Permanent Federal Vouchers

Chapter 6C outlines the policies and procedures for administering permanent housing vouchers including the 811 Project Rental Assistance (PRA) program for HCS clients. These long-term housing resources provide stable, affordable housing for individuals. This chapter details eligibility criteria, the application and referral process, case management responsibilities, and ongoing compliance requirements to ensure that clients receive and maintain appropriate housing support.

Ask the Expert

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For additional information please visit our website: Office of Housing and Employment

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BACKGROUND

The HCS Office of Housing and Employment (OHAE) is dedicated to offering housing and supported employment resources that honor client choice. We work to eliminate barriers and expand opportunities that align with an individual's vision for their life regardless of mental health, substance use disorder, race, language, age, ability, or other status.

OHAE brings together federal, state, and local resources to create opportunities and strategies to help clients access independent housing, and in collaboration with our community partners, help build an individualized array of services to support them. This chapter provides specific guidance around Housing and Urban Development (HUD)permanent federal vouchers and can help you refer clients who are eligible for them.

Whenever possible, we can offer guidance about difficult housing situations you might encounter with your client, including tips about working with clients experiencing homelessness. Affordable housing and tenancy support are complex topics that often do not have easy or quick solutions. Please let us know about other topics or obstacles you would like to see addressed in this chapter.

PERMANENT FEDERAL HUD VOUCHERS

Starting in 2011, the HCS Housing Team began collaborating with local Public Housing Authorities (PHAs) to make Housing Choice Vouchers (HCVs) available to DSHS clients. For background, the Housing and Urban Development (HUD) agency awards these vouchers (formerly known as Section 8) to the PHAs through a competitive process called "Notice of Funding Allocations" (or NOFAs). The voucher pays for a portion of the individual's rent, and the individual is responsible for paying 30% of their monthly household toward rent.

The different types of HCVs the HCS Housing Team administers are the Non-Elderly Disabled (NED1, NED2, Mainstream Voucher [MSV]) and the Referral Voucher Program (RVP). Your regional HCS Housing Program Manager can help you understand the eligibility criteria for these vouchers and let you know where there is current availability.

What is a "Non-Elderly Disabled" (NED) voucher?

HUD defines a "Non-Elderly Disabled Family" as a family whose head of household, or sole member, is 18-61 years of age at the time of lease signing, and the qualifying person has a disability. There are three subcategories of NED vouchers that target specific groups of people with disabilities:

- **NED Category 1** vouchers are available to the qualifying person (and their family, if applicable) regardless of their current living situation.
- **NED Category 2** vouchers are available to the qualifying person (and their family, if applicable) who is currently living in an institutional setting such as Skilled Nursing Facilities, hospitals, Residential Habilitation Centers for individuals with developmental disabilities, and Psychiatric Hospitals (Eastern and Western State). The institutional settings, though, **exclude** board and

care facilities (e.g., adult homes, adult day care, adult congregate living), residential services, and community-based congregate settings. Prison is also excluded.

- **NED Mainstream** vouchers (MSV) are available to the qualifying person (and their family, if applicable) who are institutionalized (see definition above), or at risk of institutionalization, or homeless, or at risk of homelessness. Please ask your regional Housing Program Manager for more information on what are the definitions of *at risk* and *homeless*, as these may vary depending on the PHA.

What Is the Referral Voucher Program (RVP)?

The RVP is a Housing Choice Voucher (HCV) and is not considered a NED voucher. It is available to individuals regardless of setting who are receiving HCS LTSS. There is a service component for this voucher and applicants should be agreeable to receiving LTSS. This voucher is available to applicants over the age of 18.

Where are permanent HUD vouchers available?

- Region 1:
  - City of Yakima: NED2 and MSV
  - Spokane, Ferry, Stevens, Pend Oreille, Lincoln, and Whitman Counties: NED 1 and Mainstream and RVP
  - City of Kennewick: NED1 and MSV
  - Okanogan County: MSV
- Region 2:
  - Snohomish County: NED2
  - Whatcom County: RVP
- Region 3:
  - City of Tacoma/Pierce County: NED2 and MSV
  - Jefferson and Clallam Counties: NED2
  - Cowlitz, Lewis, Pacific and Wahkiakum Counties: NED2

Does an individual have to reside in the area where the voucher is available?

No. Public Housing Authorities (PHAs) allow anyone to apply for vouchers or public housing, and eligibility is not based on the current location or residence of the applicant. Applicants currently living within the service area of the PHA, however, may be given preference.

What are the basic eligibility requirements for permanent HUD vouchers?

A household must meet all criteria:

- Be very low-income. A household's income must be at, or below, 50 percent of the Area Median Income as determined by HUD. Each year, HUD publishes these income limits for every housing market across the nation:
  - https://www.huduser.gov/portal/datasets/il.html

- Be a citizen or a non-citizen with "eligible immigration status," and

- Be in good standing with federal housing programs. Specifically, a household must not have:
  - Been evicted from federally assisted housing for illegal drug activity within the past 3 years.
  - Been required to register as a lifetime sex offender.
  - Been convicted of producing methamphetamine in federally assisted housing.
  - A criminal history may disqualify an applicant from the voucher. On a case-by-case basis, a denial can be appealed except for the above three categories.

What are the roles and responsibilities in the eligibility process?

There is a multi-level process for determining eligibility for and processing permanent HUD vouchers. HCS, contracted providers and Housing Authorities all have a role in the process.

- **HCS Housing Program Managers (HPMs):** Are responsible for screening and referring applicants from case managers that expressed their client's need for affordable housing. All referrals are made through HCS Housing Program Managers to Public Housing Authorities; individuals contacting Public Housing Authorities outside of this process will be directed to HCS Housing Program Managers.
- **HCS Case Managers:** Make referrals for HCS housing resources, create transition plans, and authorize transition goods and services.
- **Contracted Providers** (Community Choice Guides or Supportive Housing Providers): Complete tasks and purchases authorized by the HCS Case Manager to support the client in reaching transition and/or stabilization goals.
  - **Public Housing Authorities:** After receiving the initial application packet from HCS, they will screen the applicants on their prior tenant history, conduct criminal background checks, rental history, and screen for other criteria. Each PHA is then responsible for administering their program in accordance with their housing plan.

What is the process to refer a client for permanent HUD vouchers?

- **Contact your Regional HCS Housing Program Manager (HPM) with the client's name and ACES ID**
  - HPM will prescreen the client and determine if the client is eligible to apply.
  - If client is found eligible, HPM will email the housing application to the NFCM and cc supervisor.
  - This is the time to make a CCG referral -- if one hasn't been made yet.
- **Complete the application and provide supporting documentation**
  - If the client needs support completing the application and gathering documents, this can be provided by the NFCM, SNF Social Worker, or contracted provider.
- **Submit completed application to HPM**
  - HPM will review the documents and submit them to the PHA.
  - PHAs will schedule briefing appointment with the client and/or contact.
- **HPM will work with contracted provider and PHA on housing search and lease up process.**
- **Clients must remain in the SNF until the voucher is issued by the PHA. Once client has signed the lease, a transition date can be set, and client can move.**

What is the required documentation for my client to apply?

Depending on the PHA, the required application materials can vary. However, the following is a list of common items required. Ask your Regional Housing Program Manager about the specific documents required for your client's application:

- Current state issued photo ID. PHAs will not accept expired ID.
- Copies of Social Security card(s).
- Copies of current year's Social Security award letters or other first-party income verification. In some circumstances, HPM may be able to provide income verification via ACES.
- Copies of bank statements if clients have checking or savings accounts.
- Disability verification if client is not receiving income based on their disability.

How will I know if there are permanent HUD vouchers available?

When there is immediate availability of vouchers announcements about openings are distributed statewide via regular emails to HCS supervisors, Program Managers and RCL Specialists who should disperse the information to HCS Case Managers.

Is there a waitlist for permanent HUD vouchers?

Regional HPMs maintain short waitlists of eligible applicants. When there are enough applicants on a waitlist, the HPM will no longer accept additional applications. Because the turnover in vouchers is not predictable, the HPMs will not be able to predict how long a person may need to wait for an available voucher.

811 UNITS: PROJECT BASED RENTAL ASSISTANCE (PRA)

Funding for the 811 Project Based Rental Assistance (PRA) apartment units were created by a grant from HUD. The grant provides project-based subsidies for newly built or converted housing units statewide, providing an increase in the number of permanent, affordable housing units for non-elderly clients with disabilities. HUD administers this grant through the Washington State Department of Commerce, which partners with DSHS-HCS to make referrals to the units and coordinate services for residents.

What is the definition of an "811 PRA unit"?

An 811 Project Based Rental Assistance (PRA) unit is created through a contract between the Washington State Department of Commerce and a housing provider. The subsidy is paid to the housing provider and cannot be transferred to another apartment or otherwise follow a client when they move. When a client moves from an 811 unit, the rental assistance does not move with them to the new location. The 811 PRA units are permanent housing, and tenants may live there if they continue to meet the annual eligibility criteria and remain in compliance with their lease agreement.

What locations in Washington State have 811 PRA units?

The following areas have 811 units:

- Region 1:
  - Spokane County: Spokane and Spokane Valley
  - Chelan County: Wenatchee
  - Benton County: Kennewick and Richland
  - Franklin County: Pasco
  - Yakima (coming June 2026)
- Region 2:
  - King County: Seattle, Renton and Auburn
- Region 3:
  - Thurston County: Olympia
  - Clark County: Vancouver
  - Clallam County: Port Angeles

Does an individual have to live in the city or county where the 811 PRA unit is located?

No. Property managers allow eligible applicants to apply for available units regardless of an applicant's current location or residence.

What are the basic eligibility standards for 811 PRA units?

A household must meet all of the following:

- Be extremely low-income. A household's income must be at or below 30 percent of the area-wide median income as determined by HUD. Each year, HUD publishes these income limits for every housing market across the nation: https://www.huduser.gov/portal/datasets/il.html
- Applicant must be between the ages of 18-61 at the time of lease signing.
- Be a citizen or a non-citizen with "eligible immigration status," and
- Be in good standing with federal housing programs. Specifically, a household must not have:
  - Been evicted from federally assisted housing for illegal drug activity within 3 years.
  - Been required to register as a sex offender.
  - A felony conviction for the manufacturing or production of methamphetamine.
  - A criminal history may disqualify an applicant from an 811 unit. Denials can be appealed on a case-by-case basis except for the above three categories.
  - Applicant must be active on a DSHS caseload upon move into the unit but are not required to maintain LTSS to retain the housing.

The Housing Program Managers will process 811 client applications in the order received, and when there are multiple applications for limited units, the above priorities will apply.

- 1st priority: People living in institutional settings and those that are homeless.
- 2nd priority: Individuals wishing to move from residential settings.
- 3rd priority: In-home clients needing other housing due to safety, accessibility or rent burden issue/s.

What are HCS's and the Property Management agency's responsibilities in the 811 PRA units' eligibility process?

There is a multi-level process for determining eligibility for 811 units. Both HCS and Property Managers are responsible for determining client eligibility. Due to the complex funding strategies used to create the tax credit properties that 811 units are in, eligibility criteria may also vary by property.

- **HCS Housing Program Managers:** Are responsible for screening and referring applicants from case managers who expressed their client's need for affordable housing. All referrals are made through HCS Housing Program Managers to 811 Property Managers; individuals contacting these agencies outside of this process will be directed to HCS Housing Program Managers.
- **HCS Case Managers:** Make referrals for HCS housing resources, create transition plans, and authorize transition goods and services.
- **Contracted Providers** (Community Choice Guides or Supportive Housing Providers): Complete tasks and purchases authorized by the HCS Case Manager to support the client in reaching transition and/or stabilization goals.
- **Property Management Agencies**: After receiving initial application packets from HCS, Property Managers will screen the applicants on their prior tenant history, conduct criminal background checks, rental history, and credit history checks, and screen for other criteria. Each agency is then responsible for administering the 811 program in accordance with its tenant selection plan.

How do I make a client referral for an 811 unit?

- **Contact your Regional HCS Housing Program Manager (HPM) with the client's name and ACES ID.**
  - HPM will prescreen the client and determine if the client is eligible to apply.
  - If client is found eligible, HPM will email the housing application to the NFCM and cc Supervisor.
  - This is the time to make a CCG referral -- if one hasn't been made yet.
- **Complete the application and provide supporting documentation.**
  - If the client needs support completing the application and gathering documents, this can be provided by the HCS CM, AAA CM, SNF Social Worker, or contracted provider.
- **Submit completed application to HPM.**
  - HPM will review the documents and submit them to the Property Manager.
  - Property Managers will schedule a briefing appointment with the client and/or contact. Once client has signed the lease, a move-in date can be set, and client can move.

What is the required documentation for my client to apply?

Depending on the Property Management agency, the required application materials can vary. However, the following is a list of common items required. Ask your regional HPM for specific documents required for your client's application:

- Current state-issued photo ID. Expired ID will not be accepted.
- Copies of Social Security Card(s)
- Copies of current years Social Security award letters or other first party income verification
- Copies of bank statements if clients have checking or savings accounts.

How will I know when there is an 811 unit available?

When there is immediate 811-unit availability the openings will be announced to the field via email notifications or the OHAE Housing SharePoint Site.

Is there a waitlist for 811 units?

Regional HPMs maintain waitlists of eligible applicants. HUD 811 PRA waitlist applications are submitted and maintained on the OHAE SharePoint site. When there are enough applicants on a waitlist, the HPM will no longer accept additional applications. Because the turnover in 811 PRA units is not predictable, the HPMs will not be able to predict how long a person may need to wait for an available 811 PRA unit.

RESOURCES

Housing Team Contacts

Office of Housing and Employment Website

HCS Housing Resources

Federal Vouchers One-Pager

811 Units One-Pager

LTSS One-Pager

Zero Income One-Pager

Income Discrimination Flyer: Legal Protection from Discrimination Based on Tenant's Source of Income

Video: Options for Housing Through Long-Term Care Services

RAC 3132: Health Related Social Needs - Federal

Motel Interim Stays for Transitions (MIST) SA294u1

Motel Interim Stays for Transitions (MIST): is a service to pay for a short-term motel/hotel stay offered to minimize the number of clients who discharge to and/or experience episodes of homelessness. MIST aims to minimize the time it takes to get vital LTSS in place and increase the client's chances of ending up on services in their own home. The service is authorized for up to a 6-month period. Federal MIST is funded via the 1115 waiver in which the Washington State Health Related Social Needs Services Program (HRSN) will allow Medicaid enrollees to receive evidence-based, non-medical services to address an individual's unmet, adverse social conditions that contribute to poor health. This includes temporary housing.	
Who is eligible for federal MIST?	HCS/AAA clients who are receiving Medicaid long-term services who have one of the following qualifications: 1. **HCS Subsidy (Bridge or Acute Care Hospital)** • Bridge Subsidy: HCS clients who have a Bridge voucher issued and are working with an authorized contracted provider on an independent housing search. Client must be required to leave their SNF for non-medical reasons; Bridge clients cannot choose to leave their SNF in order to utilize a MIST funded hotel. • Acute Hospital Care (ACH) Subsidy: HCS clients transitioning from an Acute Care Hospital (ACH) setting, when housing is a barrier. 2. **GOSH Program:** HCS clients who are enrolled in the Governor's Opportunity for Supportive Housing (GOSH) and are at risk of or experiencing homelessness. 3. **Other Housing Resource:** • HCS clients who will be living independently and currently have a resource from a housing agency or program. Examples might include Mainstream, NED, Housing Choice, Apple Health & Homes, HEN, HOPWA, VASH, etc. • HCS clients who have been approved for a project-based resource and have a move-in-date. Examples might include Tax Credit units, 811 units, or Permanent Supportive Housing Unit from homeless service agency. 4. **In-Home Short-Term Displacement:** HCS clients who have their own home **and** a short-term situation that requires them to temporarily vacate. Ex: Pest control or eradication, fire, or flooding. 5. **Experiencing Homelessness**: HCS clients experiencing homelessness, at risk of homelessness or fleeing domestic violence or other unsafe

	situations. Ex: staying in a car, park, abandoned building, tent, shelter, or couch surfing.
What is covered under MIST 294u1?	1. Payment for up to 6-month period for a Medicaid HCS client to stay at a motel/hotel.
What is not covered under MIST 294u1?	1. Deposits 2. Damages (Please see RAC 3131 SA294,U2)
How much can I spend?	1. Up to $5,000 per month for a total of six months. • Note: not to exceed six months
Do I need to use a Community Choice Guide (CCG) or GOSH provider?	**Yes.** 1. The HCS/AAA CM will need to coordinate with the CCG or GOSH provider and notify them that the client has been authorized for Motel Interim Stays for Transitions for a period of up to 6 months. 2. The Contracted Provider should be authorized for the duration of the MIST authorization period. 3. The Contracted Provider should make periodic visits to the client to provide support and assist in a housing search, as needed. 4. The CCG or GOSH provider can make payments, or Spokane Housing Authority can be authorized to make payments.
How do I authorize federal MIST payments?	1. Upon receiving approval for MIST, the HCS/AAA CM will receive an approval email with specific instructions. should open RAC 3132. 2. For instructions on how to authorize MIST payments, please see the MIST Authorization Desk Guide. 3. If you are using Spokane Housing Authority to make the MIST payments, please see the MIST Guide for Spokane Housing Authority Payments.
When do I authorize this service?	1. MIST should only be authorized after a referral has been submitted and approved by the Supportive Housing Program Manager and a hotel/motel have been found.
Are ETRs allowed for federal MIST?	**No.** 1. When the approved MIST amount is above $2000, this will generate an error message in CARE and will require the HCS/AAA CM to reach out to the Housing Program Manager to force the error.

Emergency Rental Assistance SA298

Emergency Rental Assistance (ERA) can be used as a one-time payment made directly to landlords on behalf of an HCS client who is facing an immediate eviction due to non-payment of rent. As part of the assistance request, clients must demonstrate they are able to pay their rent going forward and maintain their independent housing as a part of being stabilized in their community setting. This resource should only be requested when there are no other community options to meet the need fully or partially.

Federal Emergency Rental Assistance is funded via the 1115 waiver, in which the Washington State Health Related Social Needs (HRSN) Services Program will allow Medicaid enrollees to receive evidence-based, non-medical services to address an individual's unmet, adverse social conditions that contribute to poor health. These includes rent.	
Who is eligible for federal ERA?	1. An HCS or AAA client who is experiencing or at risk of experiencing homelessness, including facing immediate eviction due to non-payment of rent.
What is covered under federal ERA?	1. A one-time payment made directly to landlords on behalf of an HCS or AAA client who is facing an immediate eviction due to non-payment of rent. 2. Late fees can be included.
What is not covered under federal ERA?	1. ERA does not include pre-tenancy deposits or move-in costs. 2. ERA cannot pay in excess of 150% Fair Market Rent per month and can only pay for a total of six months back rent. 3. Any fees other than late fees.
How do I make payment?	1. The HCS/AAA case manager will need to authorize a Contracted Provider (Community Choice Guide, GOSH Supportive Housing Provider, or Spokane Housing Authority) to make the ERA payment on the client's behalf.
How do I authorize federal ERA	1. Use RAC 3132. 2. Use Service Code SA298 to reimburse the contracted provider for the ERA payment amount approved by the HPM.
When do I authorize this service?	1. ERA should only be authorized after an ERA referral has been submitted and approved by the Housing Program Manager.
Are ETRs allowed for the federal ERA?	**No.** 1. Note: When the approved ERA amount is above $4000, this will generate an error message in CARE and will require the HCS/AAA CM to reach out to the Housing Program Manager to force the error.

RAC 3131: Long-Term Services and Supports Housing Stabilization – State Funds

Governor's Opportunity for Supportive Housing (GOSH) Pre-Tenancy SA299u1

Governor's Opportunity for Supportive Housing (GOSH) Pre-Tenancy	
Who is eligible for GOSH?	HCS/AAA clients who are receiving Medicaid long-term services who are choosing In-Home setting and: 1. Are willing to work with a Supportive Housing Provider, **and** 2. qualify for HCS services (financially & functionally eligible), **and**

	3. are discharging or being diverted from Eastern or Western State Hospitals. 4. An individual with a 90- or 180-day commitment order for further involuntary treatment who is discharging from a local community psychiatric facility into Home and Community Services Long-Term Services and Supports (HCS LTSS), or an individual who is detained through the Involuntary Treatment Act who is stabilized and discharged into HCS LTSS prior to the need to petition for a 90- or 180-day commitment order. 5. HCS clients who are currently living in a residential setting who transitioned or were diverted from Western/Eastern State Hospital within the past 18 months, as documented in CARE and counted by the State Hospital Discharge and Diversion (SHDD) team, and wish to live independently.
What is covered under GOSH SA299,U1?	Services that support an individual's ability to prepare for and transition to housing, including direct and collateral services: 1. Screening and housing assessment for individual's preferences and barriers. 2. Developing an individual housing support plan: identifying goals, addressing barriers, establishing approaches to meet goals, including identifying available services and resources. 3. Assisting with eligibility determination, housing applications, subsidy applications, and housing searches. 4. Identifying resources for modifications and/or one-time move-in needs. 5. Assisting in arranging for and supporting details of moving into housing. 6. Training on roles, responsibilities, and rights of tenant and landlord. 7. Developing housing support crisis plan. 8. Maintaining participant and collateral contacts, and timely completion of supportive housing deliverables as outlined in "Service Standards for Providers."
What is not covered under GOSH SA299u1?	1. Rent 2. Move-in costs 3. Utilities
How much can I spend?	1. 160 units per month
Do I need to use a contracted provider?	**Yes.** 1. After a referral has been submitted and approved for GOSH Services, the SHPM will contract a GOSH SHP to work with the client.
How do I authorize GOSH SA299u1?	Once the referral has been accepted by the SHPM:

	1. The SHPM will open RAC 3131 – LTSS Housing Stabilization and then the pre-tenancy Supportive Housing service code, SA299-U1, to open the SH authorization in CARE. 2. It is the SHPM's responsibility to open, extend and close authorizations for service code SA299, U1.
When do I authorize this service?	1. After a referral has been submitted and approved for GOSH Services, the SHPM will contract a GOSH SHP to work with the client.
Are ETRs allowed for GOSH SA299u1?	**No.**
What about SA299,U1 for Civil Transitions Program?	1. Supportive Housing services are available through GOSH for those who meet Civil Transition Program eligibility (see Chapter 9b). 2. For clients meeting Civil Transition Program (CTP) eligibility only, use the appropriate CTP RAC and then authorize SA299u1 with the Reason Code "Civil Transitions Program". 3. If a Civil Transition Program client ends up eligible for LTSS: • End CTP RAC • End SA299,U1 authorization, then: ○ Open RAC 3131 LTSS Housing Stabilization ○ Open SA299,U1 and use Reason Code "5440 FEFE", which stands for 5440 Functionally Eligible Financially Eligible.

Governor's Opportunity for Supportive Housing (GOSH) Tenancy H0044

Governor's Opportunity for Supportive Housing (GOSH) Tenancy	
Who is eligible for GOSH?	1. HCS/AAA clients who are receiving Medicaid long-term services who: are choosing In-Home setting **and**: 2. Are willing to work with a Supportive Housing Provider, **and** 3. Qualify for HCS services (financially & functionally eligible), **and** 4. Are discharging or being diverted from Eastern or Western State Hospitals. 5. An individual with a 90- or 180-day commitment order for further involuntary treatment who is discharging from a local community psychiatric facility into Home and Community Services Long-Term Services and Supports (HCS LTSS); or an individual who is detained through the Involuntary Treatment Act who is stabilized and discharged into HCS LTSS prior to the need to petition for a 90- or 180-day commitment order. 6. HCS clients who are currently living in a residential setting who transitioned or were diverted from Western/Eastern State Hospital within the past 18 months, as documented in CARE and counted by SHDD team, and wish to live independently.

What is covered under GOSH H0044?	Services to support individuals to maintain tenancy once housing is secured, such as: 1. Early intervention for behaviors that might jeopardize housing, e.g., late rent payment, lease violations, etc. 2. Training on responsibilities and rights of tenant and landlord. 3. Coaching on relationship building with landlords, property managers, and neighbors, and assisting in dispute resolution. 4. Linking with community resources to prevent eviction
What is not covered under GOSH H0044?	1. Rent 2. Move-in-costs 3. Utilities
How much can I spend?	1. 1 unit per month (rate $575)
Do I need to use a contracted provider?	**Yes.** 1. After a referral has been submitted and approved for GOSH Services, the SHPM will contract a GOSH SHP to work with the client.
How do I authorize GOSH H0044?	Once the client has moved into their own apartment: 1. The SHPM will ensure RAC 3131 – LTSS Housing Stabilization's end date matches the CARE Plan end date. 2. The SHPM will close pre-tenancy service code SA299, U1, and open tenancy service code H0044. 3. It is the responsibility of the SHPM to close the authorization for SA299, U1 and open an authorization for H0044. 4. The SHPM will update the tenancy service code, H0044, on an annual basis. If there are any concerns around client eligibility, staff with the SHPM.
When do I authorize this service?	GOSH Services should only be authorized after a referral has been submitted and approved by the Supportive Housing Program Manager. Once the client has moved into their own apartment: 1. The SHPM will ensure RAC 3131 – LTSS Housing Stabilization's end date matches the CARE Plan end date. 2. The SHPM will close pre-tenancy service code SA299, U1, and open tenancy service code H0044. Please note, the date when the tenancy service code, H0044, is opened will vary based on the terms of the SHP's contract.
Are ETRs allowed for GOSH H0044?	**No.**
What about H0044 FOR Civil Transitions program?	1. H0044 should not be used for a client only eligible for the Civil Transition Program. 2. If a Supportive Housing client who was originally Civil Transition Program client ended up eligible for LTSS and secures housing use

	Reason Code "5440 FEFE", which stands for 5440 Functionally Eligible Financially Eligible.

Motel Interim Stays for Transitions (MIST) SA294u2

Motel Interim Stays for Transitions (MIST): is a service to pay for a short-term motel/hotel stay offered to minimize the number of clients who discharge to and/or experience episodes of homelessness. MIST aims to minimize the time it takes to get vital LTSS in place and increase the client's chances of ending up on services in their own home. The service is authorized for up to a 6-month period.	
Who is eligible for state MIST?	HCS/AAA clients who are receiving Medicaid long-term services who have one of the following qualifications: 1. **HCS Subsidy (Bridge & Acute Care Hospital)** • Bridge Subsidy: HCS clients who have a Bridge voucher issued and are working with an authorized contracted provider on an independent housing search. • Acute Hospital Care (ACH) Subsidy: HCS clients transitioning from an Acute Care Hospital (ACH) setting~~,~~ when housing is a barrier. 2. **GOSH Program:** HCS clients who are enrolled in the Governor's Opportunity for Supportive Housing (GOSH) and are at risk of or experiencing homelessness. 3. **Other Housing Resource:** • HCS clients who will be living independently and currently have a resource from a housing agency or program. Examples might include Mainstream, NED, Housing Choice, Apple Health & Homes, HEN, HOPWA, VASH, etc. • HCS clients who have been approved for a project-based resource and have a move-in-date. Examples might include Tax Credit units, 811 units, or Permanent Supportive Housing Unit from homeless service agency. 4. **In-Home Short-Term Displacement**: HCS clients who have their own home and a short-term situation that requires them to temporarily vacate. Ex: pest control or eradication, fire, or flooding. 5. **Experiencing Homelessness**: HCS clients experiencing homelessness, at risk of homelessness or fleeing domestic violence or other unsafe situations. Ex: staying in a car, park, abandoned building, tent, shelter, or couch surfing.

What is covered under MIST 294u2?	1. Payment for up to 6-month period for a Medicaid HCS client to stay at a motel/hotel. 2. Deposits. 3. Damages- (Requires HQ Approval. Please contact the Supportive Housing Program Manager).
What is not covered under MIST 294u2?	1. Monthly payment that exceeds $4,000.
How much can I spend?	1. Up to $4,000 per month for a total of six months.
Do I need to use a Community Choice Guide (CCG) or GOSH Provider?	**Yes.** 1. The HCS/AAA CM will need to coordinate with the CCG or GOSH provider and notify them that the client has been authorized for Motel Interim Stays for Transitions for a period of up to 6 months. 2. The Contracted Provider should be authorized for the duration of the MIST authorization period. 3. The Contracted Provider should make periodic visits to the client to provide support and assist in a housing search, as needed. 4. The CCG or GOSH provider can make payments, or Spokane Housing Authority can be authorized to make payments.
How do I authorize state MIST?	1. Upon receiving approval for MIST, the HCS/AAA CM will receive an approval email with specific instructions. should open RAC 3131. 2. For instructions on how to authorize MIST payments, please see the MIST Authorization Desk Guide. 3. If you are using Spokane Housing Authority to make the MIST payments, please see the MIST Guide for Spokane Housing Authority Payments. 4. If a client is enrolled in GOSH services, HCS/AAA CM will need to select "2017 Governors Request Supportive Housing" as the reason code. If client is not enrolled in GOSH Service, please select "No reason code needed" as the reason code.
When do I authorize this service?	1. MIST should only be authorized after a referral has been submitted and approved by the Supportive Housing Program Manager and a hotel/motel have been found.
Are ETRs allowed for state MIST?	**No.** 1. Note: When the approved MIST amount is above $2000, this will generate an error message in CARE and will require the HCS/AAA CM to reach out to the Housing Program Manager to force the error.

Housing Subsidy - Purchasing SA294u4

Housing & Employment Stabilization Services (H&ES). These state funded services are intended to fill specific gaps to provide transitional or stabilizing supports for clients who have received a housing or Supported Employment resource or had their housing/employment coordinated through HCS to sustain community living.	
Who is eligible for state H&ES?	When an HCS client meets these qualifications: 1. Is found functionally and financially eligible and received a housing resource or had their housing coordinated through HCS; **or** 2. Is found functionally and financially eligible and enrolled with Supported Employment or had their employment coordinated through HCS; **and** 3. Are transitioning from a hospital, nursing facility, licensed assisted living facility, enhanced services facility, or adult family home to their own home, or are living in the community and need stabilization services to remain there; **and** 4. Do not have other programs, services, or resources to assist them with these costs; **and** 5. Are not eligible for federal funding.
What is covered under state H&ES?	Goods necessary to establish a residence such as essential household furnishings. 1. Items needed to help stabilize community living for a client. 2. Packing assistance. 3. Moving assistance. 4. Utility set-up fees or deposits. 5. Non-recurring health and safety assurances such as pest eradication, allergen control and/or extreme cleaning. 6. Rental deposits: all pre-tenancy payment requirements, including first month's rent, can be bundled as one deposit and reimbursed to a Community Choice Guide or a DSHS contracted Supportive Housing provider.
What is not covered under state H&ES?	1. Recreational or diversional items such as television, cable or DVD players. 2. Assistive Technology.
When do I need a provider contract?	1. A contracted provider (Community Choice Guide or GOSH SHP) will need to be authorized to complete purchases or/and payments on the behalf of the client.
How do I authorize state H&ES?	1. Open RAC 3131-LTSS Housing Stabilization. 2. Use Service Code SA294,U4 to authorize the necessary goods and services. 3. Select the appropriate reason code. Options are "In-Home Community Stabilization or Employment Stabilization"

	4. Note in the Service Episode Record (SER) that the client is eligible for LTSS Housing Stabilization services and that you have Supervisory approval to authorize state only funds. 5. Complete a SER outlining the service you are authorizing and/or the items you are purchasing and how they are necessary for the client's service plan. 6. Receipts for all purchases must be included in the participant's electronic case record (ECR). Attach all receipts/bids to the Packet Cover Sheet: Social Services Packet Cover Sheet (DSHS Form 02-615), prior to sending to DMS.
When do I authorize this service?	When an HCS client meets these qualifications: 1. Is found functionally and financially eligible and received a housing resource or had their housing coordinated through HCS; **or** 2. Is found functionally and financially eligible and enrolled with FCS Supported Employment or had their employment coordinated through HCS; **and** 3. Are transitioning from a hospital, nursing facility, licensed assisted living facility, enhanced services facility, or adult family home to their own home, or are living in the community and need stabilization services to remain there; **and** 4. Do not have other programs, services, or resources to assist them with these costs; **and** 5. Are not eligible for federal funding.
Are ETRs allowed for state H&ES?	**Yes.** 1. An ETR will be required if the total amount of goods & services exceeds $5000. 2. Select "other" for both ETR/ETP category & type. 3. Submit the ETR to "Committee, Housing ETR" 4. Note: If the amount Exceeds $2500, this will generate an error message in CARE and will require the HCS/AAA CM to reach out to the Housing Program Manager to force the error.

Emergency Rental Assistance SA298

Emergency Rental Assistance (ERA) can be used as a one-time payment made directly to landlords on behalf of an HCS client who is facing an immediate eviction due to non-payment of rent. As part of the assistance request, clients must demonstrate they are able to pay their rent going forward and maintain their independent housing as a part of being stabilized in their community setting. This resource should only be requested when there are no other community options to meet the need fully or partially.	
Who is eligible for state ERA?	1. An HCS client who is facing immediate eviction due to non-payment of rent.

What is covered under state ERA?	1. A one-time payment made directly to landlords on behalf of an HCS client who is facing an immediate eviction due to non-payment of rent. 2. Late fees. 3. Other fees that are tied into the lease where client is at risk of eviction if they are not paid.
What is not covered under state ERA?	1. ERA does not include pre-tenancy deposits or move-in costs, including first month's rent.
How do I make payment?	1. The HCS/AAA case manager will need to authorize a Contracted Provider (Community Choice Guide, GOSH Supportive Housing Provider, or Spokane Housing Authority) to make the ERA payment on the client's behalf.
How do I authorize state ERA?	1. Upon approval, the Housing Program Manager will provide instructions to authorize payment to a CCG or GOSH provider. 2. To authorize payment for Spokane Housing Authority, please see the ERA-SHA Reimbursement Guide.
When do I authorize this service?	1. ERA should only be authorized after an ERA referral has been submitted and approved by the Supportive Housing Program Manager. The HCS/AAA CM is only allowed to authorize the amount approved by the SHPM.
Are ETRs allowed for the state ERA?	**Yes.** 1. When the ERA request amount is above $4000, this will generate an error message in CARE that will require the HCS/AAA CM to reach out to the Housing Program Manager to request an ETR and force the error. There is no formal ETR request process.

Community Choice Guide SA263

Payment for specialty services which provide assistance and support to ensure the eligible client's successful transition to the community and/or maintenance of independent housing as authorized by HCS and/or AAA staff.

CCG services may include but are not limited to the following:

- Locating and arranging appropriate, accessible housing; including working with local housing authorities and other community resource providers when applicable.
- Maintaining or assisting with obtaining affordable housing.
- When relevant, liaising among and with the client, nursing or institutional facility staff, case managers, housing providers (including AFH providers), medical personnel, legal representatives, formal caregivers, family members, informal supports and any other involved party.

- Necessary assistance to support the client's community living, including assistance in settling disputes with landlord.
- Educating client on tenant rights, expectations and responsibilities.
- Assisting client with filling out forms and obtaining needed documentation to aid in maintaining successful community living (forms may include initial and renewal voucher forms, lease agreements, etc.).
- Providing emergent assistance to avoid utility shut-off and/or eviction.
- Assisting client with locating and arranging transportation resources to effectively connect with community resources.
- Assisting client to locate and engage community integration activities.
- Training or education to client about accessing community settings or health services.
- Assisting client with finding a qualified caregiver.

Detailed instructions on how to make a CCG referral using Service Codes SA263 can be found in the Chapter 7d: COPES of the LTC Manual.

The updated CCG Activity Tracking Form can be found in the resources section of this chapter and in Chapter 29: Roads to Community Living.

Related WACs:

WAC 388-106-0270: What services are available under Community First Choice (CFC)?

WAC 388-106-0030: Where can I receive services?

WAC 388-106: Long Term Care Services

WAC 388-106-1700 to WAC 388-106-1765: Supportive Housing

Acronyms:

HPM: Housing Program Manager	**LTSS: Long-Term Services and Supports**
CCG: Community Choice Guide	**SHA: Spokane Housing Authority**
PBV: Project Based Voucher	**AMI: Area Median Income**

REVISION HISTORY

DATE	MADE BY	CHANGE(S)	MB #

5/2020		Established	
8/2020		Added Chapter Section hyperlinks, Section 5B.6 GOSH and link to Supportive Housing WACs	
10/2020		Updated GOSH Pre-Tenancy service code and provided clarification around SHPM vs CM responsibility in "GOSH Client Accepted" section. Added Housing Team contacts under section 5b.11. In section 5b.4 added instruction on how to document HCS subsidy into CARE and Bridge file transition information. Added *Forms* to section 5b.11 including (2) new forms: HCS Bridge Referral and Bridge Referral and Application Process.	
2/2021		Added SA294 subsidy payment authorization information to section 5B.4. Moved GOSH Section from 5B.6 to 5B.5. Added clarification that there is no participation for Supportive Housing services. Added GOSH "Discharge Planning" and "Transition to Independent Housing" sections to 5B.5. Updated hyperlinks.	
5/2021		Deleted SA294 payment authorization process for P1. Added the need for CM support with quarterly Bridge tenancy verifications as well as annual re-certifications. Clarified steps to add "Housing subsidy (HCS/AAA)" and "Supportive Housing (HCS/AAA)" as Treatments on the Medical Screen in CARE. Added new procedure for referring to GOSH, hyperlinked to new DSHS 11-153 GOSH Referral form. Clarified GOSH eligibility and HCS and AAA CMs can refer. Clarified GOSH authorization responsibility. Hyperlinked to Chapter 30d to connect Supportive Housing service consults and consideration. Clarified on-going eligibility for GOSH clients regarding services and subsidy. Hyperlinked to Chapter 30d in the 'How can I use CTS/CTSS/WA Roads section'. Updated PM Roles.	
8/2021		Added new staff contacts for all regions by way of link to RCL Housing Resources website. Updated Bridge Referral form, Participant Agreement and Referral and Application Process form. Added updated ERA form. Updated 811 HCS HPM role regarding DDA/DBHR referrals. Added expanded GOSH eligibility criteria.	
2/2022		Updated various links throughout the chapter. Updated HCS Subsidy P&P inserted Document. Updated Participant Agreement inserted document. Added *What is needed to transfer an HCS subsidy client from*	

		HCS to the AAA? Section. Updated GOSH section to add protocol to staff cases with SHPM prior to closing a GOSH client and protocol related to clients with short term institutional stays (e.g., re-hospitalization or jail).	
8/2022		Added RVP eligibility and availability. Update ERA with Hotel/Motel stay information and Process. Update link to ERA form. Add info from Chapter 5a regarding WA Roads and eligibility from HCS housing resources. Updated language around HCS to AAA case transfers and Annual Assessments for GOSH. Added some hyperlinks into the GOSH Section to animated YouTube Videos: What is the Governor's Opportunity for Supportive Housing?; You've Been Referred to GOSH – Now What?; Governor's Opportunity for Supportive Housing (GOSH): Good Discharge Planning	
11/2022		Added more detailed payment/authorization information for ERA SA298. Added in section from Chapter 5a on how to work with individuals on HCS Housing Resources who are not currently receiving LTSS. Added language on keeping GOSH participants open who are in jail or institutional stays into the Interim Setting section. General text/grammar corrections throughout document. Added Bellingham/Whatcom and Spokane RVP resource.	
2/2023		Updated Unit Manager titles. Updated "NED" section to "permanent HUD voucher" section and added more process details. Updated Chapter Section list to include new 5b.5. Updated 811 sections with more details regarding application process. Removed old versions of forms and added updated versions (Participant Agreement, Tips for Maintaining LTSS, Chapter Version HCS Subsidy P&P and Bridge referral). Added page numbers to footer. Added links to Brochures and Video.	
5/2023		HCS subsidy video link. Updates to Section 5b.5. Updated ERA form.	
8/2023		Updated information in the HCS Subsidy and GOSH sections related to CARE Changes. Clarified language related to ineligibility for permanent HUD vouchers.	
11/2023		Updated Emergency Rental Assistance Form. Clarified language and updated language in section 5b.5 "Working with individuals on HCS housing resources who are not currently receiving HCS LTSS". Updated GOSH Section to include new regional referral email addresses.	

1/2024		Chapter Links added and updated ERA form added	
2/2024		Added a green box in pages 14 & 24 & 29 & 34 with a process for possible no longer functionally eligible HCS clients who are already enrolled in a housing service. Added on page 33 & 34 Motel Interim Stay for Transitions (MIST) program description. Added MIST to Table of contents Page 2. Replaced Washington Roads RAC info in pages 17 & 21 & 29 with new info (RAC 3131- LTSS Housing Stabilization). Added on page 17 (1 d. and the HCS/AAA CM will extend the WA Roads RAC) & (2 i. GOSH Program Manager will end the GOSH authorization and end RAC 3131- LTSS Housing Stabilization, and HCS/AAA CM will end the WA Roads RAC). Removed from page 30 & 31 under reimbursements "while the Supportive Housing services are authorized by SHPM under the service code SA299,U1 the CM would authorize use of any CFC CTS/CTSS/WA Roads funds under a separate service code, dependent upon eligibility and funds used."	
3/27/2024		Updated Bridge documents at bottom of document with most recent versions. Page 11 &12 amended for HCS Bridge Subsidy.	
5/7/2024		Removed Motel/Hotel language from ERA section. Corrected MIST referral email address. Added MIST Request Form. Added bullet on Civil Transition eligibility.	
6/17/2024		Added ERA email address. Updated ERA referral process. Removed "How do I make a referral for a client who I believe is eligible for ERA?" Updated MIST eligibility criteria (Bridge Subsidy, GOSH program, Civil Transitions Program, Other Housing Resource, In-Home Short-Term Displacement, & Limited Residential). Updated MIST referral Process outline. Updated & added "How is payment made for MIST?" process/procedure. Updated MIST Referral Form.	
9/3/2024		Added information regarding Bridge Subsidy waitlist, added information regarding Presumptive Eligibility, added policy information from chapter 9 regarding GOSH client unable to return to residential setting and being admitted to the hospital. Added policy information regarding if a client is incarcerated or hospitalized and how HCS pays the subsidy for up to 6 months. Added Stephen Miller contact info. Added Housing and Employment website, updated links to one pager. Updated table of contents to include	

		Presumptive Eligibility. Added Global Leasing info. Updated GOSH eligibility criteria.	
10/2024	Joana	Chapter 5b changed to Chapter 6. Chapter 6 Established	
11/2024	Joana	Added information regarding the HCS Acute Care Hospital Subsidy, and the referral/process and referral.	
01/2025	Joana	Edited information regarding the HCS Acute Care Hospital Subsidy	
04/2025	Joana	Chapter 6 was divided up into 4 sections and renamed. Chapter 6C- Permanent Federal Vouchers established. Update policy & procedure regarding Housing and Employment Stabilization Services when using with clients who have been inactivated from LTSS. Updated OHAE background and EDAI statement. Added a chart describing all the RACs and Service Codes associated with OHAE.	
07/2025	WJH	Through chapter changed language that referenced "ALTSA" to "HCS"; Added information on RCL and HRSN STRA and how it is used in combination with state dollars to support a client's interim HCS Subsidy.	
04/2026	Joana	Removed funding chart. Updated information regarding SA294,U4. Updated/removed language around inactivated clients	
07/2026	Tom	Added information to the Q&A section regarding Spokane Housing Authority making payments for MIST and ERA.	