

Questions and Answers from Webinar held on May 6, 2013

Question	Answer
1. What about a lease that is month to month in which the original lease expired and now the tenant is renting month to month?	Month to month lease is acceptable as long as the lease is effective for the month(s) the household will be receiving assistance.
2. Should it be clarified that in order for a person to be Chronically Homeless, then they must be Category 1 - literally homeless.	Those who qualify under "Chronic Homeless" may also fall under any of the Homeless Definitions outlined in Categories 1-4 on Form No. 2. Chronic homeless refers to "episodic" occurrences and appears on this document to help communities identify frequent episodes of assistance.
3. What forms are needed for Prevention utility assistance	Please see the Participant File Check List: All Participant Files must include those documents identified in Section 1, <u>plus</u> the documents listed under Utility Arrearages/Deposits. Effective June 1, 2013, all participate files must contain a copy of the signed lease.
4. The Participant File Checklist lists an alternative for the Section 214 Form - it is U.S. identification. Is it OK to use a copy of the applicant's Driver's License and Social Security card for utility assistance? Can our agency continue to use the alternative identification?	Per the revised Checklist, ID(s) and the 214 Status form are required (effective June 1, 2013).
5. Will there be a pod cast of this webinar for those staff who are on vacation or will it be offered again?	The Webinar on forms and key areas of compliance will be offered again.
6. Form 3 specifically requires Form 5 in numerous different locations. Do we use it or not? I was always told self-certification is a last resort but per Form 3 it is required.	Form 5 is referenced as an acceptable tool to support the self-declaration statements contained in Form 3. Self-certification should be a 'last resort' method. See Policy & Procedures, Eligibility Determination and File Documentation, for Self-Certification ESG Form 5.
<p>7. a. There was a statement that all these forms are required? But there are some that are optional also I was told that if we have a form in place that our agency uses it would be acceptable i.e. the income calculation form.</p> <p>b. Is the Webinar recorded? Would like to review and have staff review at a later date.</p> <p>c. Several of the forms have changed from what we are currently using. If a date could be added to the listing of the forms when it's updated (like the Exhibit I). The Checklist keeps changing, if we knew there are new forms we would try to use the newest versions.</p> <p>d. FMR-- If a client finds a home that is less than the FMR for the size of the unit they are approved for, can they be assisted to move into</p>	<p>Agencies are not required to complete the optional forms. Effective June 1, 2013 the forms MSHDA provides must be utilized.</p> <p>b. The Webinar will be offered at a later date.</p> <p>c. Revised forms will be posted the first day of the month. Agencies will be notified via email of revision(s) as they occur. Additionally, posted forms will be dated accordingly.</p> <p>d. Clients may be assisted if the rent is less than FMR for the size of the unit they are approved for; assistance cannot be provided with ESG funds if the rent exceeds FMR. Per the Policy and Procedures under Occupancy Standards:</p> <ul style="list-style-type: none"> • <i>Undersized Units:</i> If a family elects to occupy a unit with fewer bedrooms than specified in the Occupancy Guidelines, the FMR is based on the <i>actual</i> number of bedrooms;

<p>that unit?. Also, under this guideline many of the families I am working with are striving for re-unification with their children so they may be a family of 1 or 2 at time of application but once the home is achieved/approved the children will be reunited then can that family of 1 or 2 be approved for a larger unit if under the FMR?</p> <p>e. ROI must be signed by all adults in Household? I was not aware of this requirement.</p>	<ul style="list-style-type: none"> • <i>Oversized Units:</i> If a family elects to occupy a unit with more bedrooms than specified in the Occupancy Guidelines, the FMR is based on the number of bedrooms specified in the Occupancy Guidelines. <p>e. Per Policy and Procedures, a Release of Information form must be signed by each household member age 18 or older, with a copy in the file.</p>
<p>8. What are some appropriate situations to pay more than 1 month of rental assistance for rapid rehousing clients? For instance, they have income to maintain unit but its new employment.</p>	<p>Case managers are required to meet monthly with clients. If a household has gained new employment after being re-housed, the case management must evaluate need at the monthly meetings to determine if additional assistance is warranted. Income must be recertified if assistance is provided beyond 3 months. At recertification, if income exceeds 30% AMI, the household is no longer eligible for assistance</p>
<p>9. What about the having the Judgment in order to provide rental assistance? There were only mentions of an order of eviction form.</p>	<p>Judgment or Order of Eviction is acceptable.</p>
<p>10. There are a few clients that at the time of intake did not have any income. However, they have an offer letter that would put them over the AMI criteria so would it be appropriate to provide financial assistance? For instance: Hired Date - 3/4/13, Intake Date - 3/6/13, and First Day at Work - 3/11/13.</p>	<p>It would not be acceptable to offer assistance for someone with projected annualized income over 30% AMI. Communities should use discretion in determining appropriate use of emergency funds.</p>
<p>11. Are we able to assist tenants in LIHTC housing with rental assistance if their rent is not subsidized?</p>	<p>Leasing assistance may be provided in LIHTC housing units if the rent is not subsidized.</p>
<p>12. If an agency is helping with utility arrearage does a lease have to be in the file? I was under the impression it was only for actual rental assistance that a lease was needed. PNP doesn't state it is needed for utility assistance.</p>	<p>Please see the Participant File Check List: All Participant Files must include those documents identified in Section 1, <u>plus</u> the documents listed under Utility Arrearages/Deposits. Effective June 1, 2013 all participate files must contain a copy of the signed lease.</p>
<p>13. Does MSHDA consider a Demand for Possession to be within 14 days of losing their housing?</p>	<p>Documentation must be either a Judgment or Order of Eviction.</p>
<p>14. Full time students over 18?</p>	<p>Full time student over 18 may be eligible for assistance if he/she is homeless or at risk of homelessness (Form 2 or 3), can provide the required documentation and meets income eligibility criteria (ie gross household income below 30%).</p>
<p>15. How about a judgment? By the time you get the writ; it is too late?</p>	<p>Judgment or Order of Eviction is acceptable.</p>
<p>16. I am using a rent comp form that is more comprehensive but includes all the information required by MSHDA.</p>	<p>Effective June 1, 2013, use of MSHDA forms is required.</p>
<p>17. I understand a demand for possession is no longer acceptable for</p>	<p>Judgment or Order of Eviction is acceptable.</p>

rent arrears, but by court ordered eviction, do you mean a summons or a judgment? Which is acceptable?	
18. If you have social security cards and ID's, do you still need the 214 status form signed as well?	Per the revised Checklist, ID(s) and the 214 Status form are required (effective June 1, 2013).
19. Are the Community Financial Guidelines submitted by the CoC?	Yes.
20. Taxpayer ID is kept in accounting office. Do I need it in the client file?	Taxpayer IDs kept in accounting office is acceptable.
21. I have a question regarding the Court Ordered Eviction and exactly which paperwork is acceptable. Is a Complaint for Non-Payment of Rent acceptable or does it need to be a Summons?	Judgment or Order of Eviction is acceptable.
22. ESG Form 2 says "Prevention AND Re-Housing" at the top of the form but the Participant File Checklist says Form 2 OR 3 is required. Is there ever a time when BOTH forms (2 and 3) would be included in a file?	Prevention and Re-housing has been removed from the top of Form 2. At intake, client(s) would qualify for assistance if the household meets the criteria in one of the categories on either Form 2 or 3, not on both forms.
23. On the Participant File Checklist dated 11/27/2012 (this is one we have been using) it states that Form 1 OR US Identification is required. On the form you showed today dated 4/11/2013 it says that BOTH are required.	Per the revised Checklist, ID(s) and the 214 Status form are required (effective June 1, 2013).
24. Income is projected, but what if a client came in and applied with zero income, and then will be starting a new job within a few days? Previously, I was told that the client would be income eligible on day of application.	Client is income eligible on date of application. At the monthly required case management meetings, need is to be re-evaluated to determine if additional assistance is warranted. Income must be recertified if assistance is provided beyond 3 months. At recertification, if income exceeds 30% AMI, the household is no longer eligible for assistance.
25. Disability Verification - Is the letter from SSI or Social Security proof of disability? If a client is receiving the checks for disability they are disabled but just checking to see if it is required in all disability cases.	On Form 4, Verification of Disability, acceptable "Written 3 rd Party Verification" includes: State licensed professional, Social Security Administration, or Receipt of disability check.
28. The Participant File Checklist shows under "Utility Assistance" that Rent Reasonableness must be done. This does not seem to apply in those cases where a client has been renting for some months but is behind in utilities and that is what is threatening homelessness. It would seem that the Rent Reasonableness only applies to utilities if the agency is seeking to pay arrearages in order for the client to be able to move into a NEW unit. Is this correct?	All Participant Files must include those documents identified in Section 1, plus the documents listed under Utility Arrearages/Deposits. Effective June 1, 2013 all participate files must contain a copy of the signed lease.