**ABODE Policies and Procedures Excerpt**

**PARTICIPANT ELIGIBILITY AND ENROLLMENT**

To be eligible to receive RRH assistance participant households must be current residents of Alameda County and meet the eligibility requirements set forth by the contract(s).

**Eligibility requirements include:**

Participants must be homeless or at imminent risk of homelessness under the following**:**

* Lacking a fixed and regular night time residence; and either
  + Having a primary night time residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations; or
  + Residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
* In receipt of a judgment for eviction, as ordered by a court, or a notice to vacate by a landlord.
* Some programs may have additional eligibility requirements (such as enrollment in CalWORKs or residence in a particular jurisdiction). Please pay close attention to any program-specific eligibility requirements associated with each program.

**Additional requirements include:**

* Participants must be willing to participate in the program, and committed to make efforts to meet the terms of a self-developed Housing Stability Plan (HSP), and take over full contract rent when the subsidy concludes.
  + Meet with Housing Services Coordinator at least monthly to insure participants are working towards documented goals within the Housing Stability Plan (HSP).
  + Recertification will be conducted every 90 days to ensure household is assessed for program eligibility subsidy. Access outside agencies to improve financial stability, i.e. Social Security Administration, EDD, legal aid

**Eligibility Determination**

RRH eligibly will be determined after an *Initial Needs Assessment* is completed by the Housing Services Coordinator and the participant*.* The participant will need to provide documentation for the assessment. Those items will include ID, Social Security Cards, Birth Certificates for Children, current pay stubs or other proof of income documentation, and a copy of a credit report, if they have one. All Proof of income documentation needs to be current and dated within 60 days of the assessment date. Once the needs assessment has taken place, a determination on eligibility will occur within 48 hours.

A copy of the RRH *Intake Form* can be found in the Appendix .This document and all supporting documentation should be placed in the Participant’s File.

As part of the eligibility determination, program staff must indicate which program the participant is eligible for and enrolling in, as different Rapid Re-housing programs have different eligibility requirements. This specific program assignment will be an important part of eligibility determination and enrollment.

**Ineligible applicants**

If a household is referred and screened but determined to be ineligible, the household will be notified in writing of the assessment results and the reason for ineligibility.

A determination of ineligible status is recorded as well as the reasons of the determination. Reasons for an ineligible determination may be:

* Family / Individual is not in an eligible homeless situation
* Participant household income exceeds the allowable Area Median Income (AMI) level
* Program does not currently have resources to enroll additional participants
* Participant withdrawal.

If an individual who completed a RRH *Initial Need Assessment* is found to be ineligible, Housing Services Coordinators will provide them with information on other resources within Alameda County.

**Pending/Inactive /Discontinued Status Prior To Enrollment**

All referrals received will be marked as “pending” and will be recorded as such on the master tracking sheet. Housing Services Coordinators will make multiple documented attempts to contact participants after a referral is received to schedule the assessment. Housing Service Coordinators will attempt to make a first contact within 24 hours of receiving a referral. If the potential participant is not reached, the housing services coordinator will attempt to make contact two more times within the next 3 business days.

If a referred potential participant cannot be reached and assessed within a two-week period, the referral shall be considered “inactive”. The referral will be marked as inactive on the *master tracking sheet.*

After 30 days from being deemed “inactive” if the potential participant has not had contact with a housing services coordinator or become enrolled the potential participant will be deemed “discontinued” and therefore withdrawn. After such time, a potential client will need a new referral or call back again to be considered for the program. If a referred client is discontinued, this status is recorded on the *master tracking sheet.*