or Housing Coordinator. The client is then instructed or assisted in obtaining document verifications [Social Security Card, Picture ID, and Birth Certificate]. Each prospective tenant will also need to provide third party verifications of income [bank statements (6 months), award letters from Social Security and employment check stubs or W-2 form] Acceptable documentation is to be confirmed by the Housing Coordinator.
4. **Approval and Ranking:** The **Housing Committee** will meet (weekly or as needed) and discuss each applicant and rank them for placement on the waiting list. Application submission dates and need assessment will be considered in

determining priority ranking. The committee consists of the Housing Coordinator, Facilities Director and Clinical Team that have applicants or a relevant interest at the time. DBH General Counsel will be invited as needed.

5. **Processing:** After approval has been granted and a waiting list ranking has been established, the Housing Coordinator will make a final review of the application packet to ensure that all forms are correctly filled out and that all verifications are in order. HUD Home applications will be sent by the Housing Coordinator to Danville Management. Communication regarding applicants, property and financial issues will be conducted for DBH between the Housing Coordinator and Danville. **Based upon the established ranking and facility availability, a final decision on placement into housing will be made by the Housing Coordinator – keeping in mind any Committee recommendations.**
6. **Leases and Placement:** The Housing Coordinator will meet with each applicant to complete all required paperwork and to determine rent and security deposit amounts according to established guidelines. The Housing Coordinator is responsible for finalizing the lease and the house rules – signing all legal documents. **** The Housing Coordinator with the assistance of the firm's General Counsel is the only person authorized to finalize an applicant and prepare a lease and to place a client into DBH housing, including either of the HUD Homes.**
7. **Inspections:** An inspection schedule will be established by the Housing Coordinator for each apartment and tenant placed into the HUD Homes. The staff that should be involved in this inspection process each time are the Housing Coordinator along with a peer specialist. There needs to be regular cleaning of the HUD Homes (individual apartments to be maintained to inspection standards by the tenants) and of the Hope Apartment commons area (refer to budget for planning and scheduling).
8. **Rent Collection:** Monthly rent for apartments and HUD Homes is to be remitted by the tenants or their representative payees to the Housing Coordinator or to the receptionist at DBH Layton A building. Tenants should not leave rent with CM's, Therapists, Doctors or any other staff. Rent received by the Finance Department is to be logged into Bostonpost Software and deposited daily (or at a minimum, no later than each Friday) to appropriate bank accounts. Copies of all checks and bank deposit receipts will be forwarded to the Housing Coordinator to log into the accounting records. HUD Home deposits will be handled and processed separately for each facility (per Danville and Hope Apartment arrangements). When necessary or advisable in order to meet the needs of DBH and/or a client, special payment arrangements may be considered by Housing Coordinator with required approval by Finance.
9. **Tenant Rule Infractions:** If clients become delinquent in their rent or if there are lease rule infractions there will be notification warnings sent by the Housing Coordinator. The Housing Coordinator will notify the client's CM of infraction situations. Similarly, if Facility Managers, Case Managers, Treatment Team staff or maintenance staff become aware of problems with tenants or with property, they should immediately inform the Housing Coordinator so that situations can be

appropriately addressed without delay. This policy will give both the Housing Coordinator and Treatment Team a vital opportunity to work with the client to resolve problems before situations escalate into a violation of the lease that could result in eviction.

10. **Case Management:** Case Managers in conjunction with assigned recovery coordinators are responsible for providing case management services to all clients within DBH Housing and HUD Homes. These services are crucial to the success of the program and the success of the clients. There will be House Managers assigned to both the North and South HUD Homes with appropriate training (ongoing) provided and instructions to keep communication lines active with those who are responsible for therapeutic treatment.
11. **Evictions:** If at any time, it is determined that a client needs to be moved or evicted from housing, the Housing Coordinator will inform the client's CM, Therapist and/or Treatment Team of the situation. Once determined that this action to move or evict is warranted by circumstance or required by law or contract, the Housing Coordinator is authorized to take appropriate action and DBH general legal counsel will provide appropriate assistance and consultation to ensure that eviction is conducted properly and that the interests of DBH are protected. Once the determination has been made to proceed with eviction, the only involvement by clinical staff should be to work with the client in dealing with their personal mental state and continuing appropriate treatment. Clinician's and Case Managers will be kept informed of the situation, but they should not attempt to give legal or other advice to the clients regarding the eviction process. Decisions and communications related to tenant eviction, lease termination or sanctions for violation of the lease will be addressed exclusively by the Housing Coordinator and the General Counsel.