

Department for Children and Families

Economic Services Division

Transitional Housing

Procedures

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Application

The 201G-TH form should be used as the initial Transitional Housing application and for Transitional Housing recertifications. Applicants must complete the 201G-TH in full.

- The attestation box on page 2 must be checked or the application is not valid.

Applications must be signed by all adults in the applicant household.

Applicant households must complete an interview. BPS will review the attestation with the applicant during the interview. Interviews may be completed in person or by phone.

Households must recertify every 90 days.

- [See Recertification section](#)

Applications may be submitted the following ways: in person, by mail or through the Uploader.

Applications are valid for 90 days after the date the application is signed by the Applicant(s). Valid applications may be reprocessed if previously denied.

A new application is required whenever there is a change in household composition.

An Emergency Housing application (201G-EH) may be used for entry into the Transitional Housing program **IF** the applicant is found ineligible for GA emergency housing and the household composition on the application has not changed.

Application Processing

1. Upon receipt of application, check for completeness.
 - a. All adults in the applicant household must sign the application.
 - b. The application must be signed in both signature boxes on page 2.
 - c. **The attestation box on page 2 must be checked.**

By checking this box and signing below, I agree that:

 - d. All sections of the application must be completed.
 - e. If the application is missing a signature or the application box is not checked, make two attempts to contact the applicant household to obtain the missing information. If the information is not obtained, CATN the attempts and leave the application pending.
2. If any portions of the application are incomplete, gather the missing information from the applicant household during the interview and enter the missing information in the interview CATN.
3. If the application is submitted by mail or Uploader and you are unable to contact the applicant household for an interview, CATN the contact attempts.
4. Confirm the applicant household has a valid Occupancy Agreement.
5. Confirm the Motel Owner has completed the attestations required by TH-117 in the Occupancy Agreement.
6. Verify all adults in the applicant household have signed the Occupancy Agreement.
7. Verify Vermont residency. [See Verification section](#)
8. Verify income. [See Verification section](#)
9. Determine income eligibility. [See Income Eligibility section](#)
10. Confirm applicant household meets HUD Category 1 or Category 2 definition of homelessness. [See Homelessness verification section.](#)
 - a. HUD Category 1 for Provisional Housing
 - b. HUD Category 1 & 2 for Transitional Housing with an Occupancy Agreement.
11. If applicant household is eligible and has a valid Occupancy Agreement:
 - a. Send email to Ashley.Jacques@vermont.gov requesting check of ERAP months. Include the names and social security numbers of all adults in the household.
 - b. Once response has been received, complete Notice of Decision with correct number of months remaining.
 - c. Send copy to household.
 - d. Email hotel to notify them household has been approved. Include date hotel may begin housing the household.

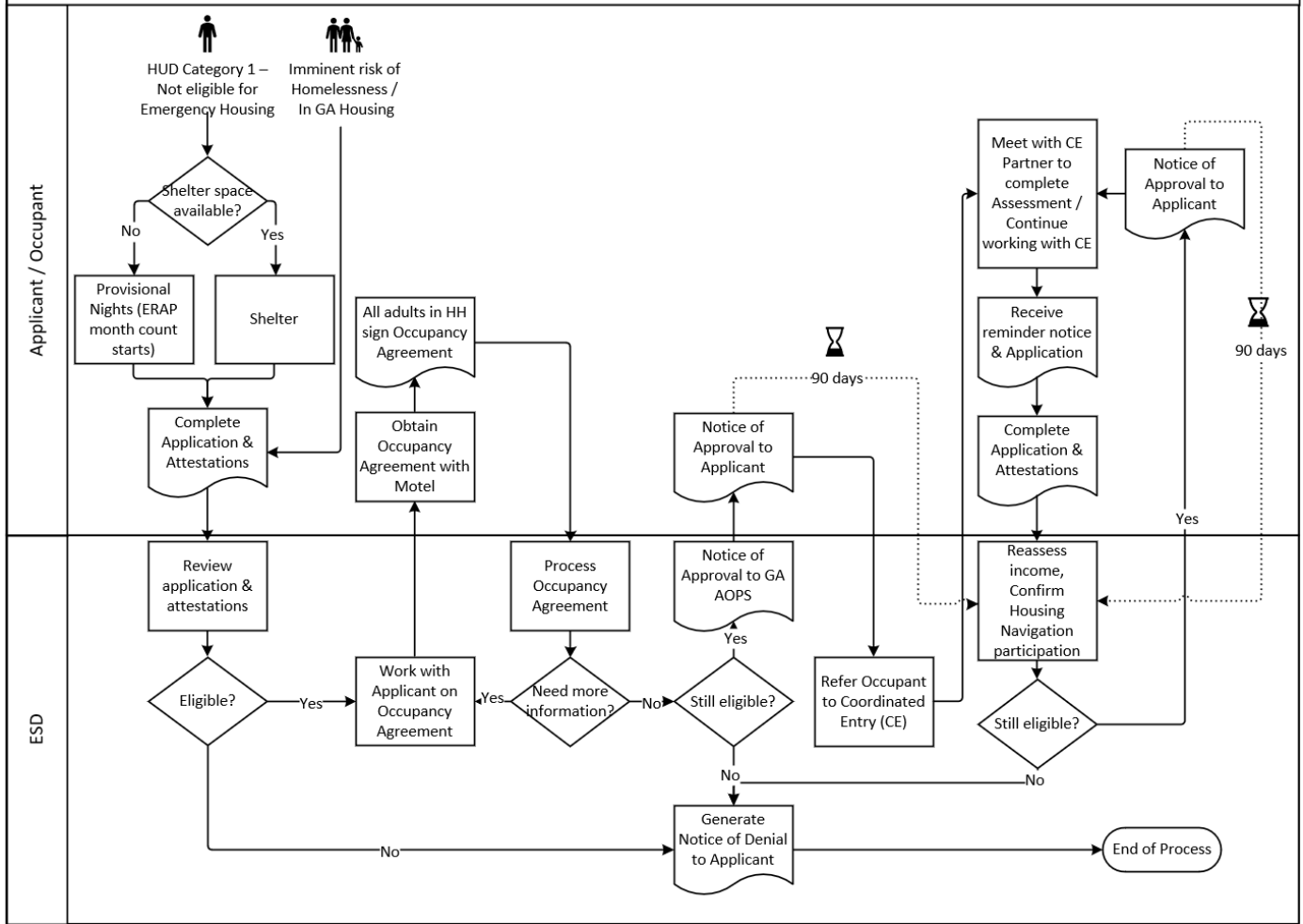
- e. Send completed Notice of Decision to GA AOPs. Email must include a copy of the application and the completed grid below. Send a copy of the Notice of Decision to Onbase.

	ANSWERS
HOH Full Name	
SSN	
# of Adults in the Household	
# of Children in the Household	
Verified Monthly Income	
Date Application was signed	
Is the client sharing a room with another adult/household?	
For GA ONLY: Eligibility category: (natural disaster, DV, constructive eviction, death of spouse/child, over 65 years, receipt of SSI/SSDI, child under 6, 3 rd trimester of pregnancy, vulnerable population points)	

- 12. If the applicant household is ineligible:
 - a. Complete Notice of Decision.
 - b. Send completed Notice of Decision to GA AOPs.

See Transitional Housing Process Flow below.

Transitional Housing Eligibility



Applicant Household

An applicant household includes all adults residing in the motel room together.

- Excludes caretakers or essential persons residing with a household member or child of a household member as a reasonable accommodation.

GA AOPS must approve all excluded household members.

All adult household members must sign the application and Occupancy Agreement.

Verification

Applicant households are responsible for providing all necessary verification.

Income verification is required if not verified in ACCESS. All wages must be verified.

There is no resource test for Transitional Housing.

Wages

1. **Wages must be verified. Request copies of paystubs or make a collateral call to the employer.**
2. **Use gross income when determining eligibility.**
3. Request previous 30 days of wages, beginning with the day prior to the application. If the applicant reports the paystubs are no longer reflective, request previous 30 days of paystubs from the date of the interview.
 - a. Verification includes, but is not limited to:
 - i. Paystubs
 - ii. Collateral Calls
 - iii. Schedule C or self-declaration (self-employment)
 - b. Does not include:
 - i. Bank statements
4. For self-employment, request most recent Schedule C.
 - a. If the applicant household does not file tax returns, request a statement of earnings from the applicant household.

Unearned Income

Applicant households must provide verification of unearned income not known to ACCESS.

This includes:

- SSA/SSI/SSDI Award Letters
- Unemployment compensation statements/stubs

Self-Attestation/No Income

If an applicant household states they are without income and has signed the application indicating they do not have any income, note in CATN that they have verbally attested to not having any income.

Identification

For members of the applicant household not known to ACCESS, accept any form of ID that reasonably establishes identity:

- Driver's license
- Passport
- Military ID
- School ID
- Health benefits ID

Applicants known to ACCESS do not need to provide ID as identification is verified for other ESD programs.

Vermont Residency

Applicant households must be living in Vermont with the intent to establish a permanent residence within the state.

Immigration status does not factor into eligibility decisions.

BPS can confirm residency verbally with the applicant household.

Homelessness Verification

Verification may be obtained through documents or collateral calls.

If an applicant household has been exited from an Occupancy Agreement they are considered Category 1 under the HUD definition of homelessness.

The HUD definitions of homelessness can be found [here](#).

Applicant households must meet Category 1 to qualify for Provisional Housing.

Category 1

Applicant households who meet the HUD Category 1 definition of homelessness (literally homeless) must verify their homelessness prior to being housed.

Determine the applicant household's last permanent housing and the reason the housing ended. The verification required is determined by the reason the applicant left housing.

- If a member or child of a member of the applicant household is fleeing DV, contact the local sister agency for verification. Additionally, the applicant household may provide a relief-from-

abuse order, an order against stalking, corroboration from police reports, court officials, hospitals, physicians, or other credible sources, or a deferment from the RUFA work requirement due to the effects of DV.

- If the applicant household's apartment was deemed uninhabitable, contact the town health officer, the Division of Fire Safety, or another governmental entity. Verification from a private tradesperson is not acceptable.
- If the applicant household lost housing due to a fire, flood, or other natural disaster, acceptable verification includes the Red Cross and local news reports.

Category 2

Applicant households who meet the HUD Category 2 definition of homelessness (imminently homeless) must verify their homelessness prior to being housed.

Determine the applicant household's last permanent housing and the reason the housing ended. The verification required is determined by the reason the applicant left housing.

- Applicant household's residence must be lost within 14 days of the date of application for assistance.
- No subsequent residence has been identified.
- Source of verification is dependent on cause of homelessness, as above.

Interview

Interviews only need to be completed for initial applications. For re-certifications, an interview is not needed.

1. Discuss the applicant household's current housing situation. Does the applicant household meet the definition of HUD Category 1? Category 2? [See Homelessness Verification.](#)
2. If the applicant came from out of state, ask the applicant if they used any ERAP months before they came to Vermont. CATN their answer.
3. Discuss the applicant household's income. Does the applicant household have any income? Is the applicant household's income at or below 80% of AMI? If so, from where does the applicant household receive income? [See Verifications section.](#) [See Income section.](#)
4. Request a current Occupancy Agreement from the applicant household if they have not yet provided one. [See Occupancy Agreement section.](#)
5. Use the Attestations script to explain attestations to applicant household. CATN if the household did not check the box on the application but agrees to the attestation in the interview and put a pilot note on the application in OnBase.
6. Discuss Coordinated Entry and Housing Navigation with eligible applicant households. [See Housing Navigation/Coordinated Entry section.](#) Complete the Coordinated Entry referral for any household new to ESD housing programs (GA Emergency Housing or the THP). For reference, use the Coordinated Entry Referral Desk Aid [here.](#)

7. Discuss ERAP 18-month limit and how months are calculated with eligible applicant household.
[See Calculation of ERAP Months section.](#)
8. Explain to the applicant household that they must notify ESD if they terminate the Occupancy Agreement early and leave the unit.

Notices

A Transitional Housing Program Notice (Notice of Decision) must be sent for all applications received.

Notices are not in ACCESS and need to be manually created.

Approval

If the application is approved, an approval Notice of Decision will be sent to the applicant household.

BPSs should generate the Notice and send to GA AOPs, who will send to the applicant.

Approval notice includes:

1. Number of months approved;
2. Number of ERAP months remaining for the applicant household
 - At the first approval, BPS should enter 18 months remaining, GA AOPs will check the months and change as necessary.
 - At the first recertification, BPS should enter 15 months, at the second recertification, the BPS should enter 12 months, and so on.
3. The move-in date at the motel or transitional housing unit;
4. The move-out date at the motel or transitional housing unit;
5. The amount of monthly assistance;
 - If the first months rent is pro-rated, use this method to determine the pro-rated amount.
 1. Divide the monthly rent by the number of days in the month to determine the daily rate.
 2. Multiply the daily rate by the number of days the household will be occupying the unit that month.
6. The monthly payment amounts and payment dates paid to the motel;
7. The amount and date of the security deposit paid to the motel; AND
8. When to reapply.

Your Application for the Transitional Housing Program has been **APPROVED**.
You have been approved for _____ number of months at the _____.

You have __ months of ERAP benefits remaining, including the months listed here.

Your move-in date is _____.

Your move-out date is _____, unless you renew your Occupancy Agreement.

Your monthly assistance amount is \$_____.

- Payment for the month of _____ in the amount of \$_____ to be paid on _____.
- Payment for the month of _____ in the amount of \$_____ to be paid on _____.
- Payment for the month of _____ in the amount of \$_____ to be paid on _____.
- Payment for the month of _____ in the amount of \$_____ to be paid on _____.

A security deposit has been made to _____ on _____ in the amount of \$_____.

You should submit your next application no later than _____.

Provisional Housing Approval

If the application is approved for Provisional Housing, the dates for provisional housing will need to be filled out in the Notice of Decision. Provisional Housing prior to the first Occupancy Agreement is only available for applicants who are ineligible for Emergency Housing and who have not received the maximum Emergency Housing benefit in the previous 12 months. Provisional Housing prior to the second Occupancy Agreement may be granted for those exited from their first Occupancy Agreement regardless of the number of nights of Emergency Housing used in the previous 12 months.

You have been **PROVISIONALLY** housed for a period of 28 days from _____ to _____ to allow you time to negotiate an occupancy agreement with a motel. Please provide this agreement to us as soon as you are able.

Denial

If the application is denied, a denial Notice of Decision will be sent to the applicant household. The denial reason will need to be filled out in the Notice of Decision. Send a copy of the Notice of Decision to the household and send a copy to GA AOPs.

You have been **DENIED** for the following reason(s):

Your household does not meet the HUD Category 1 or Category 2 definition of homelessness. (*Transitional Housing Program Emergency Rule TH-102*)

You are not a Vermont resident. (*Transitional Housing Program Emergency Rule TH-102*)

Your income is more than program rules allow. (*Transitional Housing Program Emergency Rule TH-102, TH-107*)

Your household does not have a valid Occupancy Agreement (*Transitional Housing Program Emergency Rule TH-102, TH-108*)

Eligibility Criteria (TH-102)

To be eligible for Transitional Housing, applicant households must:

1. Be living in Vermont with the intent to establish a permanent residence within the state, [see Verification section](#);
2. Enter into an Occupancy Agreement ([see Occupancy Agreement section](#)) with a motel owner who is willing to participate in the Transitional Housing Program;
3. Meet income eligibility requirements, [see Income Eligibility section](#);
4. Not have exceeded the 18-month limit on Emergency Rental Assistance;
5. Be experiencing homelessness Category 1 or Category 2 as defined by the Department of Housing and Urban Development (HUD), [see Homelessness Verification section](#). The HUD definitions of homelessness are located [here](#);
6. Have either: experienced some financial hardship due, directly or indirectly, to the COVID-19 pandemic (for example, experiencing a loss of income, experiencing significantly increased expenses, or being unable to find or keep a job); OR qualify for unemployment benefits;
7. Have not applied for and/or received any other federal funding to pay for expenses covered under ERAP. The assistance provided through ERAP may not be applied to costs that have been or will be reimbursed under any other federal assistance program; ANDAND
8. Submit a signed application with attestations, [see Application section](#).

Income Eligibility

The applicant household must have a gross monthly household income at or below 80% of the Area Median Income (AMI) in the county they are seeking housing. This includes the income received by all adult household members. The AMI amounts for Vermont counties can be found [here](#) and below.

The county in which the Occupancy Agreement has been entered will be used as the county for AMI purposes.

For Provisional Housing, the county in which the applicant is seeking housing will be used as the county for AMI purposes, even if the applicant is provisionally housed in a different county.

Income means the gross income received by all adult household members in the 30 days prior to application. Request verification of any income not verified in ACCESS.

County Name	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Addison County	\$3,908.33	\$4,466.67	\$5,025.00	\$5,579.17	\$6,029.17	\$6,475.00	\$6,920.83	\$7,366.67
Bennington County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Caledonia County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Chittenden County	\$4,475.00	\$5,116.67	\$5,754.17	\$6,391.67	\$6,904.17	\$7,416.67	\$7,929.17	\$8,437.50
Essex County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Franklin County	\$4,475.00	\$5,116.67	\$5,754.17	\$6,391.67	\$6,904.17	\$7,416.67	\$7,929.17	\$8,437.50
Grand Isle County	\$4,475.00	\$5,116.67	\$5,754.17	\$6,391.67	\$6,904.17	\$7,416.67	\$7,929.17	\$8,437.50
Lamoille County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Orange County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Orleans County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Rutland County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Washington County	\$3,837.50	\$4,383.33	\$4,933.33	\$5,479.17	\$5,920.83	\$6,358.33	\$6,795.83	\$7,233.33

Windham County	\$3,658.33	\$4,179.17	\$4,700.00	\$5,220.83	\$5,641.67	\$6,058.33	\$6,475.00	\$6,891.67
Windsor County	\$3,679.17	\$4,204.17	\$4,729.17	\$5,254.17	\$5,675.00	\$6,095.83	\$6,516.67	\$6,937.50

Occupancy Agreement

Applicants must enter into an Occupancy Agreement for a minimum of one month.

ESD will provide an Occupancy Agreement form (see Appendix A). The form is not required but is strongly encouraged as agreements must contain all terms listed in Transitional Housing Rule TH-108.

If a motel chooses to use their own Occupancy Agreement, the agreement will need to be reviewed by ESD’s policy analyst for approval.

ESD will assist applicant households in securing an Occupancy Agreement with motels. ESD will not negotiate the monthly rent on behalf of the household. For applicant households asked to leave the transitional housing where they have an existing Occupancy Agreement, see [Persons Difficult to House](#).

The names of individuals on the Occupancy Agreement must match the names of the individuals on the application.

If the household composition changes, a new Occupancy Agreement and application must be completed.

If a motel owner exits a household under an Occupancy Agreement because the applicant household did not comply with the terms of the Occupancy Agreement, ESD will assist the applicant household in attempting to secure a second Occupancy Agreement with another motel owner. The applicant household will be eligible for a second round of provisional housing (28 days) while the second Occupancy Agreement is negotiated.

If the second motel owner exits a household under an Occupancy Agreement because the applicant household did not comply with the terms of the second Occupancy Agreement the applicant household may continue to be eligible for Transitional Housing benefits. However, the applicant household will be responsible for securing their own Occupancy Agreement without the help of ESD, unless ESD grants an exception (see TH-116).

Payment Process

ESD will make payments directly to the motels on or about the first and fifteenth of the month.

Occupancy should be established for the first day of the month. If occupancy is established on a day other than the first of the month, a prorated payment will be made to the motel for the actual days of occupancy for that month. Due to the payment schedule, the motel will not be paid for the prorated month until the month following the first full month of occupancy.

Example: Occupancy Agreement is established and Occupant moves in on July 21st – The motel will not be paid until September 1st for the Occupant. This payment will be for the prorated month of July, the month of August and the month of September. After this initial payment, the motel will be paid on the first for each month of occupancy as long as an Occupancy Agreement is in place.

ESD will contact each hotel/motel participating in the Transitional Housing Program between the 10th and the 15th of each month to confirm the hotel census. If an applicant household has broken an Occupancy Agreement and vacated their unit or been asked to leave, ESD should remove the household from the proceeding month's payment list.

ESD will send a request to the Business Office to generate a payment to the hotel for all the households housed under the Transitional Housing Program at that location. For example, Motel A will get one check for all Transitional Housing households at the motel for the month of May, sometime prior to or around the first of May.

ESD will generate a list of households covered by the payment and send to each participating hotel for reconciliation.

The federal suspension and debarment check will be completed on motels twice annually.

ESD requires each motel to provide a W-9 tax form to establish payments. W9's must be signed in the previous six months and must be completed in full or they will be rejected.

Security Deposit

ESD will provide a security deposit to the motel on behalf of the applicant household, up to a maximum of \$3,300.

Security deposits will be equal to one month's payment, not to exceed \$3,300.

If the applicant household occupies the unit for four or more months, the security deposit will be returned to them upon termination of the Occupancy Agreement, less any damages. It is up to the applicant household to negotiate the return of the security deposit with the motel, ESD will not negotiate on behalf of the applicant household.

If the applicant household terminates the Occupancy Agreement early the motel may retain the security deposit according to the terms of the Occupancy Agreement.

The amount of the security deposit paid to the motel will be listed on the Notice of Decision provided to the applicant household.

If the household does not occupy their room for at least four months, ESD will complete the Security Deposit Statement form and send the completed form to the hotel. Once the hotel returns the completed form, any amount of the security deposit not applied to damages will be deducted from the next payment ESD makes to the hotel.

Calculation of ERAP Months

ERAP allows participants to obtain up to a lifetime maximum 18 months of assistance, or as long as funding is available. Benefits are counted by calendar month. A benefit of any type/duration, even one night in a motel, will count as a month of ERAP towards the 18-month maximum.

ERAP months will be countable for all adult members of the applicant household.

If within the same applicant household members have a different amount of ERAP months remaining, contact GA AOPs.

For new and renewal applications, send an email to your supervisor with the name and social security number of all adults in the household. Your supervisor will confirm the number of ERAP months used.

Provisional Housing for Category 1 Applicant Households

Applicant households who meet HUD Category 1 homelessness criteria could be eligible for up to 28 days of provisional housing in a motel while an Occupancy Agreement is being negotiated. If a household has been refused continued housing because they violated the terms of their first Occupancy Agreement, they may be eligible for provisional housing while they attempt to secure a second Occupancy Agreement. If the household violates the terms of subsequent Occupancy Agreements, the household is not eligible for provisional housing. Any provisional housing grants count as a month towards an applicant household's total ERAP months.

Applicants who are eligible for Emergency Housing should be granted under General Assistance Emergency Housing, not Provisional Housing.

If a hotel exits a household from their initial Occupancy Agreement that household is eligible for up to 28 nights of Provisional Housing. Provisional Housing prior to the second Occupancy Agreement may be granted regardless of the number of Emergency Housing nights used. If an applicant is eligible for Emergency Housing, they should be housed under Emergency Housing, not Provisional Housing.

When completing a 218EHA for Provisional Housing, please clearly write "Provisional Housing" on the 218EHA.

These applicant households must be:

1. Ineligible for General Assistance Emergency Housing at the time of application for transitional housing assistance;
2. Unable to secure an emergency shelter bed; AND
3. Meet HUD Category 1 Homeless definition:
 - a. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii. Is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); OR
 - iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

If a household meets the criteria above, complete a 218EHA for up to 28 days of housing.

Recertification

The Department must review a household's eligibility for transitional housing assistance every 90 days. At the time of review, the household must report any changes in members of the applicant household and household income and provide the Department with verification of a current Occupancy Agreement.

Eligibility is reviewed every 90 days.

- Reviews must be processed by the 15th of the month prior to the beginning of the renewal period so that payments are made on time.
- ESD will send a letter requesting the household complete a new 201G-TH as new attestations and signatures are required every 90 days.
- Interviews are not needed for recertifications.
- Check that the Occupancy Agreement covers the time period of the recertification. The household must have a valid current Occupancy Agreement. If the Occupancy Agreement has expired, request a new Occupancy Agreement.
- ESD must confirm Coordinated Entry engagement.
- BPSs will send a copy of the Notice of Decision to GA AOPs so that the payments to the motel may continue.
- If recertification is not completed, send denial to GA AOPs.
- If the applicant does not have an Occupancy Agreement or has an income above 80% AMI, send denial to GA AOPs.

Housing Navigation/Coordinated Entry (TH-114)

Eligible households must work with a Coordinated Entry lead agency to find long term housing. Households that do not work with an agency to find long term housing will be ineligible for further transitional housing assistance at the time of review.

Refer eligible applicants who are new to ESD housing programs (GA Emergency Housing or THP) to local Coordinated Entry lead agency:

Addison County	Charter House Coalition
Bennington County	BROC – Community Action in Southwestern Vt
Caledonia, Essex, Orleans Counties	NEKCA
Chittenden County	Champlain Valley Office of Economic Opportunity
Franklin/Grand Isle Counties	Champlain Valley Office of Economic Opportunity
Lamoille County	Capstone Community Action
Orange/Windsor North	Upper Valley Haven
Washington County	Capstone Community Action
Windham South	Groundworks Collaborative
Windsor South/Windham North	Springfield Supportive Housing

Refer eligible applicants to local homeless assistance provider/shelter for housing navigation.

An email list of Coordinated Entry Lead Agencies can be found [here](#) and a desk aid outlining the procedure can be found [here](#).

Persons Difficult to House

ESD, at its discretion, may make a “Hard to House” payment for households who are having difficulty securing an Occupancy Agreement. The reasons for a Hard to House payment include, but are not limited to:

- Eviction (including having been refused continued housing at a motel);
- aged out of foster care or similar arrangements; or
- convicted of a criminal offense or released from incarceration.

The Hard to House payment will total \$3,300. Payments are made to the motel on behalf of the applicant household and are designed to assist in securing an Occupancy Agreement. Only one Hard to House payment can be made on behalf of eligible households.

If anyone in the household has received a prior Hard to House payment the entire household is ineligible for another Hard to House payment.

If a household would benefit from a Hard to House payment, please send the case to Supervisors for GA AOPs to review.

Right to Appeal

Applicants may request a hearing if they disagree with any ESD action. If an applicant requests a hearing, please follow the established Fair Hearing process.