

Attachment F

Community Transition Assistance Policies and Procedures

Revised January 2026

Community Transition Assistance (CTA) funds are a Medicaid-funded benefit intended to assist Permanent Supportive Housing Assistance Program (PSHA) participants with the costs of specific one-time services, goods, expenses, and home modifications necessary for them to successfully move into housing and establish a basic household.

Funding through CTA should be requested only after personal and community resources have been exhausted. Funding will be available *as the CTA budget allows*. The Office of Economic Opportunity (OEO) will inform providers if CTA resources are diminishing.

CTA funds, except those for Pest Eradication, are only available when moving into permanent, sustainable housing. Applications will not be accepted after 60 days from a housing move in date.

The OEO expectation is that provider agencies will apply for CTA funding and seek authorization from the Conflict Free Case Manager (CFCM) at OEO, *before* making purchases and submitting claims for reimbursement from Medicaid. PSHA providers are expected to complete CTA applications on behalf of the participant — including securing proper documentation to support the request — as part of providing Pre-tenancy Support Services or Tenancy-Sustaining Services.

1. If a PSHA participant is likely to need CTA, the provider and participant should include this need in the service plan.
2. CTA applications will be submitted no more than 60 days after housing move-in.
3. After the participant identifies housing, the PSHA provider, on behalf of the participant, submits a request for CTA which will include:
 - The category of expenses for which assistance is being requested
 - Attach copy of quotes or receipts with vendor name and date
 - Documentation of financial need (attestation in application is sufficient)

- Whether and how other community resources were explored or exhausted
 - Lease (first page, signature page, and any others needed to show address, lease term, and costs. An intent to lease will be accepted in lieu of lease as needed.)
 - Proof of Habitability unless verified by a state issued Housing Quality Standards [HQS] inspection.
 - Documentation of affordability (income-to-rent-and-utilities ratio)
 - If the need for CTA is not already noted in the housing plan, update the plan and submit it along with the application.
4. OEO CFCM reviews, seeks supplementary information if needed, and authorizes the CTA application request and informs the PSHA provider agency.
 5. The provider agency makes the purchases and submits claims to Medicaid.
 6. Medicaid reimburses the provider agency.
 - Medicaid cannot make the payments directly or reimburse anyone other than the provider agency.
 7. Provider agency retains and maintains all receipts.

Every effort should be made to inform the CFCM or the PSHA program manager if a CTA application is likely. The provider agency can make the payment prior to authorization, but OEO cannot guarantee reimbursement in these circumstances; for this reason, payment in advance of the full application process is recommended only for security deposits.

CTA funding is generally available one time only within the PSHA participant's lifetime; however, funds for a security deposit may be approved one additional time if the request includes documentation explaining why the participant's second attempt at housing is more likely to be successful (e.g., what conditions have changed). The PSHA participant must be receiving Pre-tenancy Support Services or Tenancy-Sustaining Services to be eligible for Community Transition Assistance.

Expense Category	CPT Code	Payment Limitations
Housing Move-In Support (household furnishings, moving expenses, etc.)	H0043 U1	Cost-based reimbursement up to a lifetime cap of \$1,000
Essential Utilities Setup*: • Utility deposits • Reinstatement of utilities payment • Utility arrears	H0043 U2	Cost-based reimbursement up to a lifetime cap of \$1,500
Pest Eradication Services**	H0043 U3	Cost-based reimbursement up to \$3,000 per year
Security Deposit	H0043 U4	Cost-based reimbursement up to \$2,000; <i>one time only per PSHA participant***</i>

* Utility costs are capped at a total of six months including arrears, set up, and first month for essential utilities. Only to be used at housing move-in.

** The cost of pest eradication for bedbugs will be approved if the participant is responsible for the payment. Note that under Vermont tenant law, the cost of bedbug eradication is the landlord's responsibility if the dwelling has two or more units infested simultaneously or if the unit was infested prior to move-in.

*** Housing/security deposits can be approved one additional time with documentation as to what conditions have changed to demonstrate why providing a second security deposit will lead to more successful permanence in housing.

Move-in Kit Sample

Total available funds for H0043 U1 is \$1,000.

Items purchased must be for the individual receiving services.

**Agencies are recommended to use non-profit status when making purchases.

This is not a comprehensive list of potential items but can be used to consider needs.

Bedroom

X	Item
	Bed Frame
	Mattress
	Pillows- set of 4
	Sheet set- Queen (2)
	Comforter

Bathroom

X	Item
	Towel set (2 towels, wash clothes, hand towels)
	Plunger/brush set
	Bathroom trash can
	Shower curtain and hooks

Furniture

X	Item
	Futon/sofa
	Table / chairs
	TV

Kitchen

X	Item
	Cookware set
	Baking pans
	Cutlery (forks, spoons, knives) set
	Knives (if separate from above)
	Strainer
	Plates/bowls/glass wear
	Trash can
	Sponges
	Dish towels
	Oven mitt
	Microwave

Other

X	Item
	Fan
	Table Lamp
	Standing lamp
	Light bulbs
	Mop
	Vacuum
	Humidifier
	Trash can set

Estimated total: _____