ALTSA HOUSING SUBSIDY
NAVIGATING YOUR CLIENT'S

Security Deposit
First Month's Rent

DSHS
WASHINGTON STATE
Department of Social
and Health Services

The ALTSA subsidy does not cover move-in assistance, including security deposits or first month's rent. These are paid through the transition funds a client is eligible for (*e.g. housing move-in, CFC CTS, or COPES*). These payments must be made promptly to a landlord and reimbursed timely to a provider upon receipt of invoice.

Unit is inspected — Lease is signed — Move-in assistance is now paid to landlord
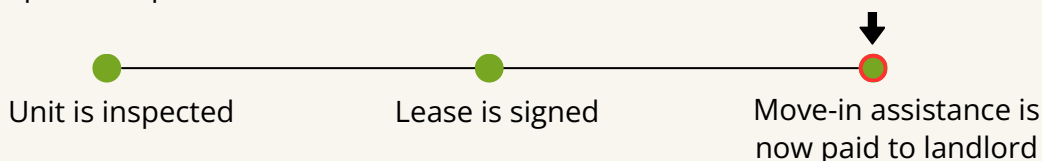
> *If the first month's rent is not paid in a timely manner, the landlord may issue a past-due notice, which would put client at risk of eviction.*

1 | **CCG/GOSH STAFF** **PREPARE**
Verify the move-in assistance amount with the landlord/property manager, as per the lease terms.
Request and receive documentation for these amounts.
Provide this information to the HCS or AAA Case Manager.

2 | **CASE MANAGER** **AUTHORIZE**
Review requests to pay for move-in assistance using the transition fund program the client is eligible for. Do not move to APPROVED until you receive the invoice and receipt. ***Unsure which code to use when authorizing payment? Please consult your supervisor or JRP (payment specialist).***

3 | **CCG/GOSH STAFF** **PAY**
After the Case Manager authorizes you, make the payment to the landlord or property manager.
Obtain receipt documentation that the amount has been paid.
Provide invoice, with receipts attached, to Case Manager as soon as possible for reimbursement.

4 | **CASE MANAGER** **APPROVE**
Move authorization from REVIEWING to **APPROVED** upon receipt of invoice.

REMINDERS

Subsidy payments will start only after the landlord/property manager completes and returns all documents requested by Spokane Housing Authority (SHA).

- *W-9, Proof of Property Ownership, Management Agreement, EFT form, voided check or direct deposit verification*

Encourage the landlord to complete all required subsidy forms promptly, as subsidy payments will begin once SHA receives and processes them. This ensures timely voucher payments.

SHA has up to 60 days to pay the 2nd month's rent and beyond; landlord cannot charge client late fees.