

Welcome, everyone! Thank you for joining me for today's webinar. I'm Sheila Parkins and I'm the Housing Stabilization Program Analyst.

Today I will be presenting you with some of the Frequently Asked Questions we have seen over the years, along with some technical guidance and assistance, specific to HSP.

Just a little housekeeping before we get started. You are joining in a "muted" mode; however, you can type questions into your Webinar control panel at any time. My presentation will take about an hour and half and I've left time for answering questions as we go along. You may find that as you listen to the presentation, many of your questions may be answered. You may want to hold your questions until the end to see if it is answered in another part of the webinar. If you we do not get to all the questions today, be sure to type them into the question box or send me an email after the webinar and I'll follow-up after the presentation to address them. We have a lot to cover today and I want to be respectful of your time. The webinar will end at 11:00 a.m.

The agenda is included in your webinar control box, and I will also make available on our website the powerpoint presentation, which will include my word-for-word script, I am recording this webinar and it will also be available on our website later. I'll be following up with you on where you can access these documents along with the answers to any questions we've had today. Finally, I am asking that you complete a short 4- question survey immediately following the end of this webinar to help us identify if this kind of webinar will be helpful with other programs.

So, let's begin!

Criminal Records Check

- Required for ANY employee working with HSP households



http://www.oregon.gov/OSP/ID/Pages/public_records.aspx



2

A criminal records check is something that doesn't really fit the rest of what we will talk about today, but I wanted to cover it as I do get questions on it almost every time an update to the manual is sent out and it is definitely specific to HSP.

Subgrantees must verify that any employee working with HSP households do not have a conviction of child abuse, offenses against persons, sexual offenses, or child neglect, that would impact their ability to work with HSP households. This also includes any subrecipient who will have direct contact with HSP clients. Subgrantees are responsible to ensure that criminal records checks are being done on their HSP employees as well as their subrecipients who work directly with HSP clients.

As DHS has a direct relation to child welfare and TANF is a grant for the purposes of the welfare of children, this is a requirement by DHS and no waiver of the requirement is allowed.

A "Criminal records check" means obtaining and reviewing criminal records. It can include:

- An Oregon criminal records check from Oregon State Police (OSP) using the Law Enforcement Data System (LEDS).
- A request from a national criminal records check where criminal records are

obtained from the FBI through the use of fingerprint cards and other identifying information sent to OSP; or

- A state-specific criminal record check from law enforcement agencies, courts, or other criminal records information resources located in, or regarding, a state or jurisdiction inside and/or outside Oregon.

I've provided a link to the Oregon State Police website for information on obtaining a criminal records check. Don't forget that administrative funds can be used to obtain criminal records checks and please be sure these records are available during monitoring visits.

Basics 101

- Must be a recipient of TANF? **NO**
- Must have a Case Management Plan? **NO**
- Barriers Assessment? **Yes, more than 1-time only funds**
- Housing Stability Plan? **Yes, more than 1-time only funds**

Check out Sample Forms on our website!

<http://www.oregon.gov/ohcs/Pages/housing-assistance-program-forms.aspx>



3

I'm first going to cover some basics of HSP:

A frequent statement I hear is that clients must be receiving TANF to get HSP – NO, this NOT TRUE! A client may be receiving TANF, and certainly we want to see TANF clients as a priority, but clients are not required to receive it. Receiving TANF makes paperwork much more simple as households become categorically eligible and you don't have to verify income, SSNs, dependent children, etc.. You can get this information from DHS. A household that is not on TANF can meet HSP eligibility without being a recipient of TANF – they just need to meet the eligibility requirements as identified in the manual. So, if you have been using HSP for only TANF recipients because of this misunderstanding, please feel free to open up HSP to other eligible households.

The other misunderstanding is that a Case Management Plan is required. This was an intensive many-paged document that required subgrantees to work with clients to identify their strengths, weakness, needs, goals, etc. It was used many years ago, but is no longer a requirement. ServicePoint has an assessment within it and we can share assessments with DHS. There is also a sample assessment and detailed housing stability plan form on our website that can be used for HSP or other programs if you want to review them.

What HSP does require is a housing stability plan to address how HSP funds or services will be used to help overcome barriers to housing. A look at barriers and a housing stability plan is required only when you are providing more than one-time only services. So, if you are helping someone with only one month of assistance, this does not apply, but if you plan on

helping someone for more than a single month, then the barrier assessment/plan does apply. This can be very simple and does not have to be lengthy or complicated. There is a very good example of an HSP Barriers Assessment and Housing Stability Plan on our website. Let's quickly take a look at it. As you can see this is basically just check boxes and then you identify at the bottom your plan for how the HSP funds and/or services will address the barriers you identified. If a full assessment is part of your intake process, you may already be asking these questions. Again, we do not want this to be administratively burdensome.

When Melody has done her monitoring she has noticed that barrier assessment/plans are frequently not in case files and I just want to reiterate that if you provide more than a single month of assistance, it does need to be completed and kept in the client's file. We are making clarification edits in the HSP manual, and that will be released hopefully very soon.

Basics 101

- Case Allocation Plan? **Yes**

HSP - Client Allocation Plan

Client Name: _____

Original Amended Plan-Date: _____ Projected Exit Date: _____

	Dollar Amount per Month	Number of Months	Months Assisted / Notes	Total Amount Requested
A) Rent/Mortgage or Repairs				\$ -
B) Fees				\$ -
C) Security Deposit(s)				\$ -
D) Moving Expenses				\$ -
E) Total (A-D) Housing Assistance				\$ -
F) Employment Related				\$ -
G) Transportation Related				\$ -
H) Education Related				\$ -
I) Total (F-H) Auxiliary Costs				\$ -
J) Total Case Management Costs				\$ -
Total (E+I+J) Amount of Assistance				\$ -
Total HSP				
Total MOE and list sources	Sources:			

Case Manager Approval: _____

Date: _____

4

The other document required for HSP is the Case Allocation Plan. The case allocation plan is a super simple document that just identifies what type of assistance and dollar amount you are providing a client. This document has been streamlined over the years. While it is available on our website as a pdf, I plan on sending it to you as a live Excel document at the end of this webinar. The Excel version makes it easier to complete because of the automatic formulas that are built in. It is required for every client receiving HSP funds.

The nice thing about this document is that it makes completing your quarterly report a lot more simple because what is on this document is what is needed in the financial section of the quarterly report, so while it is an extra step on the front end, it can save time on the back end. You could even merge this document with the barrier assessment/housing stability plan together, so it is all one document.

We have tried to keep required documentation to a minimum. HSP requires the Case Allocation Plan on all clients and the Barriers Assessment/Plan on clients receiving more than one-time only funds. Again, since HSP are TANF funds, there are a few more requirements, but it does not have to get too time intensive or complicated.

Basics 101

Limitations

*Using HSP every 12 months

*4 months of benefits



5

Next, HSP has some requirements around the limitation of benefits and I wanted to cover those.

The first is that HSP benefits can only be provided every 12 months. A HH cannot receive HSP benefits for 12 months from the date of their last HSP payment. If we assisted a HH in Jan, Feb, Mar and provided their final payment on Apr 10th, the HH cannot receive benefits again until 365 days has past – so in this case, they couldn't qualify for HSP again until April 11th of the following year.

Agencies must perform due diligence to ensure compliance. This means you must determine if the household has received HSP funds within the previous 12 months. This may just mean that you are checking ServicePoint for when you last assisted the client with HSP. It could also mean that if a client moved from Portland to Bend and this is their first time getting assistance in their new county, NIMPACT might want to pick up a phone and check with MULTCO to see if they have any HSP payments identified for the client in the previous 12 months. Remember, you'll need to include appropriate agencies on your Release of Information form, especially for this kind of interaction; however, this is not expected to be administratively burdensome. Just be sure that you are checking that the HH did not receive HSP in the 12 months prior to providing benefits.

At the recently conducted HSP survey a couple of folks asked if the 4-mo limit could be longer. I wanted to address that. HSP is funded with TANF dollars. This is not a HUD program, whose focus is on housing. TANF is designed to help families achieve self-sufficiency and protect child welfare, which means not just stabilized housing, but also gainful employment, child support collection and health services.

There is allowability within TANF to provide “short-term benefits” which are an exception to TANF rules and why we are able to use TANF funds for this program. This exception allows us to help with the emergency needs of a family. These short-term benefits must deal with a specific crisis situation or episode of need; AND are not intended to meet recurrent or ongoing needs. To meet this definition, benefits cannot extend beyond four months. If the benefits exceed 4 months, they are then considered as part of the overall TANF “assistance” and receipt of those funds becomes conditioned on participation in work experience and child support collection – in other words, if they receive HSP benefits for longer than 4 months, they must be enrolled in the JOBS program and the state must pursue child support collection, for which OHCS, nor our subgrantees, are equipped to administer. This is why we cannot extend benefits past 4 months.

However, this does not mean that you can’t assist a household with other funds for a longer period of time. You can pair HSP with other OHCS funding or other programs and assist clients for up to several years (depending on the program), you just can’t provide HSP funds for a period longer than 4 months – and this includes MOE. I’ll take more about that later in the financial section of the presentation.

Eligibility

*Households

*Categorical Eligibility



6

That brings us to our next subject - Eligibility. Households can be made up of a lot of different folks, including grandparents, grandchildren, nieces, nephews, roommates, etc. All members of the household are considered part of the Eligibility Group. There are some Eligibility Group exceptions that I wanted to cover. In some cases, you may have members of the Eligibility Group who do not wish to provide their citizenship or immigration status or SSN. Remember, you only need the citizenship and SSN on the child, but you may be getting it on other members as well, so if they do not want to provide that information, they can elect to be a non-applicant.

For example, a household may include a non-documented uncle who works an agricultural job and doesn't want to share his personal information for fear of immigration services. You can exclude non-applicants from the Eligibility Group as an ineligible household member and you would not require them to disclose information about their citizenship or SSN as a condition of HSP eligibility. The non-applicant's failure to disclose this information will not affect the potential eligibility of other family members; however, you must consider any income or resources provided by the non-applicant in the financial eligibility calculation as they are available for the purpose of household needs. So in this case, you have a household with 5 members, but 1 is considered ineligible – we still count their income and they still count as a family size of 5 for the purpose of the federal poverty level guidelines, even though 1 member is ineligible. The HH would receive assistance,

but this ineligible member would not be able to receive any direct client services, such as a bus pass or education-related services or any other auxiliary services specifically for him.

Categorical Eligibility means the household is receiving TANF. A household is defined as categorically eligible for HSP assistance if one or more household members are already receiving TANF. Of course, this is an easy eligibility to have as it makes documentation simple. You do not have to document anything, but the current TANF grant and citizenship. TANF recipients still need to have an eligible dependent child in the HH, but you do not have to document income, assets, relationships, or residency. Your collaboration with DHS and documentation of TANF is sufficient for most documentation needs. You'll just need to obtain the citizenship and SSN for the child in the TANF HH.

Eligibility

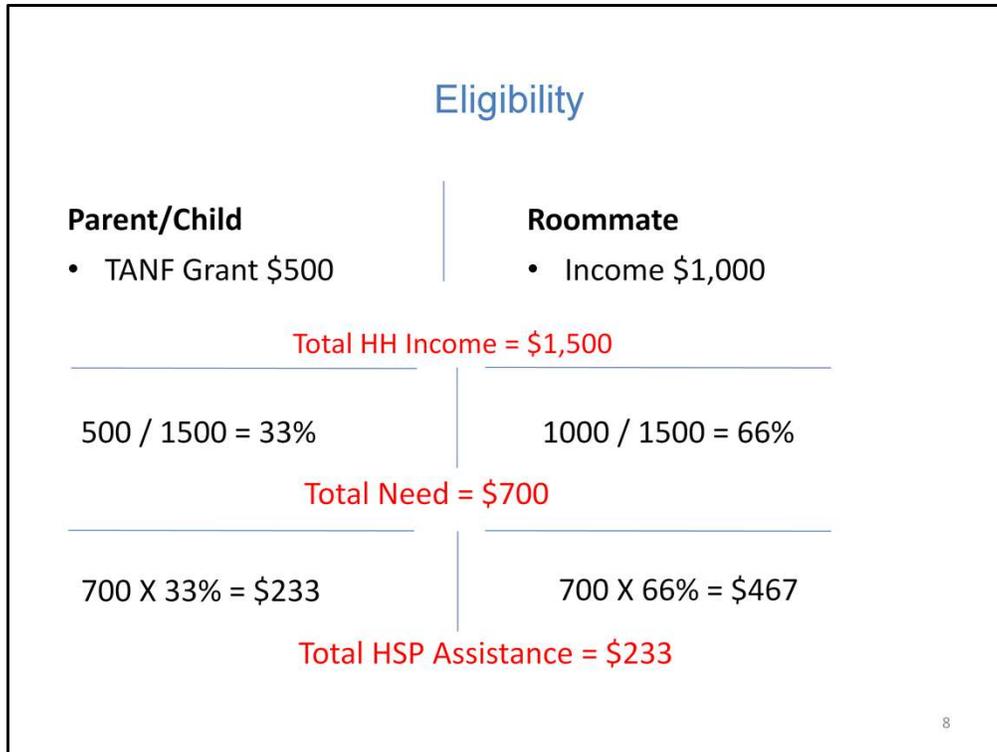
Roommates and housing sharing



7

The next example I wanted to share is when the HH is sharing housing and some of the people living in the household are not a part of group applying for HSP. With the housing crisis getting worse, you may find this roommate situation more often and the roommate may not to be connected with applying for assistance. They pay their own portion of the rent, utilities and prepare their food separately – so, this is **not** the case of an ineligible household member described from the previous slide and a roommate is **not** someone who just needs their income excluded for the purposes of meeting financial eligibility, but is a legitimate separation of households under the same roof.

Those who apply for HSP still need to meet eligibility requirements or be categorically eligible, however, the HSP assistance must be based on the applying HH's need, which may mean we need to prorate the need based on the income and expenses that each roommate is receiving and paying. This can get a little tricky. A proration may be needed because the non-applicant is actually contributing to the needs of the overall HH. This "need" applies to HSP, while it doesn't in our other programs.



For example, A household has three people living in the home – a parent and child receiving a TANF grant of \$500 and another adult, who is a roommate, receiving an income of \$1,000 . This makes a total of \$1,500 available for the needs of the total household and the parent/child are paying 33% of that need (\$500 of \$1,500 is a third or 33%). So the parent/child come in and apply for HSP and are asking for the full rent of \$700 for which they has received an eviction notice for not paying. The household is categorically eligible to receive HSP, so you just document the TANF grant and citizenship/SSN for the child (you do not need to “document” the roommates income, but you can accept the client statement for what that is).

So to continue, you must prorate the “need” based on the portion of the expenses paid by those who are applying for HSP, so the parent/child are paying 33% of the HH’s needs with their \$500 of income. While the total ask is \$700, they technically only pay 33% of it, or \$233. So, in this case, even though the ask is \$700, the actual need is only \$233 and this is what HSP could pay. The roommate can be reasonably expected to pick up the remaining share with their \$1,000 income.

So, again, if this is just a parent and a child living together with another person and they are all part of the household (such as the parent’s boyfriend/girlfriend or the parent’s sibling or some other friend or family member), then they would all apply together with their \$1,500 income. The need situation doesn’t apply as they are all

contributing to the needs of the HH and are all a part of the eligibility group. This prorated “need” situation is really only for circumstances where you have someone living under the same roof and living separately from the rest of the household. Their income contributes to the HH, but they are not a part of the eligibility group. If they all apply together, then this proration doesn’t apply.

Of course, if you have a rental agreement (or other formal agreement) that identifies each person’s share of the expenses, then you can use that rather than prorating, but that absolutely cannot be just a client statement. A rental agreement or some other form of signed agreement is required. So, the proration is only needed where there is no written agreement about who pays what percentage of the need. So, in this example, if you have a rental agreement from the applying parent that shows their share of the rent is \$700 and the roommate is paying their own portion above and beyond this amount, then we could assist the parent with the \$700 and would not need to prorate the need, but again, that is with an actual rental agreement between the parent, roommate and landlord, not just statement from the client that this is what they pay.

I know this is a lot of information, but on occasion these situations pop up and I wanted to be sure to cover these technical oddities. If you have further questions about roommates, feel free to connect with me after the webinar.

Eligibility

Children

- Child Welfare
- Foster Child/Children
- Pregnancy



9

I have also gotten questions on different child situations and I wanted to cover some of these with some easy examples.

You may have a parent who is working with DHS Child Welfare to bring a child or children back into the home, but the adult needs to be in stabilized housing to do it. Yes, this could meet the definition of dependent child status; however, there must be documentation in the file from DHS that housing is needed in order to return the child and that once housing is obtained, efforts will be made to return child to the home. We want to encourage partnership with DHS when using HSP funds and avoid putting a client in a catch-22 situation, where they need to get a home to get the children, but then they need to have the children already to get the home. Just a statement from DHS saying the home is needed to return the child or children and that re-unification will commence once a home is obtained is sufficient.

A household may also include a foster child or children. An eligibility group includes all members of the household, whether the children are foster children or not; however, if the **only** child is a foster child, then proof that the child is remanded into their care would be needed for documentation to prove the dependent relationship. Again, this is something that could be provided by DHS. Of course, if the foster child has a familial connection to the adults, then the adult could just be considered a caretaker relative which includes any blood relative, such as aunts,

uncles, grandparents, and even stepparents. More information on the definition of caretaker relative is in the manual.

In addition, remember that foster care payments DO count as unearned income, so they need to be included in the income, whether or not the child is the only dependent child. You also cannot exclude foster children and their supportive foster care payments to help a household meet the eligibility requirements.

An eligible dependent child can also be an unborn child. This child would qualify when the mother's pregnancy has reached the calendar month before the month in which the due date falls. For example, if the due date is June 20, the mother of an unborn child would be eligible for HSP as early as May 1. The clients' written statement that a medical practitioner, health department, clinic crisis pregnancy center or like facility verified the pregnancy is sufficient for verification, nothing more would be required. In addition, if the pregnant women is fleeing a situation of Domestic Violence and is applying for an eligibility waiver, the pregnant women can be in any stage of pregnancy. The self-certification of pregnancy would be all that is needed for documentation.

All of these cases can also be good collaboration cases with DHS if they are working with DHS on getting children returned to the home, being a foster parent or obtaining assistance. And as a final reminder, documentation of citizenship and SSN need only be on the dependent child, unless direct client services are provided to any adult in the HH. Again, I just wanted to cover some other anomalies that can occur in an eligibility group.

Domestic Violence

- **Income Waiver**
- **Data Collection**



10

Since I brought up the DV waiver for dependent child eligibility with pregnancy, I thought this would be a good time to include the income eligibility DV waiver as well.

A household must meet income eligibility even if they are a DV client. The income standard (150% of FPL) is the same as any other eligibility group applying for HSP; however, we can waive income eligibility if attempting to use the resources would subject the client to risk of domestic violence or if the client is using the resource to avoid the abusive situation.

For example, resources are only those that are immediately available for the group to meet the need. So, a husband and wife have a joint bank account with \$5,000 and the husband makes \$4,000 a month. The wife has saved some grocery money and has \$100 and doesn't dare take any out of the bank. While the husband is at work, she takes her child and flees a domestic violence situation. When considering her income and resources available to her, only consider what she has readily available - \$100. If she plans on using the \$100 for a hotel tonight, then you would consider her as having zero resources. She only needs to self-certify that she is fleeing domestic violence and does not have any available resources. You can even use the VAWA Certification form on our website for that purpose.

Even if she has a job where she earns an income, but maybe it is directly deposited

into the joint bank account, she could be considered as having no income, if accessing the bank account would subject her to risk of domestic violence. Another example would be if she moved from the area, quit her job and just has her last paycheck. Technically, she has income in the month of assistance, but she plans on using it to buy clothing for her and the children, along with household necessities since she left the house with nothing. She could still be considered zero-income during the month of application, if the available resources are being used to flee domestic violence. Again, a self-certification of the DV situation would be required for documentation.

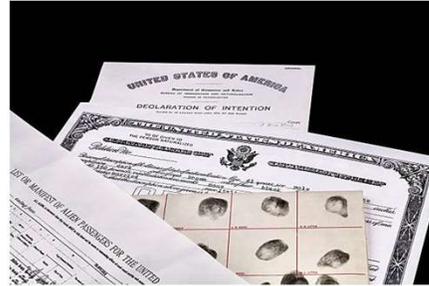
At this time, I thought I would also take the opportunity to cover the requirements for data collection on DV clients.

Victim service providers are prohibited from entering data in HMIS and are required to maintain a comparable database that tracks the required universal data elements. This is true for all OHCS programs. The term “victim service provider” is very specific and refers to those providers who **only** serve DV clients. Projects that serve survivors of DV, where the recipient (or subrecipient) serves other clients along with DV clients, are still required to enter data into HMIS. However, all clients have the right to deny entry into HMIS and they can still be entered under a John or Jane Doe name. All data, whether in a comparable database or HMIS still needs to be reported to OHCS in the quarterly reports.

Citizenship

A. Common Sources:

- Naturalization papers.
- Permanent visas.
- Birth certificates or Hospital Birth records.
- Refugee registration cards.
- U.S. passport.
- INS I.D. card.
- Alien registration cards/re-entry permits.
- Certificate of citizenship.
- Military service papers.
- Indian census records.



B. Verification information from other sources:

- State Department records.
- Immigration and Naturalization Service records.
- Baptismal or other religious record (only if place and date of birth is shown).
- Family bible.
- Self-certification



This brings us to our next topic, Citizenship. A common question is around documenting citizenship and I'm frequently asked if it is acceptable to use a DHS printout for documentation.

Having a social security number does not document citizenship. Just having a social security card or a DHS printout that shows social security numbers is not sufficient for documenting citizenship. Since HSP is TANF funds, we are required to ensure that clients meet citizenship requirements.

If you have an income verification of eligibility from TANF that identifies that the household is receiving TANF and specifically lists each eligible HH member, then this WOULD meet citizenship requirements. This is a specific form that is available from DHS and they can provide it to the client; however, just having a screen print is not sufficient – and remember SNAP is not the same as TANF. This document must be specific to TANF.

The most common source for citizenship is a birth certificate or hospital birth records; however, this slide identifies other documents that would also be sufficient. If you are unable to obtain these documents, after documenting your attempt at obtaining a third party source, you can use a self-certification. Our website has a form that you can use specifically for HSP for self-certifying citizenship. Don't forget that HSP funds can also be used to obtain birth certificates and you could use intake worker observation that you are helping the client obtain their birth certificate and provide them with immediate services while they wait for the birth certificate to be sent.

You must document citizenship in all cases, except for cases where a HH is a TANF recipient and you have an income verification document that specifically identifies each eligible HH member.

Citizenship

Who to document?



Dependent Child



Direct Service HH Members



12

You only need to document citizenship and SSN on the dependent child. However, if there is a HH member that is receiving services directly, you would also need to document that person's citizenship and SSN. So, if a household needs assistance with rent and utilities, you can document the child's citizenship and SSN for the purposes of the HH, but if an adult HH member also needs work boots and rain gear to go to work, we would need to document both the person who is receiving the direct assistance and the child's citizenship and SSN. In all cases, the dependent child's citizenship and SSN is required to be documented as they are required to meet eligibility. Documenting the parent/child relationship may require that you obtain a birth certificate of the parent or other source of documentation of the child's dependent status. If the parent has the child's birth certificate and SS card, we can reasonably assume a caretaker relative relationship exists. If they don't have this information, you will need to document the relationship as well, such as adoption records, foster care records or other written documentation or agreement.

SSN

- Social Security Card
- Document from the Social Security Administration with the name and number on it
- Other federal, state, local government agency issued document with name and number on it
- Proof of applying for a SSN



13

I wanted to quickly touch on documenting a social security number. If you have an income verification document from DHS identifying all HH members eligible for TANF, then this is sufficient to document SSN; however, you will need the actual number of at least the dependent child for HMIS and reporting purposes. DHS has strict rules about sharing SSN, so typically, they do not like to provide any documentation that has a SSN on it; however, if the client is on TANF, then that meets the categorical eligibility for documenting SSN. A SNAP or other printout from DHS showing a social security number is not sufficient – you will need to get a copy of the SS card, or use intake worker observation to say that you saw the card, but did not keep it for confidential reasons – be sure that is documented in the file.

If you had a notice of benefit or something similar mailed to client with the name and social security number on it, that could work – such as a benefit statement from the Social Security Administration with name and number on it or some other official document from a government agency. The document cannot be a printout, but must be an actual document mailed to the client – again, with the exception of TANF categorical eligibility. You can also help a client apply for a SSN if they don't have one and the proof that the application is being processed would be sufficient for documentation purposes. Remember, only the dependent child needs to have the social security number documented.

Documentation Preferences

- 3rd Party
- Intake Worker Observation
- Self Certification

Document all:

- Eligibility Requirements
- Income/Assets/Resources
- Expenditures



This is also a good time to remind you that OHCS requires that we use the order of preference in documentation, so your first attempt is to obtain 3rd party documentation, then intake-worker observation, then client certification. Documentation of all efforts to obtain a higher preference of verification (3rd party and Intake Worker Observation) is required when lower forms of a preference is used. This must be in writing and kept in the tenant's file.

It's also a good time to point out that some things just lend themselves to a self-certification format, such as documenting assets (I'll touch more on this in a bit) and documenting Category 1 Literal Homelessness and Category 5 Unstably Housed. For the example of Unstably Housed, if you don't have a 72-hour notice or something from the landlord that identifies the rent that is due, you may need to go to self-certification because this housing status includes eligibility such as "otherwise demonstrate high risk of losing housing and lacks resources and supports", which is hard to document other than by self-certification. There is a good self-certification of housing status sample form on our website that you can use for this purpose when you cannot obtain higher preferences of documentation.

Remember, you need to document all eligibility requirements, income/assets or resources and expenditures. If a client owes past due rent or past due electricity or wants you to pay a security deposit, make sure you have documentation that

identifies what should be paid. If you don't have 3rd party documentation, you can call a landlord and use intake worker observation to document an amount to be paid or owed. Most clients also have access to electronic systems, such as bank accounts, so if they don't have a social security statement or a wage statement, it is possible that if they have direct deposit, you could use their online bank account statement as proof. Clients can even access this information on their phones while in your office and show it to you and you could use intake worker observation to document that you saw it. Remember, if you are not wanting to keep confidential information, such as social security numbers or account numbers in the file, you can always use intake worker observation to document that you saw the 3rd party document, but didn't keep it in the file for confidential reasons.

And just to reiterate, be sure that you are always documenting why you used a lower preference of documentation rather than a higher preference document.

Income

- Quitting a job
- Calculating income standards
- Self-Employment

www.dhs.state.or.us/spd/tools/additional/assets/c.htm



15

Now let's jump to some frequently asked questions on income.

So for quitting a job - A client comes in on March 21st and says they just quit their job. There are no restrictions that says if someone quits their job within the past 30 days that we can't provide them assistance. The income requirements only asks for a client's income in the month of application. So in the case where they come in on the 21st and get paid every two weeks – there should have been at least one paycheck already to document their income and what can be reasonably expected to be received for the rest of the month. If they come in on the 1st of the month and say they quit, they may not have any income in the month of application; however, this is a good reason to adhere to income calculation standards.

Subgrantees have the discretion to determine income calculation standards, based on their own policies. Examples policies include using a year-to-date divided by the number of months in the year-to-date amount, using the last 30 days of paystubs or the last 60 days of paystubs. The main issue is that the way income is calculated is consistent between clients. Income only has to be the income in the month of assistance, so using paystubs during the last 30 days typically works for identifying what a household will receive in the month of assistance (even if they haven't received it all yet, but know they will).

Overtime and bonuses **do** impact income if they are received in the month of assistance. Overall, probably the best way to determine income for HSP would be to obtain the last paystub and use the gross year-to-date amount and divide that by the number of months included in that amount. So if a household comes in May for assistance, use the year to date amount on their most recent paystub and divide by 5. Particularly for HSP, this would show a more consistent income for the month of assistance, and easily takes into consideration overtime and bonuses.

The main issue is that you can't use the most current paystub for one person, the last 30 days for another, and a year-to-date for someone else, especially if the fluctuating use shows that it is being done to get a client under the income limit. You need to be consistent between all clients. Document your income calculation standards within your agency and stick to that.

The final point I wanted to make was regarding self-employment. When calculating self employment, you can use the previous year's tax information, if available. Use the gross income and subtract out the deductions claimed on Schedule C to get a net income. Schedule C is the Profit and Loss form used for a Business, which deducts expenses, such as their vehicle, supplies, offices expenses, travel, utilities, etc. The net income is then divided by 12 and the result is what you would use for the household's monthly income. There is a lot more information from DHS regarding calculating self-employment at the link on this slide. Feel free to check that out if you have specific questions on calculating self-employment.

Assets

- **Limitation**
- **Primary Home**
- **Types**
- **Immigrant Population**
- **Documenting**



Now, let's cover assets. HSP has a requirement that assets cannot exceed \$2,500.

When considering assets one question that has come up is what to do when someone owns their home. For the purposes of HSP, we would not consider someone's primary home as an asset for HSP. HSP can actually pay for mortgage payments and property taxes, so do not count their primary home as an asset.

Types of assets that are included are a second home, boats, ATVs, cash on hand, money in the bank, certificates of deposits or stocks, etc. These are items that can be converted to cash to cover the needs of the HH.

If you have a significant immigrant population, you may have HHs that own homes in their country of origin – this also would not be considered an asset for the purposes of HSP as this asset is not readily available to them.

Documenting assets can be tricky, but one idea for how to document assets is that IF you have an application or an intake document that the household must sign, you may want to ask the question "I do (or do not) have assets valued over \$2,500". Self certification is sufficient for documenting zero assets, but if they identify an asset and/or identify it as over \$2,500, such as a second home, checking/saving account or a boat – you will want to document the value of that through tax records,

statements, blue book values or some other source of documentation. If the value exceeds \$2,500, they do not qualify for HSP.

Expending HSP



Auxiliary Services





Employment Related



Education Related



Transportation Related


17

So now let's look at expending HSP. Household items, such as dishes, pots, pans and silverware; basic furniture, such as beds, bedding, desks, table, chairs are all allowable expenses. If donation items are not available and the household needs these items to become stabilized, you can buy them for the client. Sometimes this becomes extremely important in situations of domestic violence or even if a household has just brought a baby home and does not have the basic necessities to care for it. Remember, the need for such items would have to address a non-recurrent, short-term, specific episode of need.

HSP can also pay for education-related expenses, such as books and even tuition or fees to attend a certification class, such as for a massage technician or tattoo artist, however, your agency would want to make a determination if this was the best use of HSP dollars in the limited 4-month time frame available for HSP and again, it has to address a non-recurrent, short-term, specific episode of need. No eligibility requirements are waived for the non-housing costs and household still have to meet housing status and income requirements, but on the flip side, this could be a great way for a 6 or 8 weeks certification course to help a client become gainfully employed. Education can also apply to tenant readiness education or budget counseling classes.

Employment related expenses can be items such as clothing-related expenses like

rain gear or work boots, supplies such as a tool belt or even child care while the adult is looking for work or is at work. Again, the needs addressed needs to be non-recurrent, and short-term. So for an example of child care, maybe a client's regular babysitter cancelled for a week because she was sick or was going on vacation and the family found a different provider, but they charged twice as much and the family can't afford it. HSP could pay for that day care as it is a non-recurrent, short-term need.

Transportation expenses can include public transportation or car insurance. It can even cover a tow and car repair where the need is documented. For example, repair to a vehicle might be preferable to a bus pass if the community does not have public transportation or if the client works at night when public transportation isn't running. Transportation does not include insurance to pay for roadside assistance (such as a membership to AAA) or traffic violations or any collection costs associated with these fines.

Remember, in all cases, the need must be non-recurrent and short-term. And as a side-note, in no cases is it allowable to provide cash or a gift card to a client using HSP (or any OHCS) funds. This is where partnerships become important. For example, you can work with a local merchant to accept a document issued from you (such as a voucher) that identifies how much a client can spend and then the merchant sends you an invoice for the amount that was spent. This is a great way to bring in community partners and assist clients with auxiliary expenses.

Expending HSP

Arrears



18

I also often get the question on whether or not paying previous months of rent starts the 4 month clock back to the previous months being paid. For example, if a client comes in for assistance in June, but owes April, May and June rent, does the clock for the 4 month limit start in April?

For the purposes of HSP do not count the number of months being paid. The 4-month limit applies to the length of time you provide assistance payments. So, if they come in June for April, May and June rent, the clock starts when you make the first payment in June (not April when the 1st month of rent was due). This is true regardless of whether you are paying rent, auxiliary expenses, security deposit, case management, etc. Even in cases where you are paying last month's rent or you have a landlord that will accept six months of rent in a single lump sum, the 4 month limit only applies to the number of months in which they receive assistance, not for how many months the assistance will pay for.

Arrears can pay for past utility or rent debt, even to a prior landlord/utility company, **IF** it is documented that a new landlord/utility company will not rent/turn on utilities unless the prior rent/utilities is paid. This may also include any lease break fees, court costs or property damages.

Expending HSP

Additional Ideas on Using HSP to Stabilize Housing



There are lots of ways to improve the way we provide HSP that can ensure a HH becomes more stabilized. Here are a few that I've seen come through.

If a client is coming in because they can't pay rent for this month, we can pay the one month, but then we could also continue to work with the family for the next few months and give them a leg up by providing the next 3 months rent, even if they didn't ask for that much assistance initially. Many times folks in poverty will under-estimate their need out of embarrassment or pride. We can take this opportunity to see if they need any auxiliary service payments to address other short-term needs. These can help stabilize them and avoid the need for assistance in the near future.

If they are looking for housing and have a few barriers that make it difficult to get a landlord to take a chance on them, you can offer to double the security deposit and/or pay last month's rent. You can also offer a larger security deposit than is being requested. If a landlord receives the 1st and last month's rent, and a higher security deposit or double the security deposit, they may be willing to take a chance. You just need to document the purpose of paying more than the requirement. There are lots of ideas around how you can use the maximum amount of funds for clients to help stop a revolving door of assistance – these were just a few.

As a side note, this is a good time to let folks know that beginning July 1, 2018, we will increase the expenditure limit to \$8,000 per household to help address the rising costs of housing and put families in a better position during their episode of need. We are currently working with DHS to amend our agreement to allow this increase in limit. We will send an official notice out to folks once the amendment has been executed and we have the go ahead to begin serving clients with the increased limit.

Expending HSP

Pets



Finally, when expending HSP, we all love our pets and we like to think of them as family, but pets are an optional choice. When assisting clients with HSP - pet fees, pet deposits and monthly pet rent are not eligible expenses.

Financial

- Combining Funding Sources
- Moving Funds
- Rollover



Moving on to technical financial aspects of HSP - An efficient way to assist clients is to combine funding sources. For example, you can use HSP to cover security deposits, moving costs such as a van rental, and get those boots for work, but you can also use LIHEAP to provide energy assistance, EHA to cover the first month of rent and then move them onto HTBA for the long-term assistance. Such combinations can help a client deal with current, emergency needs, but can also provide them some long-term stability so that they can focus on increasing their income and moving away from assistance. This helps to avoid that revolving door of assistance where a client has to keep asking for help every couple of months. Just remember that the Maintenance of Effort or match funds cannot be for services that extend beyond the 4 months, so if you are combining funding with other sources, you cannot use the sources as MOE if they extend beyond the 4 month limit for HSP. You can still assist the client, you just can't use that additional assistance as MOE.

I also want to take the opportunity to let you know that there is no restriction on moving admin funds to program funds, if you so choose to do so – some have and have asked if that was acceptable. It is, you just can't do it the other way around – move program funds into admin.

Another question that comes up fairly frequently is whether we will allow rollover – either at the end of the biennium or within the biennium at the end of the fiscal year. We are required by DHS to provide \$500,000 of MOE each fiscal year. We do not allow for rollover within a biennium because most agencies match their HSP with MOE on a

dollar for dollar basis – if we expend less than the full \$500,000 in our HSP dollars, then chances are we will not meet our MOE requirement, which puts us in violation with our agreement with DHS. OHCS also matches our own admin funds and many years we have had to include additional funds as MOE because the network has been unable to meet the full MOE requirement. In addition, DHS counts on this MOE to meet their requirements with the federal government. If they can't count on our MOE, they may be subject to a loss of TANF dollars and this program could be at risk of losing funding, so we made the decision a few years back not to allow rollovers between fiscal years. We ask that everyone work very diligently on meeting their full MOE requirement each year to keep us in compliance with DHS.

Financial

- **MOE**
 - ✓ Paying for Case Management
 - ✓ Reporting Case Management
 - ✓ Not Allowable

Federal (not allowable)	
CDBG	Community Development Block Grant
CSBG	Community Services Block Grant
CoC	Continuum of Care
EFSP	Emergency Food & Shelter Program
ESG	Emergency Solutions Grant (Emergency Shelter Grant)
Head Start	Head Start low-income school readiness program
HTBA	HOME Tenant Based Assistance
HUD FUV	US Housing & Urban Development Family Unification Voucher
LIHEAP	Low-income Home Energy Assistance Program
SAFAH	Supplemental Assistance for Facilities to Assist the Homeless Program
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
WIC	Women, Infants & Children nutrition program



22

So let's go ahead and delve into MOE. MOE is Maintenance of Effort funds or "match" funds. Case management is a common area for MOE. You are not required to cover case management with another source of funds, you can actually pay for it with HSP, but a lot of folks use another source (such as EHA) for their case management funds and then count it for the MOE requirement.

A question I get a lot is how to split the cost of case management between clients. The quarterly report requires that you identify how much funds are provided by HSP and MOE per client. Case management gets a little fuzzy when you are looking at overall time spent by case managers. The most common way to identify it is by taking your total expenses for case management and dividing it equally between all clients served. That is perfectly acceptable, so if your fiscal folks tell you that you spent \$695 on case management for the 10 HSP clients you are reporting on, you could identify \$69.50 of MOE per client. This is the most simple way to address case management, regardless of what funding is being used, whether for HSP or MOE.

Federal sources are not allowable sources for MOE. Federal funds such as CSBG, CoC, ESG, HTBA, LIHEAP, TANF and SNAP are all common programs that folks have tried to use as a match source. The table in this slide identifies a few more that I've seen. We can't use federal funds to match federal funds.

Allowable MOE Cash Sources

Non-Profit Funds
County General Fund
Community Health Charities
City Reserves or City Fund
Ecumenical or Faith-Based Funds
Foundation Grant
(EHA) Emergency Housing Account
Private funds
State or Local Levy
Public or Private Utilities
Investor-owned utility
(LIRHF) Low-Income Rental Housing Fund
Neighbor to Neighbor, state & county funded non-profit
Neighborshare - Tigard/Tualatin Municipal funds & private sources
Oregon Dispute and Resolution Commission, state
(OEAP) Oregon Energy Assistance Program
Operating Reserves or Operating Fund, not originating from unallowable source
Oregon HEAT, locally funded energy assistance
NW Pilot Project, local, volunteer, non-profit
Runaway Homeless Youth funds (state funds, not originating from federal source)
(SHAP) State Homeless Assistance Program
Private Mutual funds
Community-Based Non Profit (United Way)
Local Corporation or Business Funds


23

This slide identifies some common sources of allowable MOE that I have seen in the past. Of course EHA is here, along with non-profit funds, local levies, OEAP, faith-based funds, and city funds, but there are some others here too that I have come across as being used for HSP. This might help you identify some additional sources or even brainstorm other sources that you hadn't thought of before.

Not Allowable MOE Cash Sources

- **What Does NOT Count?**

- ✓ Funds that originated with the Federal government;
- ✓ State funds expended under the Medicaid program;
- ✓ State funds from a prior fiscal year;
- ✓ Any funds used as MOE for a previous HSP grant (not used again for MOE on a subsequent grant award).
- ✓ Any TANF state funds
- ✓ Any funds already being counted for the purposes of MOE



24

So what does NOT count as MOE?

- Any funds that originated with the Federal government;
- State funds expended under the Medicaid program;
- State funds from a prior fiscal year; and
- Any funds used as MOE for a previous HSP grant.

I would also like to clarify that if you are using other state funds, you must make sure that they do not originate from TANF dollars. On occasion, some folks use DHS as a match source. That is acceptable, but you must be sure it isn't being counted elsewhere for the purposes of MOE and that the funding source does not originate from TANF federal funds, but are actually state dollars and not Medicaid state dollars. Be sure to connect with your DHS office before trying to use their source as MOE.

In addition, when using state funds that pay for child support collection services, child care services, alcohol or drug abuse treatment, or educational services, there are a few other guidelines that apply. These are not common sources, but I wanted to cover them. If you are using state funds for these types of services, be sure you know how and when you can count them for MOE. Use the FAQ document at the back of your HSP Manual for additional guidance if these type of funds are something you plan on using.

In-Kind MOE

- **Requirements**
 - ✓ What is it?
 - ✓ MOU
 - ✓ Prior approval
 - ✓ Valuation
 - ✓ Not otherwise counted



25

So, now I want to address In-Kind MOE. This is an under-used source of match for HSP. I currently have only one agency that uses In-Kind MOE, so I wanted to be sure everyone understands the requirements, how to use it and provide some examples.

In-Kind MOE are third party contributions, such as volunteer services, or professional services and donations – not a cash match. For any in-kind services, such as professional services, you must identify the services provided, through a Memorandum of Understanding (MOU) with the partner organization. This does not have to be complicated. It only needs to state some basic agreement of what is provided, methodology used for valuation, and requirements of the target population.

You must apply to OHCS to use in-kind MOE for HSP. OHCS must approve the methodology used for valuation **prior** to including the value on the quarterly report. You cannot just identify it on your quarterly report without applying for and receiving our approval in advance. The approval process also goes through DHS and this takes a little time, so you cannot report on or use the services for in-kind MOE until it has gone through the application and approval process first.

In addition, In-Kind MOE that you apply towards HSP can't be used towards another federal cost-sharing or matching requirement. So you can't double dip, using the

same source to meet two different match requirements.

In-Kind MOE

- **Requirements**

- ✓ Income at or below 250% FPL
- ✓ Qualifying child
- ✓ Oregon resident
- ✓ Citizenship
- ✓ SSN
- ✓ Purposes of TANF



Any in-kind MOE used needs to address households that meet HSP requirements. They must be at or below 250% Federal Poverty Level (this is specific to MOE, for regular HSP, the FPL is 150%), they must have a qualifying child, are residents of Oregon and have citizenship or qualified citizenship status and a social security number. The services being provided must meet one of the four purposes of TANF. So, say you are using volunteer baby-sitting hours that occur during a parenting class that is designed to assist parents with parenting skills. This meets one of the TANF purposes (so that children can be cared for in their own homes) and obviously it is for parents who have children, so that covers the qualifying child. But, those taking the class must also be at or below 250% FPL, be Oregon residents, at least the child must have citizenship and a social security number. The MOE requirements are the same as HSP except for the income limit and they do not need to be homeless or at-risk of homelessness. We can also make a case in some situations for using percentages for averages, such as if 80% of all attendees have children receiving reduced priced school lunches, we may be able to use that as a method of determining income, so you are not having to document each HH's income.

In-Kind MOE

- **Purposes of TANF**

1. Assisting needy families, so that children can be cared for in their own homes;
2. Reducing the dependency of needy parents by promoting job preparation, work and marriage;
3. Preventing out-of-wedlock pregnancies; and
4. Encouraging the formation and maintenance of two-parent families.



27

So, I brought up the four purposes of TANF and I want to cover those. Any services or programs used for MOE must meet one of these purposes, which are:

1. assisting needy families, so that children can be cared for in their own homes;
2. reducing the dependency of needy parents by promoting job preparation, work and marriage;
3. preventing out-of-wedlock pregnancies; and
4. encouraging the formation and maintenance of two-parent families.

Remember – HSP are TANF funds, so they are wrapped up with the purpose of TANF, which is not the same as the purpose of HUD funds.

In-Kind MOE

- **Examples**

- ✓ Volunteer Driver Hours
- ✓ Volunteer Hours at Food Pantry
- ✓ Volunteer Hours and Merchandise from Homeless Connect Projects
- ✓ Volunteer Hours that Address Family Skills Enhancement Programs
- ✓ Other city or other-funded rent assistance programs
- ✓ Pro-bono legal services



28

So let's see some examples of In-Kind MOE.

The first couple of items on here are volunteer driver hours for perishable grocery store food pick ups and volunteer hours at a local food pantry sorting foods, packing boxes or backpacks for distribution. These are in-kind MOE that are currently being used by NeighborImpact. The big caveat on using volunteer hours associated with food delivery and packaging is that **IF** you are a part of the Oregon Food Bank Network, then these hours are also reported on your Monthly Distribution Report to the Oregon Food Bank. OFB then reports these to DHS for the purposes of TANF MOE, so you wouldn't be able to report these twice – once to OFB and then again for use in HSP. You would have to connect with OFB and get a signed MOU that would include the fact that you would not report these hours to OFB for purposes of OFB's MOE as you would be using them for HSP instead. They still get counted, it just matters who reports it to DHS. OHCS can't advocate this usage for you, so if this is something you want to do, then you would need to contact OFB directly. Once you had that MOU, then you could apply to OHCS and provide a copy of the MOU. I'll cover the application process in a minute.

Another option for volunteer hours is through your Homeless Connect projects. These projects can include not just the set up, break down, and distribution of products, but could also include barbers for haircuts, dentists or optometrists for

exams and other types of volunteers that make these projects such a success. You could also identify donated products you receive for distribution, such as backpacks, sleeping bags, tarps, toiletries, clothing, etc. Again, you have to be sure that they are products and services being provided to those who meet MOE eligibility requirements, which may be tricky, but not impossible and we may be able to use some averages for calculating value like I previously described.

Through partnerships, you might have connections with other state or locally funded programs that address family skill enhancements, helping parents understand the important of healthy marriages or relationship to children, parenting classes, or other types of programs that address the purposes of TANF and are serving folks that meet eligibility requirements. You may also look toward your local school or Head Start to find opportunities for using volunteer services that apply to eligible families, such as time spent operating a community closet.

There are also other rent assistance programs that may be locally funded and you may even have access to local pro-bono legal services that are assisting clients fleeing domestic violence or that address eviction. There are a lot of options, these are only just a few.

In-Kind MOE

- **Application (MGA)**
 - ✓ Purpose
 - ✓ Project Name
 - ✓ Program Description
 - ✓ Type of Assistance or Service Provided
 - ✓ Basis for Inclusion of MOE
 - ✓ TANF Purpose
 - ✓ Eligibility Criteria (general)
 - ✓ Eligibility Criteria (as MOE)
 - ✓ Valuation Methodology



29

To apply to use an in-kind source for MOE, you must complete the application in your MGA WorkPlan. After the HSP section, there is a form for this purpose. Please note, do NOT complete this form if you are using cash match. Some folks filled it out this past MGA process for their EHA or other funds. This form is only for in-kind services or assistance.

Again, the application must be approved prior to using the source as in-kind MOE. The form is nearly identical to the certification that will be required every quarter when you identify it on your quarterly report. In-kind MOE must be certified, by signature, every quarter when it is used. This is pretty simple however, because most of the information will not change and you can use the same language every quarter with updates to amounts and number of people served. So let's look at the application.

First you will enter the Project Name, which is just what the program or service is called. Next, you enter the program description. This is where you identify the purpose of the program, when it began, what is the goal of the program, and how many people/families/cases it serves. The program must have begun after 1995 in order to meet the spending test from DHS. You will want to be sure that your program began after 1995.

In the next biennium's application, I have already added some basic statements that should be included in these sections, so it will be even more simple to fill out.

Next you will enter the Type of Assistance or Service Provided. This is where you enter specifics on type of services, such as childcare, education, employment and training, emergency assistance, refundable tax credits, non-medical treatment services, etc.)

Then you will enter your Basis for Inclusion as MOE. This will be the basis for claiming these expenditures as TANF MOE. Identify who was involved in making these determinations and it should include a statement that expenditures are for eligible families for short-term, non-recurrent benefits and not otherwise counted towards a federal cost-sharing or matching requirement.

Then you will enter the Purpose of TANF Addressed by the Program. This is one of the four purposes we previously discussed. In the next MGA's application, this will just be a checkbox.

Next is the Eligibility Criteria (general) where you identify what are the general requirements, such as income levels, children in home, residency, etc. This section should identify requirements that align with HSP eligibility requirements.

Next is the Eligibility Criteria as MOE where you identify what are the specific eligibility criteria used to determine inclusion in the MOE amount submitted. This section should identify requirements that align with HSP MOE eligibility requirements, which are basically very similar to HSP with the exception of the 250% federal poverty level being used for income eligibility and the housing status requirement.

And lastly, you will enter the Methodology Used to Determine the Amount of MOE Claimed. You will identify how was the MOE is calculated, including any statistics, or assumptions used, and the source of the data.

Once you have all this completed, you submit it, along with any MOU, for approval. If any edits or clarity is needed, I'll work with you to get a final application completed. Once we have the final form, OHCS will submit it to DHS for their approval and when that is received, we will notify you and you can begin using the source as in-kind MOE. Once you have the approval, it is very easy to use the same source year after year. After the first approval, the only thing that may change is your data source (such as for the year that it is effective, using the source from 2017 rather than 2015) for your valuation methodology and the approval of this is very quick. Each biennium,

you complete the approval process, but again, once it has been approved in a prior biennium, it is a very simple as we are basically just updating the source of your valuation methodology.

I am definitely available for any assistance you need in completing this form. I can provide examples of completed forms as well as standardized statements that should be included in some particular sections. We want to encourage folks to use in-kind MOE as this is an untapped source for meeting the MOE match requirement and I hope that this has been helpful in explaining not just the requirements of MOE, but even some examples. Please, let me know if you have questions that might be particular to your agency and I'm happy to work through them with you.

Reporting

- OHCS Due Date
- DHS Due Date
- Prior Quarter Correction
- CAPER
- Submit to: ohcsreporting@gmail.com



30

So let's move on to Reporting. Reports are due to OHCS within 20 days from the end of each quarter – so Oct 20, Jan 20, Apr 20 and Jul 20. We cannot allow extensions for HSP, so it is imperative that reports are provided by this date. Remember, we are subject to losing our funding if reporting isn't on-time. Even if you need an extension on your other programs, please be sure to at least get your HSP report in on-time. DHS is struggling to meet their MOE requirements and several times they have not been able to use our MOE because we have not met the deadline for reporting. This may decrease the TANF funds they receive, so it is critical that you meet this reporting requirement, including the July 20th report. Especially for the July 20th report, please be sure to get your RFFs in and complete your final FSRs by the 20th as well. I need your final RFF requests in order to complete my report. I'm unable to finalize our reports until we know we have your final numbers – even if you wait on your FSR, at least get your RFFs in quickly.

OHCS must report the aggregate data to DHS 10 days after the 20th due date. This gives us time to work with subgrantees to correct errors in their reports and complete the extensive aggregate reporting that we do for DHS. If you are late submitting your report, it makes us late submitting our report to DHS, which subjects OHCS to findings by DHS for not submitting our data in time and impacts DHS' funding and may impact their ability to fund this program. I know I'm belaboring this, but please be sure to get your reports in on-time.

A question I get from time to time is "can I make a correction to last quarter's report"? No, we are unable to make corrections to a prior quarter's report. If you find that you made an error in a previous quarter, then you need to amend the current quarter's report to reflect

the change. For example, say you reported a payment that you thought was made on March 28th for \$500 and reported it on your Quarter 3 report; however, on April 2nd, you discover that the payment was less than you thought and was only \$475. Instead of correcting Quarter 3, you would show the negative \$25 on the Quarter 4 report.

Recently, we have begun to use the CAPER in HMIS to obtain the demographic data on clients served during a quarter. Depending on your process for entering data into HMIS this may create a mismatch in your quarterly report and your CAPER data; however, for all households that you report in your quarterly report, the same number of HHs need to be identified in your CAPER. To provide a more accurate way to obtain the information, when you run your CAPER, run it only for the quarter time period, not for a cumulative time period, like you do with the other programs. We provide that instruction each quarter, but I wanted to stress that here as well.

For example, if you have done an intake on a client and have entered their information into HMIS, say on March 30th, you may not actually make a payment until April 1st. Previously, you would not have reported this client on the 3rd quarter report and would have waited until the 4th quarter to report it, but since the person is going to show up in your 3rd quarter CAPER now, you need to enter them on your quarterly report as well. They may have case management dollars associated with them, but even if they have no funds at all associated with them, if they show up in your CAPER, they need to show up on your quarterly report – you would just have zero funds in Section 4 of the quarterly report.

Please also make sure that you are submitting both the CAPER and the quarterly report to the gmail address shown on this slide. The CAPER needs to be submitted as a zip file and our internal email system will not accept zipped files, so we must use the gmail address.

Reports

Changes to the Quarterly Report – let's look!

1a. Total ALL HHs Served *Required Data		Total ALL HH			
Single-Adult Households					
Two-Adult Households					
More than two-adult Households					
TOTAL of ALL Households		0			
		THIS # should equal total # of HHs identified on your CAPER for THIS QUARTER			
1b. How many Households are TANF Recipients					
Total # of All Households	0	TRUE			
2a. HSP and MOE Expenditures - ALL HH *Required Data		Amount			
Expenditures for Housing Costs					
Expenditures for Auxiliary Services					
Expenditures for Case Management					
TOTAL \$		-			
		TRUE			
2b. MOE Source *Required Data		Amount			
Total MOE Amount \$		-			
		TRUE			
3a. Total Admin Expended *Required Data		\$ -			
3b. Total Admin MOE *Required Data		\$ -			
3c. Source of Admin MOE *Required Data					
4. *Required Data - all columns		(1) (2) (3) (4) (5)			
		Allocation Grand Total			
All HHs - Name "Last name, First name"	SSN	TANF	HSP	MOE	HSP + MOE
1					\$ -
2					\$ -
3					\$ -



31

So, I'm going to open up an actual report and we can take a look at some of the key points in completing it. You have just gone through the new form for this past quarter's reporting period and you will have seen some changes that have been made that will hopefully improve the accuracy of reporting and help aid you in knowing what we are looking at and verifying.

So the first thing you will notice is that we now have a total number of households field. DHS requires us to report the HH data because as you know TANF purposes include encouraging two-parent families, keeping children cared for in their own homes and preventing out of wedlock pregnancies.

I added the total and a red highlight here that shows that the total number of HHs must match the total number of HHs identified in your CAPER. This will help make this double check more easily identifiable. You should be reviewing both your quarterly report and your CAPER together to ensure that these numbers match **before** submitting them to us.

The next couple of changes made were to include some validation highlights. You will notice that you will get a RED FALSE statement if your data doesn't match and a TRUE GREEN statement when it does. You should not have any RED FALSE statements on your report before you submit it to us.

The first one is the number of HHs on TANF. This number should match your identification of all the clients you have put a check box in on Section 4 in the TANF column. If you have 6

clients with checkmarks in Section 4, this number in Section 1b should also be 6. If not, it will be a RED FALSE statement.

The next one is the total amount of expenditures in 2a. This should be for both MOE and HSP. This number should match your total in Section 4 in Column 5 for grand total. This would also include your in-kind MOE. For example, going back to our babysitter hours for parents attending a parenting class, you would identify the MOE in Section 2a as Auxiliary Services and it can be listed in Section 4 as a separate line item. If the totals do not match, you will see the RED FALSE statement. When it matches, it will turn to a GREEN TRUE statement.

The last double check is in Section 2b for MOE. This total number should match the total MOE identified in Section 4 in the MOE column and include all your sources of MOE.

The rest is the same, however, I do want to remind folks – for Section 3, you should identify the amount of admin funds you've expended from the grant, the amount of MOE that you matched those funds to and the source of that MOE. The MOE you identify in this section should not be included in Section 2 or 4 of this form. It is a stand-alone question.

I would also like to point out that if you have any questions about what to put in what cells, you can always use the instruction tab in this workbook that walks you through the process.

Questions?

Time permitting we will answer any questions you may have



32

That wraps up my presentation part of this webinar so let's see if we have any questions that haven't been answered.

Contact

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building futures, housing possibilities



33

That brings us to the conclusion of this webinar. I would like to thank everyone for attending today. If you have any other questions, please contact me – my information is on this slide. Once you leave today’s webinar, you will be asked to complete a 4-question survey – please do so as that will help us know if this was useful and if you would like similar webinars for other programs. I will follow-up by email within 48-72 business hours with information on accessing the powerpoint presentation and this webinar for replay. Again, thank you for joining us, and have a great rest of your day!

HSP Technical Assistance Webinar Q & A

1. Will you send out this powerpoint? **Yes, within 48-72 business hours.**
2. So we don't have to do that 20 page intake doc with HSP clients anymore that has to be signed by DHS? **Correct – that intake/assessment form is obsolete. You only need to complete a Housing Stability Plan that includes clarity on how HSP funds/services will be used to address the barriers the HH has identified to obtaining housing stability and only when you are providing more than a single month of service.**
3. What if they are expected to pay half the rent, even if their income is less than half the total? That is much more common than your calculation. **You do not have to prorate the need if there is a written agreement to what the shares of expenses are for each separate HH living in the same home. This cannot be a self-certification from the applicant HH, but must be an agreement, in writing, and signed by both roommates.**
4. Landlords do not typically split out rent share on a rental agreement. **If you do not have a rental agreement that identifies the split in rent, then a written agreement, signed by both roommates would be sufficient documentation.**
5. Can we use private funds as match? **Absolutely.**
6. Do reports have to go through a gatekeeper? **No – please send them to ohcsreporting@gmail.com.**
7. Thought limit was 150% of Poverty. Presenter said income limit that was different than is published in manual on website. **I apologize for my error!! – I was thinking of SNAP – the HSP Income Limit is 150% of FPL as identified in the manual. MOE can be 250% of FPL.**