#### Procedure: Financial Assistance for Emergency Housing

**Rationale:** PHNTXrecognizes that some clients are shelter resistant due to personal safety or medical conditions and has developed a process to provide emergency housing for up 6 weeks in local motels for those with a valid basis for being shelter resistant, those needing medical respite, and most commonly, those whose housing is imminent and need to learn how to be housed.

**Purpose:** To provide guidance regarding providing financial assistance for emergency housing.

Initial Client eligibility requirements for Financial Assistance for Emergency Housing:

* All clients must be on a housing waitlist prior to receiving Financial Assistance for Emergency Housing or have an identified income source that will sustain permanent housing.
* Clients must provide a copy of a birth certificate, social security card, Texas Driver’s License or Texas State ID Card to their Care Coordinator to facilitate placement in permanent housing.
* Care Coordinators must complete an Emergency Housing Financial Request form detailing the need for the assistance as well as the plan of action during and after the period that the client receives Financial Assistance for Emergency Housing. The Emergency Financial Request form must explain why the client cannot utilize local emergency shelters.

Continued Client Eligibility requirements for Financial Assistance for Emergency Housing:

* Clients must meet with their Care Coordinator on a weekly basis in order to receive continued assistance.
* In order to verify funds are used appropriately, clients will abstain from allowing friends and/or family members to move into their motel room. If client has a spouse/partner, client and Care Coordinator will discuss appropriate provisions.

Management of Financial Assistance for Emergency Housing:

Care Coordinators will complete an initial Emergency Housing Financial Request form to document client’s current status, progress and barriers. The Program Director and Care Coordinator will review the Emergency Housing Financial Request weekly to complete ongoing assessments required to determine need for continued assistance.

* Clients will be able to receive financial assistance for emergency housing for a maximum of **six weeks.**
* Emergency housing payments will be processed weekly.
* Emergency housing assistance is to be paid directly to the motel or facility, ***not the client***.
* Clients will be eligible for Emergency Housing Assistance a maximum of twice per year.

*This publication is part of a series of manuals that describe models of care that are included in the HRSA SPNS Initiative* Building a Medical Home for HIV Homeless Populations*. Learn more at* <http://cahpp.org/project/medheart/models-of-care>