

**Grant and Per Diem (GPD) Case Management Grant Program Referral
Packet for Supportive Services for Veteran Families (SSVF) Temporary
Financial Assistance (TFA)**

(For Rapid Rehousing Assistance ONLY)

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Purpose of the Packet

Overview

The Supportive Services for Veteran Families (SSVF) program provides supportive services and financial assistance to very low-income Veterans and their families who are literally homeless or at risk of becoming literally homeless. SSVF's primary goal is to support Veterans who "but for" SSVF assistance will become or remain literally homeless. The Grant and Per Diem Grant (GPD) Case Management program is a new grant being offered by GPD. It was authorized under Public Law 114-315. The goal of the grant is to improve the retention of housing for Veterans who were previously homeless/and at risk for homelessness. The program began October 1, 2019. The GPD and SSVF referral packet ("the packet") is to provide one-time assistance for Temporary Financial Assistance (TFA), typically security deposit.

Traditional Referrals to SSVF

The packet cannot be used for supportive services that would require ongoing SSVF case management, such as legal help with benefits or employment assistance; these cases must be referred to SSVF for intake. SSVF is able to help address barriers to housing that may involve **any** family member. Prior to referring a Veteran household to SSVF for TFA only, it is important to assess whether additional services may be needed to support a family's ability to successfully maintain their housing placement. This is particularly true in instances when services are needed by non-Veteran family members. For instance, non-Veteran family members may need health insurance or help boosting household income through employment or benefits counseling. Legal services may also be available through SSVF grantees. These services may only be available through SSVF and would require the SSVF grantee to meet with the Veteran household and engage them in case management.

Use of Packet

The packet must be used by GPD grantees providing transitional housing with the support of the GPD liaison or by HCHV CRS providers with support from HCHV VA staff when seeking one-time TFA for literally homeless Veteran households who would remain homeless "but for" SSVF assistance. GPD Per Diem Only and HCHV CRS grantees should be strategic with identifying only Veterans who are most in need of this service which might include Veterans with zero income, Veterans who are quickly being placed into housing without time to save, and Veterans with limited resources or supports. *This is important because SSVF will not be able to serve every Veteran entering permanent housing. Additionally, funding is based on the SSVF grantee's discretion and is subject to availability.*

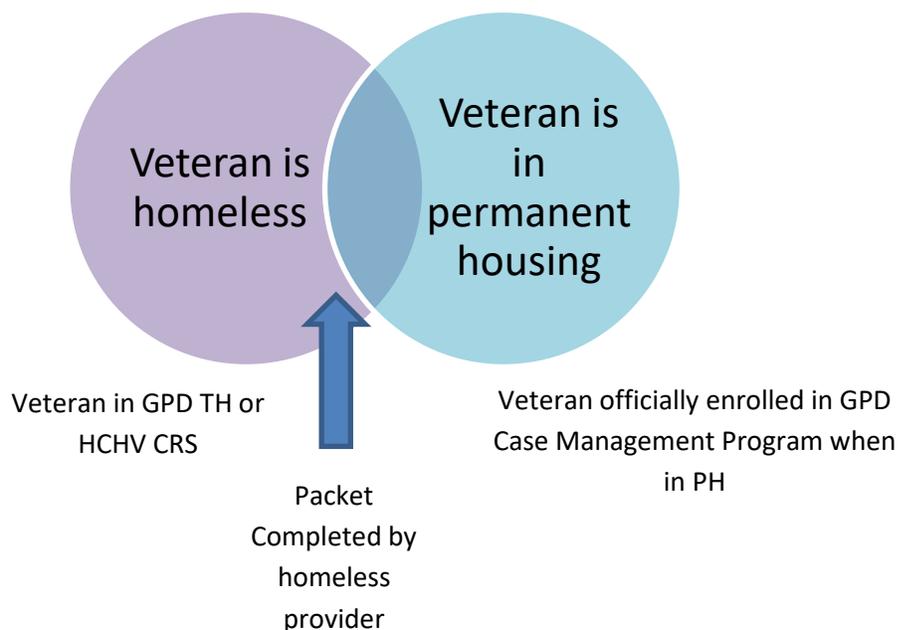
This packet should not be completed by the GPD case management program grantee unless they are also the transitional housing provider. **This is important because the referral packet should be submitted prior to the Veteran moving into permanent housing.**

Eligible TFA includes Security Deposits, Utility Deposits, and in limited circumstances, broker's fees; additional types of TFA are not available. The packet does not apply to Homelessness Prevention Assistance.

SSVF grantees are not required to serve Veterans entering housing and enrolling in the GPD Case Management program and will only do so at their discretion as resources are available. *For this reason, it is important that GPD transitional housing grantee(s), the GPD case management grantee(s), the GPD liaison, and the SSVF grantee(s) meet locally to discuss referral processes, availability of resources, and expectations.*

Background on Population for GPD Case Management Program

Situation	Veteran in GPD transitional housing and not enrolled in SSVF, HUD-VASH, or other housing retention case management	Veteran in HCHV CRS and not enrolled in SSVF, HUD-VASH, or other housing retention case management	Veteran in emergency shelter, non-VA transitional housing, or unsheltered situation who is moving to permanent housing and not enrolled in SSVF, HUD-VASH, or other housing retention case management	Veteran already in permanent housing
Eligible for GPD Case Management Program	Yes	Yes	Possibly	Possibly
Eligible for GPD and SSVF Referral Packet	Yes, prior to Veteran entering permanent housing	Yes, prior to Veteran entering permanent housing	No	No, Packet must be submitted prior to housing placement

Referral Packet Completed Prior to Veteran Entering Permanent Housing**Process**

Referral packet is prepared by GPD TH or HCHV CRS prior to Veteran entering permanent housing. The GPD Case Management grantee is not completing the packet since they are not allowed to do housing search and placement. It is anticipated that there will be warm hand offs and that the GPD Case Management Program would be aware of the referral packet but not directly assisting with its completion.

Eligibility for SSVF Assistance

In order to receive SSVF TFA, Veteran households that are about to enter the GPD case management program but have not been housed yet and are not enrolled in SSVF must:

1. Have a household income that does not exceed 50% percent of the local Area Medium Income (AMI). [Current AMI Limits can be found here.](#)
2. The referral from GPD or HCHV CRS staff to SSVF grantees must be made **prior** to a lease being signed.
3. All other possible resources, including resources the Veteran household has, have been explored and "but for" SSVF TFA the household will remain literally homeless.

Referral Process for GPD TH/HCHV CRS and SSVF

When the Veteran is conducting his/her housing search the GPD TH/HCHV CRS team should be preparing to submit the full packet. The packet must be submitted prior to the Veteran household signing a lease for the unit.

Documentation Submissions and Expectations

1. If the full packet is not in place, the referral will be placed on hold and priority will be given to completed packets. This may result in funding not being available.
2. Once the full packet, including all documentation, is submitted:
 - a. The SSVF grantee will notify the GPD TH or HCHV CR staff of receipt of the packet within two business days.
 - b. The SSVF grantee will review the packet and notify the GPD TH or HCHV CRS staff within two business days if any corrections or additional documentation is needed.
 - c. The GPD TH or HCHV CRS staff will provide the missing documentation to the SSVF grantee within two business days of notification.
 - d. Once all documentation is in place, a check request may be made based on the process describe below.
 - e. Proof of income **does** need to be submitted with the packet.
 - f. Proof of Veteran status **does** need to be submitted with the packet.
 - g. Housing Quality Standards (HQS) inspection or Habitability Standards documentation does **not** need to be submitted with the packet. However, Habitability Standards (at the bare minimum) must be conducted by GPD TH, HCHV CRS, SSVF, or PHA staff prior to payment of TFA assistance.

Check Requests

1. GPD TH/HCHV CRS staff will provide a completed packet including the landlord W-9 Form, HMIS Release of Information, and SSVF Release of Information (if required to talk to vender on Veteran's behalf).
2. The Intent to Rent Form (page 12) included with the packet will be used by SSVF to process the TFA check. Landlords or their agents may substitute their own Intent to Rent Form if it includes all required elements.
3. Letters guaranteeing payment can be provided by SSVF to the landlord if needed.
4. Once a check is requested and the lease is signed, the SSVF grantee will provide the check to the landlord or landlord agent SSVF providers should coordinate providing payment to the landlord at lease signing if possible or within five working days.
5. **Important:** The Intent to Rent Form is used to initiate the check request; however, checks cannot be delivered until a signed lease is in place.

Types of Eligible Assistance

These services should be one-time events and this packet must be completed to access the funds. Please check with SSVF providers to determine types of TFA available.

1. Security Deposits, not to exceed value of two months' rent. Please refer to state landlord tenant law to determine what is allowable.
2. Reasonable broker and application fees for the unit acquired.
3. Utility Deposits.

Basic Eligibility Verification Form

This form must be used by GPD TH or HCHV CRS staff to confirm basic eligibility of a Veteran for SSVF assistance.

- Yes, this individual is a Veteran eligible for SSVF assistance and has a discharge status that is not Dishonorable or Bad Conduct by general court martial. (Include documentation)
- Yes, this Veteran is literally homeless.
- Yes, this Veteran household has an annual income not exceeding 50 percent of AMI, as documented in the Referral Form [Current AMI Limits can be found here.](#) (Include documentation)
- Yes, this Veteran household will remain literally homeless "but for" SSVF TFA assistance and all other options and resources have been explored.

Documentation Checklist *This document MUST be submitted along with all supporting documentation to the SSVF grantee.*

Veteran Name (head of household): _____

Last four of SSN: _____

Other Family Member Names: _____

Participant Information

Check or Write N/A for item not applicable to specific Veteran request.

- SSVF Basic Eligibility Form (page 6 included in the packet)
- Proof of Veteran Status
- Proof of Household Income
- Habitability Standards or Housing Quality Standards
- SSVF GPD TH/HCHV CRS Referral Form (Included in the packet)
- SSVF Temporary Financial Assistance Request Form (Included in the packet)
- SSVF Client Participation Agreement (Included in packet)
- HMIS Release of Information (Form not included in packet - provided by SSVF)
- Department of Veterans Affairs Request for and Authorization to release medical records (Form not included in packet – provided by VA if need)

HOMES Assessment or HMIS Print Out (Form not included in packet - provided by VA) (In some cases, this may not be available; Veterans might already be in HMIS. If not, the information for HMIS must be shared.)

Landlord Documentation for Security Deposits

- Intent to Rent Form, (page 13 included in packet)
- W-9 Form (not included in packet, online download [found here](#))

Other TFA Documentation (if applicable)

- Documentation of any broker or application fees

**Documentation Required for Utility Deposit Assistance and Arrearages
(Not all SSVF grantees provide Utility Assistance)**

- Copy of utility bill stating security deposit charges
- Other supporting documentation (invoice, documentation from utility company)

Please explain any missing documentation and current efforts to secure that documentation, including anticipated timing. This information will help the SSVF grantee plan for check requests and process related to this unit.

Supportive Services for Veteran Families (SSVF) Referral Form

Date:	Referred By (GPD Staff):
Move in Date on Lease if known:	Referring VAMC or CBOC:
City, County where Housing Unit is Located:	Staff Phone and Email:
Amount of Financial Assistance Requested, if known:	Alternate Staff Name and Email:

Veteran Information

Name:	Phone:	Email:
Discharge Status:	Last Permanent Address:	

Household Composition

Name (First, Middle, Last)	Relation to Veteran	SSN	Vet? (Y/N)	Gender	Race/Ethnicity	Disabling Condition (Y/N)	Date of Birth

Education

Last grade completed for any adults in the household ***excluding*** the head of household Veteran

Name: Last Grade Completed:

Name: Last Grade Completed:

Financial Information

Previously applied for and/or received SSVF assistance? Yes No
 Currently receiving VA benefits and/or services? Yes No
 Currently employed? Yes No

Adults only, including the Veteran

Monthly Income for Adults		
Who:	Source:	Amount: \$
Total Monthly Income:	Total Annual Income:	

Non-Cash Benefits Received for all Adult Non-Veteran Household Members

<u>Non-Cash Benefits Received</u>	<u>Name of Adult Non-Veteran Receiving Benefit</u>
Supplemental Nutrition Assistance Program (SNAP)	
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	
TANF Child Care Services	
TANF Transportation services	
Other TANF-funded services	
Section 8 ongoing rental assistance	
Other source of ongoing rental assistance	
Temporary rental assistance	

Temporary Financial Assistance Request Form

Supporting documentation, including invoices for utility deposits, broker's fees, etc., should be included with the packet.

Housing Unit Assistance

Security Deposit total amount requesting \$_

Broker's Fee total amount requesting \$_

Application Fee Total amount requesting \$_

Utility Deposit Assistance

Electric total amount requesting \$_

Gas total amount requesting \$

Water total amount requesting \$_

SSVF Client Participation Agreement

I, _____ am applying for temporary benefits available through the Supportive Services for Veteran Families (“SSVF”) program. My signature below confirms the following:

1. My participation in the SSVF Program is voluntary for me and my household.
2. I understand that the information that I provide to the SSVF program must be complete and accurate to the best of my knowledge. I also understand that I have a continuing obligation to promptly supplement, complete, or correct such information – and that my failure to do so will be deemed to be a failure to cooperate that could result in my loss of benefits (including benefits that have already been paid to others on my behalf).
3. I understand that the failure to provide additional requested documentation or inappropriate behavior towards SSVF staff could also result in my loss of benefits (including benefits that have already been paid to others on my behalf).
4. I understand that I am not automatically entitled to benefits. My eligibility for SSVF benefits depends on a variety of factors, some of which are subjective and at the discretion of the SSVF staff.
5. I understand that SSVF-funded programs provide temporary (short-term) assistance only and that the amount of any benefits awarded is governed by Department of Veteran Affairs (VA) regulations and also depend on my particular circumstances. I further understand that no permanent assistance is available from any SSVF Program under any circumstances.
6. I understand that if I fail to cooperate with any SSVF program or if I provide incomplete or inaccurate information that I may be disqualified from the SSVF Program and may be required to return funds that have been paid to others on my behalf.
7. I have the right to obtain from the SSVF case manager, a copy of my file concerning my application for SSVF benefits. Additionally, I understand that I have the right to seek legal counsel (however, at no expense to the SSVF agency) and to have my legal counsel present at any meetings regarding this matter.

Veteran Signature:

Date:

Landlord Intent to Rent Agreement

Landlords or landlord agents may substitute their own Intent to Rent form if all elements below are included.

The tenant, (Name of Tenant) _____ intends to rent property located at:
(address of housing unit) _____ from the landlord (Name of Landlord)

_____ and hereby enters into an agreement prior to the lease that will commence on the following date _____ and agrees that the security deposit for the amount of \$ _____, will be paid within 5-7 days of lease signing and tenant occupying the above property.

PAYMENT TERMS: (SSVF Provider Name) _____ agrees to make payment within five to seven business days from the date of receiving a signed lease agreement.

All SSVF financial assistance payments checks should be mailed to:

(Payee name must match the W-9 Online download [found here](#).)

Payee Name: _

Address: _____

City: _

Zip: _____

Phone: _____

(SSVF Provider) _____ appreciates your partnership in assisting Veterans and their families and looks forward to continued collaboration.

Landlord signature _____

Date _____

Tenant signature _____

Date _____