**SSVF Program Policies and Procedures Template with Resource Links**

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| --- |
| About this Tool SSVF Grantees should develop their own local Policy and Procedures Manual to guide program activities and documentation. This template can be used as the basis of a Policy and Procedure Manual that would address current SSVF requirements and local program design. The right-hand column includes links to regulatory and training materials to help guide the grantee in developing a manual that conforms to VA requirements. Additional local program-specific policies and procedures (e.g. target population priorities and screening, rental assistance payments, etc.) can be included under the same headings.  |
|  |

**SUGGESTED SECTIONS AND HEADERS RESOURCES TO HELP GUIDE LOCAL CONTENT**

1. **Introduction/Purpose/Overview**
2. **Program Description**………………………………………………………… [Program Guide II: Program Overview](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=13)

 [SSVF Fact Sheet](http://www.va.gov/HOMELESS/docs/SSVF/Fact_sheet_SSVF_112011.docx)

* 1. **Glossary / Frequently Used Terms**
		1. Veteran Family……………………………………………………. [Program Guide I D: “Veteran Family”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=12)
		2. Residing in Permanent Housing…………………………… [Program Guide II B.3: Eligible Participants](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=13)

 [Program Guide I D: “Occupying Permanent Housing”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=11)

* + 1. Homeless…………………………………………………………….. [Program Guide I D: “Homeless”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=9)
		2. Area Median Income……………………………………………  [Program Guide VII C.1: “Area Median Income”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=37)
		3. Participant…………………………………………………………..  [Program Guide I D: “Participant”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=11)
		4. Very-Low Income Veteran Family………………………..  [Program Guide I D: “Very-Low Income”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=12)
		5. Extremely-Low Income Veteran Family………………. [Program Guide VI B.3: “Extremely Low Income”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=23)

 [Program Guide VII C.1: “Area Median Income”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=37)

* + 1. Additional terms…………………………………………………. *Insert additional terms applicable to your local program*
1. **Program Policies**
	1. **Participant Eligibility and Documentation** ………………... [Program Guide II B: Eligible Participants](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=13)
		1. Eligibility Criteria
			1. Program Eligibility…………………………………………. [Participant Eligibility Documentation Checklist](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=129)

 [Exhibit F: Sample SSVF Staff Certification of Eligibility Form](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=81)

* + - * 1. Participant Notification of Program

Requirements ……….................................... [75 Federal Register 217 (10 Nov. 2010), p68986](http://edocket.access.gpo.gov/2010/pdf/2010-28407.pdf#page=12)

 [Exhibit D: Sample Participant Agreement](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=77)

* + - 1. Member of Veteran Family…………………………. [Program Guide VII B: Determining Veteran Household Status Eligibility and Verifying Veteran Household Status](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=36)

[FAQ 36: Veteran Families that separate](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=15)

* + - * 1. Documentation……………………………………… [FAQ 12: Verification of household status](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=6)

 [FAQ 10: Medical card as DD214 proxy](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=6)

 [Program Guide IX C: Sample Forms](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=70)

[Program Guide VII: Participant Eligibility Determination and Documentation](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=34)

[Exhibit N: Documentation Standards](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=100)

* + - 1. Very Low-Income or Extremely Low-Income … [Program Guide VII C. Determining Income Eligibility](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=37)

 [Exhibit G: Income Inclusions and Exclusion Tables](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=83)

 [FY 2012 AMI limits](http://www.huduser.org/portal/datasets/il/il12/index.html)

[75 Federal Register 242 (17 Dec. 2010), p79090](http://edocket.access.gpo.gov/2010/pdf/2010-31742.pdf%22%20%5Cl%20%22page%3D4)

* + - * 1. Other Income Sources…………………………… [FAQ 73: Sporadic income](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=24)

[FAQ 74: Self-employment income](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=24)

* + - * 1. Determining Assets………………………………… [Program Guide VII C.3b: Determining Income from Assets](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=40)

[Exhibit S: Asset Income Calculation Worksheet](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=156)

[FAQ 72: Assets](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=24)

[FAQ 23: Asset Liquidation](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=11)

* + - * 1. Documentation……………………………………… [Exhibit N: Documentation Standards](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=100)

 [Exhibit H: Sample Income Calculation Worksheet](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=88)

[Exhibit I: Income Verification Certification Template](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=90)

[Exhibit K: Declaration of Income Template](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=95)

[Program Guide VII: Participant Eligibility Determination and Documentation](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=34)

* + - 1. Occupying Permanent Housing……………………… [Program Guide VII D: Determining Housing Status](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=43)
				1. Housing Category 1 (Prevention)……………. [Program Guide VII D.1: Category 1 Eligibility](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=44)

 [Prevention PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Prevention_2011.ppt)

Possible Risk Factors………………………… [Program Guide VI B.3: Eligibility Screening](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=22)

 [Prevention PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Prevention_2011.ppt#page=7) p7

Additional risk factors………………………. *Document the risk factors your program is considering for*

 *admission*

* + - * 1. Housing Category 2 (Rapid Re-Housing)….. [Program Guide VII D.1: Category 2 Eligibility](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=45)

 [Rapid Re-Housing PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Rapid_Re-Housing_2011.ppt)

* + - * 1. Housing Category 3 (Rapid Re-Housing)….. [Program Guide VII D.2: Category 3 Eligibility](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=46)

 [Rapid Re-Housing PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Rapid_Re-Housing_2011.ppt)

* + - * 1. Documentation………………………………………. [Exhibit N: Documentation Standards](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=109)

 [Exhibit P: Participant Eligibility Documentation Checklist](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=129) [Exhibit J: Homeless Certification Template](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=92)

 [Exhibit L: Self-Declaration of Housing Status](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=98)

 [Exhibit Q: Self-Declaration of Homelessness](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=140)

[Program Guide VII: Participant Eligibility Determination and Documentation](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=34)

 *Include your program’s required forms*

* + - * 1. Additional local eligibility requirements

“But For” Criteria……………………………… [Program Guide VI B.3: Eligibility Screening](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=22)

 [Exhibit N: Documentation Standards](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=108)

Physical and Mental Health Screening..[Program Guide VI B.3b: New Participant Health Screening](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=23)

Add local requirements*………………….... Insert any additional local eligibility requirements*

* 1. **Outreach, Intake and Application**………………………………[Program Guide VI B.3: Eligibility Screening and Evaluation](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=22)

[Targeting, Screening and Assessment PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF_Targeting_Screening_and_Assessment_10132011.pptx)

[Rapid Re-Housing](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Rapid_Re-Housing_2011.ppt)  PowerPoint p17-9

[Prevention PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Prevention_2011.ppt) p14, 19

 [FAQ 33: Changing target population](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=14)

*Include forms and describe steps for internal and external processing of Veteran Family applications*

* + 1. Referring Outside SSVF………………………………………. [Program Guide VI B.2c-d: Referring](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=24)
	1. **Assessment**
		1. Needs Assessment……………………………………………… [Program Guide VI C.1: Needs Assessment](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=24)
		2. Participant Goal-Setting……………………………………… [Program Guide VI C.2: Participant Goal-Setting](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=25)
		3. Housing Stability Plan…………………………………………. [FAQs 29-30: Housing Stability Plan](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=13)

 [Reasonable Housing Plan Webinar](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Reasonable_Plan_Webinar.ppt)

[Prevention PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Prevention_2011.ppt) p21

[75 Federal Register 217 (10 Nov. 2010), p689](http://edocket.access.gpo.gov/2010/pdf/2010-28407.pdf#page=4)78

[75 Federal Register 217 (10 Nov. 2010), p689](http://edocket.access.gpo.gov/2010/pdf/2010-28407.pdf#page=10)84

* + - 1. Documentation…………………………………………...... [Program Guide IX C.2e: TFA and Housing Stability Plan](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)
	1. **Recertification of Eligibility** ……………..………………………. [Program Guide VII E: Recertification](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=46)

 [FAQ 24: Planning for services](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=12)

* + 1. Reassessment Areas……………………………………… [Program Guide VII E.1: Reassessment Areas](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=47)
			1. Updating/Recertifying Occupying

Permanent Housing Categories……………… [Program Guide VII E.1: Reassessment Areas, Housing Status Eligibility](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=47)

 [FAQ 75a: Maintaining Homeless Status](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=25)

 [FAQ 75b: Reclassifying Housing Categories](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=25)

* + - 1. Additional local eligibility requirements…. *Insert any additional local eligibility requirements*
		1. Adjusting Assistance……………………………………… [Program Guide VII E.2: Adjusting Assistance](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=48)
		2. Documentation……………………………………………… [Exhibit F: SSVF Staff Certification of Eligibility for SSVF Assistance](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=81)

[Program Guide VII: Participant Eligibility Determination and Documentation](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=34)

[Exhibit N: Documentation Standards](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=100)

* 1. **Termination of Assistance**………………………………………… [Program Guide VIII G: Releasing Participants](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=52)
	2. **Recordkeeping Policy** ……………………………………………… [FAQ 34: Electronic record-keeping](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=15)

*Include where records are located, number of years retained, and type of records*

* + 1. Confidentiality………………………………………………. [Program Guide VIII F: Confidentiality](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=52)
	1. **Supportive Services** ………………………………………………….. [Program Guide VI: Supportive Services](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=20)

*Describe how you will assess, assign and/or refer to supportive services.**Describe how you will link to other services and possible list contact information for contacts.*

* + 1. Outreach…………………………………………………………….. [Program Guide VI B: Outreach](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=21)

 [Rapid Re-Housing PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Rapid_Re-Housing_2011.ppt) p14-5

 [Prevention PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Prevention_2011.ppt) p15

 [Program Guide XII B.1: Outreach Resources](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=68)

* + 1. Case Management ………………………………………..…… [Program Guide VI C: Case Management Services](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=24)

 [Program Guide XII B.2: Case Management Resources](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=68)

* + 1. Assistance Obtaining VA Benefits………………………… [Program Guide VI D: Assistance Obtaining VA Benefits](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=25)

 [Program Guide XII B.3: VA Benefit Resources](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=69)

* + - 1. Potential VA Benefits……………………………….…… [Program Guide VI D.1: Description of Benefits](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=25)
			2. VA Health Care Enrollment…………………………… [Program Guide VI D.2: Guidance on Administration](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=26)
			3. VA Linkages…………………………………………….…… [State Veterans Affairs Offices](http://www.va.gov/statedva.htm)

 [Veterans Service Organizations](http://www.va.gov/ogc/apps/accreditation/index.asp)

 [Veterans Benefits Administration Presentation](http://www.va.gov/HOMELESS/docs/SSVF/VBA_Post_Award_presentation_2011.pptx)

* + 1. Assistance Obtaining and Coordinating Other

Public Benefits……………………………………………………. [Program Guide VI E: Other Public Benefits](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=26)

 [Program Guide XII B.4: Public Benefits Resources](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=69)

 [38 CFR 62.33: Other Public Benefits](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=fbe2cf2c0514df921ebc1b2673a143ac&rgn=div8&view=text&node=38:2.0.1.1.29.0.373.14&idno=38)

* + - 1. Potential Benefits………………………………………… [Program Guide VI E.1: Description of Services](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=26)
		1. Temporary Financial Assistance (TFA)…………….…… [Designing and Delivering HPRP Financial Assistance](http://www.hudhre.info/documents/HPRP_FinancialAssistance.pdf)

 [Program Guide VI F: Other Supportive Services/TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=27)

 [Program Guide XII B.5: TFA Resources](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=70)

 [Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt)

* + - 1. Requirements and Limitations……………………… [Program Guide VI F.3: Restrictions on Payments](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=34)

[Exhibit E: Requirements for the Use of Supportive Services Grant Funds](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=80)

* + - * 1. Assistance Limits to Participants................ [FAQ 26: No maximum amount per Veteran family](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=12)
				2. Grant Funds Limitations.............................. [Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=60)
				3. Additional Limitations…………………………..…. Insert any additional local TFA limitations
			1. Source Documentation Requirements………….. [Financial Assistance PowerPoint p35-7](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt)

 [Exhibit C: Sample Temporary Financial Assistance Request Form](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=75)

* + - 1. Types of Temporary Financial Assistance......... [Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt)
				1. Rental Assistance……………………………………. [Program Guide VI F.2a: Rental Assistance](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=29)

[Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=59)

[Financial Assistance PowerPoint p23](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt)

[Rapid Re-Housing PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Rapid_Re-Housing_2011.ppt)

[Prevention PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Prevention_2011.ppt)

[Exhibit A: Rent Reasonableness Checklist](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=72)

[Exhibit B: Habitability Standards and Sample Inspection Checklist](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=73)

Rental Arrears …………………………………. [FAQ 16: Rental arrears and other government programs](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=8)

[FAQ 17: Oral Lease for Rental Arrears](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=9)

* + - * 1. Utility-Fee Payment Assistance ……………… [Program Guide VI F.b: Utility-Fee Payment Assistance](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=30)

 [Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)

 [Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt) p26-7

[FAQ 22: Utility arrears](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=11)

* + - * 1. Deposits………………………………………............. [Program Guide VI F.c: Deposits](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=31)

[Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)

[Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt) p27-8

[FAQs 19-21: Grantee recovery of security deposits](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=10)

* + - * 1. Moving Costs……..………………………..…………. [Program Guide VI F.d: Moving Costs](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=31)

[Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)

[Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt) p29

[FAQ 18: Relocation costs](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=9)

* + - * 1. Emergency Supplies ………………………………. [Program Guide VI F.e: Purchase of Emergency Supplies](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=32)

 [Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)

 [Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt) p33

* + - * 1. Transportation Assistance………………………. [Program Guide VI F.f: Transportation](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=32) Assistance

 [Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)

 [Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt) p30

* + - * 1. Child Care Assistance……………………………… [Program Guide VI F.e: Child Care Assistance](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=33)

 [Program Guide IX C.2e: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)

 [Financial Assistance PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt) p31

* + - 1. Eligible Units
				1. Documentation……………………………………… [TFA/Housing Unit Documentation Checklist](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=123)
				2. Lease Requirement………………………………… Minimum lease content in [Exhibit N](http://www.va.gov/HOMELESS/docs/SSVF_Program_Guide.pdf#page=105)

 [Program Guide IX C.2e: TFA Documentation Chart](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=60)

[FAQ 17: Oral Lease Agreements](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=9)

* + - * 1. Rent Reasonableness……………………………… [[Exhibit A: Rent Reasonableness Checklist](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=72)](http://www.va.gov/HOMELESS/docs/SSVF_Program_Guide.pdf#page=68)
				2. Habitability Standards…………………………… [Exhibit B: Habitability Standards and Sample Inspection Checklist](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=73)
				3. Unit Selection………………………………………… [FAQ 25: Renting from SSVF Grantee or subcontractors](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=12)

[FAQ 31: Shared Housing](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=14)

* + - 1. Unallowable Financial Assistance…………………… [Financial Assistance PowerPoint p3](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Financial_Assistance_2011.ppt)

 [Program Guide IX E: TFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=61)

* + 1. Additional Optional Services……………………………….. Insert any additional services provided
	1. **Satisfaction Surveys**………………….................................... [FAQ 37: Follow-up](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=15)
1. **Program Operations and Requirements**
	1. **Expense Category Restrictions**………………………………….. [Program Guide IX C: Eligible Expenses](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=58)
		1. Administrative Expense Documentation………………. [FAQs 7-8: Back-up Documentation](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=4)
	2. **Housing Category Time Restrictions**…………………………. [Program Guide II B: Time Restrictions](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=13)

[Rapid Re-Housing PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Rapid_Re-Housing_2011.ppt) p13

* 1. **Fee Prohibition**.............................................................. [Program Guide VIII B: Participant Fees](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=51)
	2. **Grant Close-out**............................................................. [38 CFR § 62.81: Grant Close-out Process](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=fbe2cf2c0514df921ebc1b2673a143ac&rgn=div8&view=text&node=38:2.0.1.1.29.0.373.31&idno=38)
	3. **Grant Renewal Process**……………………………………………… [Program Guide IV: Grant Renewal Process](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=19)

[SSVF 2011 NOFA](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_NOFA_2011_30778.pdf)

[SSVF 2011 Renewal Application](http://www.va.gov/HOMELESS/docs/SSVF/FINAL_2011_SSVF_Renewal_Application.pdf)

[SSVF 2011 NOFA Grant Application Workshops and Registration Form](http://www.va.gov/HOMELESS/docs/SSVF/VA_2011_NOFA_Technical_Assistance_Registration.pdf)

[SSVF 2011 Applicant Budget Template](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Application_Applicant_Budget_Template_2011.xls)

* 1. **Employee Training Plan….** ……………………………………….. [Program Guide X: Evaluation and Monitoring](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=62)
	2. **Internal Monitoring and Evaluation Plan**
		1. Fiscal Monitoring and Evaluation……………………….. Distributed by SSVF Regional Coordinator to each grantee
		2. Programmatic Monitoring and Evaluation…………… Distributed by SSVF Regional Coordinator to each grantee
	3. **Reporting Requirements**……………………………………………. [Program Guide XI B: Reporting Requirements](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=63)
		1. HMIS Process and Forms……………………………………… [Program Guide I D: “HMIS”](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=11)

[Program Guide XI B.1: HMIS](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=63)

[Data Collection Guide](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf)

[HMIS and SSVF PowerPoint](http://www.va.gov/HOMELESS/docs/HMIS_and_SSVF.pptx)

[HMIS Webcast Part 1](http://www.va.gov/HOMELESS/docs/SSVF_HMIS_Training_1.asx)

[HMIS Webcast Part 2](http://www.va.gov/HOMELESS/docs/SSVF_HMIS_Training_2.asx)

[FAQs 52-70: HMIS](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_11152011.pdf#page=20)

[Intake Data Collection Template](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf#page=17)

[Exit Data Collection Template](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf#page=29)

[Financial Assistance Data Collection Template](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf#page=24)

[Supportive Services Data Collection Template](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf#page=27)

* + - 1. Data Elements………………………………………………. [Exhibit M: Required SSVF HMIS Data Elements](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=99)

[VA Custom Data Elements](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf#page=5)

[SSVF Program Descriptor Data Elements](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf#page=12)

* + - 1. HMIS Housing Status and Permanent Housing

Categories Data Entry Instructions………………… [FAQs Q58, Q59, Q64:](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=20) Housing Status and Categories

* + - 1. HIC and PIT Participation……………………………….. [Preparing for the HIC and PIT PowerPoint](http://www.va.gov/HOMELESS/docs/SSVF/2012_HIC_PIT_VA_Focus_Webinar.pptx)
		1. Quarterly Performance Reports…………………………… [SSVF Quarterly Reporting Presentatio](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Quarterly_Reporting_2011.ppt)n

[Revised Final Companion to Quarterly Reporting](http://www.va.gov/HOMELESS/docs/SSVF/Revised_Final_Companion_Guide_to_Quarterly_Reports.pdf)

[FAQs 78-83: Quarterly Reporting](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=27)

* + - 1. Quarterly Financial Reports…………………………… Distributed by SSVF Regional Coordinator to each grantee
			2. Quarterly Programmatic Reports………………….. Distributed by SSVF Regional Coordinator to each grantee
		1. HPRP Annual Performance Reports ……………………… [FAQs 68-70: HPRP APR](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=22)
		2. Participant Satisfaction Surveys……………………………. [Program Guide XI A3: Participant Surveys](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=64)

[FAQ 77: Participant Satisfaction Surveys](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=26)

1. **Financial Management Procedures**…………………………………… [Program Guide IX: Fiscal Administration](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=53)

[FAQs 39-52: HHS Payment Management System](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf#page=16)

* 1. **HHS Payment Management System**………………………… [Program Guide IX A: Overview of HHS](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=53)

 [HHS Webinar](http://www.va.gov/HOMELESS/docs/Final_SSVF_Webinar_2August2011.pptx)

* + 1. Grant Draw Down………………………………………………… [Program Guide IX B: Grant Draw Down Process](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=55)
		2. Eligible Expenses and Financial Close-outs…………… [Program Guide IX C: Eligible Expenses](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=58)
		3. Documentation……………………………………………………. [Program Guide IX D: Documentation Required](http://www.va.gov/HOMELESS/docs/SSVF/SSVF_Program_Guide_FINAL_Updated_January_17_2012.pdf#page=62)
1. **Online Resources**
	1. [**SSVF Homepage**](http://www.va.gov/homeless/ssvf.asp)
	2. [**SSVF Grantee Resources**](http://www.va.gov/HOMELESS/SSVF_Grantee_Resources.asp)
	3. [**SSVF Program Fact Sheet**](http://www.va.gov/HOMELESS/docs/SSVF/Fact_sheet_SSVF_112011.docx)
	4. [**Webcast: An Introduction to SSVF**](http://www.va.gov/HOMELESS/docs/Homeless_SSVF_CAPTION_CDN.asx)
	5. [**Final Rule**](http://edocket.access.gpo.gov/2010/pdf/2010-28407.pdf)
	6. [**SSVF FY 2010 Notice of Fund Availability (NOFA)**](http://www.va.gov/HOMELESS/docs/SSVF_NOFA_2010_pdf.pdf)
	7. [**SSVF Frequently Asked Questions**](http://www.va.gov/HOMELESS/docs/SSVF/Master_SSVF_Grantee_Q_and_A_01_17_2012.pdf)
	8. [**Network Homeless Coordinators**](http://www.va.gov/HOMELESS/docs/SSVF/NHC_Listing_2011_FINAL_UPDATE.xls)
	9. [**Other HMIS Resources and Data Standards**](http://www.va.gov/HOMELESS/The_Centers_Interventions.asp)
	10. **Alternate Resources**
		1. [HUDHRE.info/HPRP](http://www.HUDHRE.info/HPRP)
		2. [VA Grant and Per Diem program](http://www.va.gov/homeless/GPD.asp)