



State of Vermont Agency of Human Services
Department for Children and Families
Office of Economic Opportunity,
280 State Drive Waterbury, VT 05671-1050

Vermont Medicaid
Permanent Supportive Housing
Assistance Program

Community Transition Assistance Policies and Procedures

Effective February 2025

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.

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 agency should include this request in the participant's housing plan.
2. After the participant identifies housing, the PSHA provider on behalf of the participant submits a request for CTA which will include:
 - The category of expense for which the assistance is being requested
 - Attach copy of quotes or receipts with vendor name and date
 - Documentation of financial need (attestation in application can suffice)
 - 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)
 - Proof of Habitability (checklist or 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.
3. OEO CFCM authorizes the CTA application request and informs the PSHA provider agency.
4. The provider agency makes the purchases and submits claims to Medicaid.
5. Medicaid reimburses the provider agency.
 - Medicaid cannot make the payments directly or reimburse anyone other than the provider agency.



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6. Provider agency will send any additional copies of receipts to the OEO CFCM if any final costs were other than those identified in the quotes.
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*: <ul style="list-style-type: none">• 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 of arrears and prospective payments.

** 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.