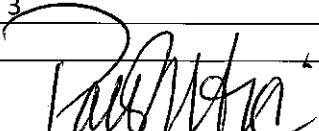


<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Individualized Community Services- Fiscal Intermediary
<b>Standard Title</b>	OPWDD Housing Subsidy
<b>Regulations</b>	ADM 2022-3
<b>Original Issue Date</b>	12/6/2017
<b>Latest Revision Date</b>	8/11/2022 1/12/2023
<b>Number of Pages</b>	3
<b>Attachments</b>	
<b>Approved by:</b> Paula Jubic, Executive Director	

**Standard:**

Catholic Charities Disabilities Services (CCDS) will assist individuals supported by the agency to access housing subsidies through OPWDD's housing subsidy program.

**Definition:**

The OPWDD Housing Subsidy is intended to support eligible individuals who choose to live in the community, and who are or will be financially and legally responsible for their housing unit (i.e., residence). Individuals control their own housing and related decisions, such as who they will live with. Individuals can choose to live alone, live with others and/or with a live-in-caregiver.

**Procedures:**

1. Housing Subsidies will be issued by CCDS' Finance Department on behalf of eligible participants.
2. A participant must be eligible for OPWDD housing subsidy to be eligible for CCDS administered subsidies.
3. Participants must apply for all benefits and housing subsidies, including, but not limited to, publically or privately funded affordable housing, HUD Section 8 and Rural Rental Assistance as well as other available rent subsidies prior to applying for OPWDD housing subsidies.
4. A participant must provide, and keep up to date, their financial and housing information in order for subsidies to be appropriately calculated and funded.
5. A participant is expected to contribute at least 30% of their countable net income toward their expenses.
6. A participant must allow visits to his/her home for the purposes of assuring that reasonable standards of health, safety, and well-being are maintained. Visits will be arranged in advance, and at mutually agreed upon times.

**Applying Initial Housing Subsidy:**

Standard: *OPWDD Housing Subsidy-Individualized Support Services 2017.12.06*

1. The care manager will submit for preliminary approval for an individual to move forward with submitting necessary documents to apply for a housing subsidy.
2. OPWDD issues a "Housing Quality Assurance Expectations Checklist." The participant, his or her care manager, and the Fiscal Intermediary (FI) agency will work together to ensure that the checklist items are in compliance at all times. The checklist must be completed initially and annually as well as when the participant's address changes.
3. With the assistance of the care manager and/or other pertinent staff, the participant will develop and maintain an budget. It is the responsibility of the care manager to ensure that the budget is developed.
4. With the assistance of the participant, the care manager will develop a "Life Plan", utilizing person-centered values. The FI will obtain a copy of the Life Plan to include in the housing packet.
5. The participant will be required to provide copies of the apartment lease, income verification, utilities bill, and renter's insurance policy upon the request of the care manager.
6. The participant, care manager and designated FI agency will complete and abide by the OPWDD issued "OPWDD Housing Subsidy Participation Agreement".

**Transition Stipend:**

1. When a participant first qualifies for a stipend, OPWDD may issue a transition stipend. Transition stipends must be spent on an agency credit card. The individual will create a registry to purchase items and will send it to the FI agency.
2. The transition stipend application is completed by the care manager with the individual. Any transition stipend must be sent and paperwork submitted to the finance department within three months of approval.
3. When a participant first qualifies for a stipend, OPWDD may also issue a security deposit stipend. A check for this stipend will be issued by the finance department and sent directly to the landlord.

**Once OPWDD sends approval:**

1. Subsidies must be mailed directly to the landlord, except for those grandfathered in.

2. Subsidies will not be issued for participants who temporarily live with family until they live on their own. Subsidies can only be issued when the participant actually lives in their own apartment or home.
3. Subsidies will not be issued for partial month payments.
4. All changes that may affect a participant's eligibility or grant amount (e.g. eligibility for another grant program such as Section 8) must be immediately reported to OPWDD by the care manager or designated FI agency.
5. Any change in status that may impact a participant's eligibility for CCDS administered subsidies must be reported by the care manager or designated FI agency to the finance department as soon as possible to prevent the agency from issuing funds in error.

**Annual Renewal:**

1. The FI agency is responsible for submitting the annual recertification packet to OPWDD no later than November 15<sup>th</sup>. Required forms include: a housing quality assurance standards checklist, a participation agreement, a copy of current lease meeting OPWDD criteria, most recent Life Plan & safeguards, for self-direction a review of the budget template, and any other documents requested by OPWDD.