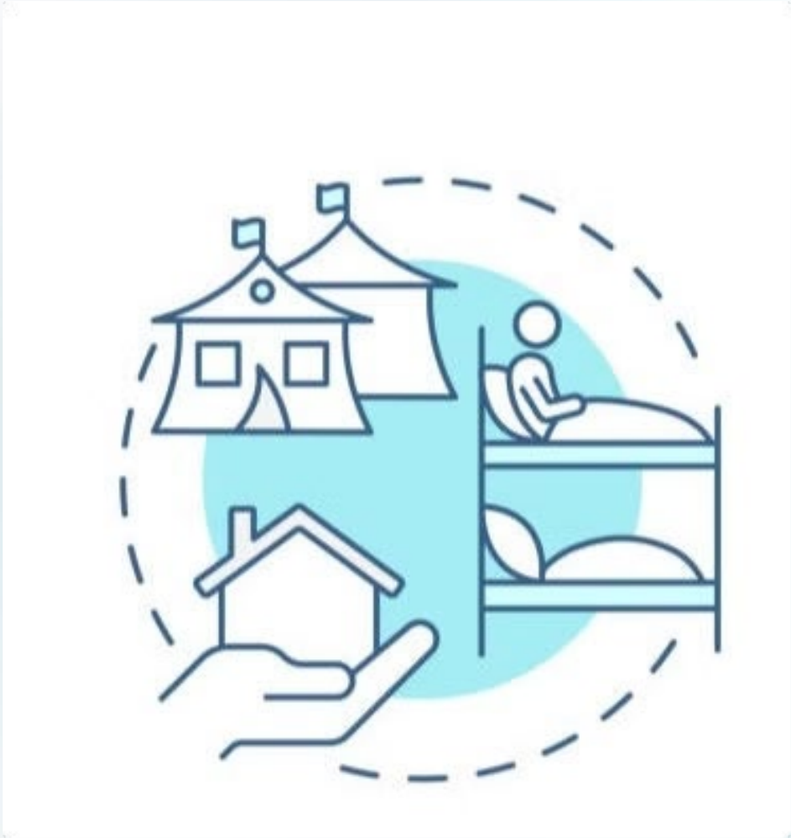
Emergency Housing Assistance at ACT

by Lauren Ciborowski,

Program Coordinator of Client Assistance and Housing Assistance Funds (CAF/HAF)





Purpose of Funds

ACT provides temporary assistance to prevent homelessness and gain access to medical care

- Due to the fact that Ryan White is a payer of last resort, Emergency Housing is designed for *short-term transitional shelter, and is not intended for ongoing supportive housing*

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Eligibility Requirements

1. Case managers must clearly describe the reason/needs for emergency housing

Examples: *Recent release from incarceration, loss of housing due to fire, hospitalization, eviction, etc.*

2. Clients must call 211 and schedule an Intake through the local Coordinated Access Network (CAN)

3. Clients must sign the **ROI to partnering motels** and sign **Emergency Housing Agreement** and abide by ACT's safety standards throughout the duration of their stay.

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Assistance Details

1

Initial Stay/Approval

14 days of shelter at a partnering ACT motel.

2

Client Cap of 8 Extensions

Extensions are granted on a weekly/bi-weekly basis for up to 8 weeks

3

Special Approval for Further Extensions

With funders approval, ACT may grant further extensions on a case-by-case basis



Accommodation Limitations

Standard Rooms

Accommodates two individuals, affected or infected

Shelter *cannot* be provided to:

- Individuals with service/emotional support animals
- Multiple family members/ large family units
- Those in need of handicap accessible rooms



Next Steps

Coordinated Access Network (CAN) / 211 Referral

1

211 Call / CAN Appointment

MCMs help clients call 211 or visit CAN Hub at Mercy Housing and Shelter to schedule a CAN Intake (*please indicate CAN Appointment on Emergency Housing Request Form*)

2

CAN Assessment

Clients are assessed for eligibility and complete CAN Intake.

3

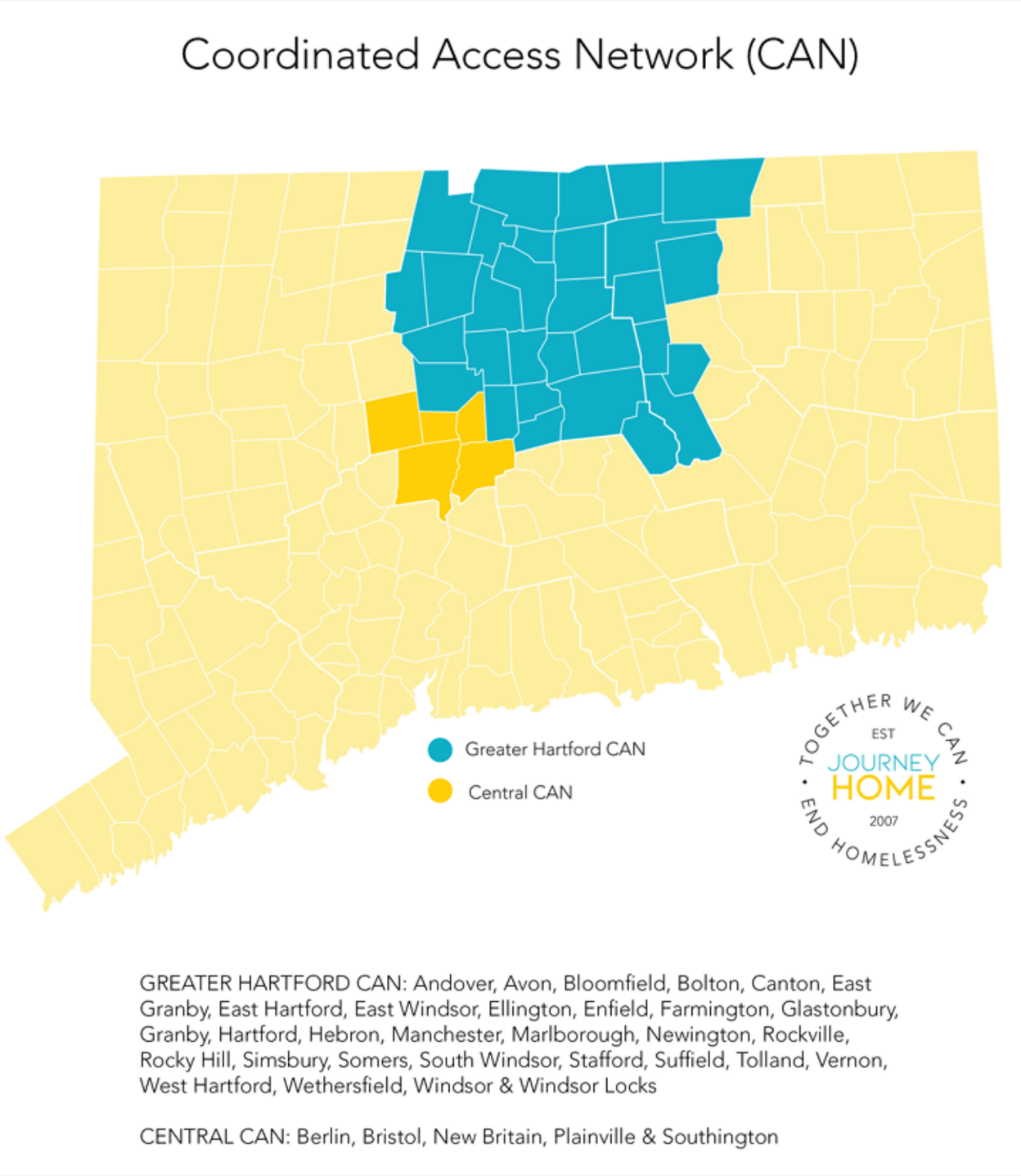
Placement

- **Clients may be diverted:** *i.e* client has a family member in another state, CAN may assist with obtaining transportation for the client to relocate)
- **Shelter Priority List (SPL)**
- **By Name List (BNL):** Once clients are added to BNL they may be brought up in the Housing Solutions Meeting where they could be matched with a housing program

COORDINATED ACCESS NETWORK (CAN)

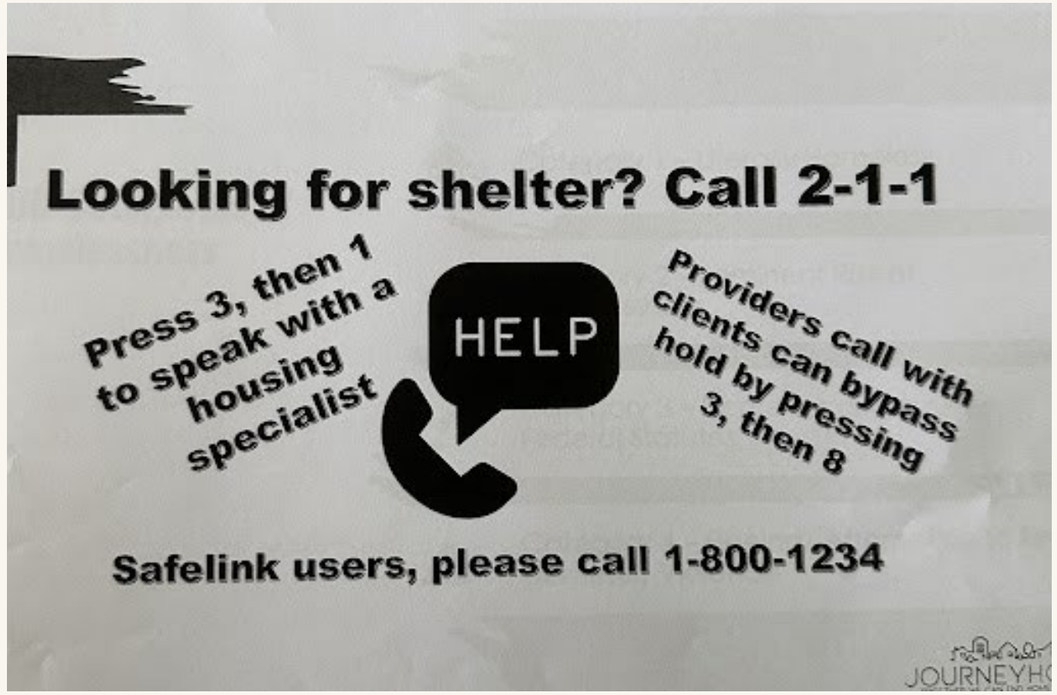
Coordinated Access is a standardized method for accessing housing/homeless services.

The State Department of Housing (DOH) designed a system of eight Coordinated Access Networks (CANs), or regions, based on the transient movement of people experiencing homelessness. Continuums of Care (CoC's) and towns within these CAN regions worked to design Coordinated Access protocols and procedures for access to housing and shelter services, that would link up to the statewide Coordinated Access framework operated by 211 and funded by the state Department of Housing.



CAN Appointment Info

Skip the 211 call line



In-person HUB locations

- **Mercy Housing** 117 Wethersfield Ave. Hartford, CT
  860-573-0984

- **Hope Connection Center** 61 Arch Street New Britain, CT
  860-829-9363

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Housing Waitlists

1. Shelter Priority List

Clients are added to Greater Hartford or Centralized SPL. Once CAN Assessment is completed, Alexsys connects with JH to add client to either list.

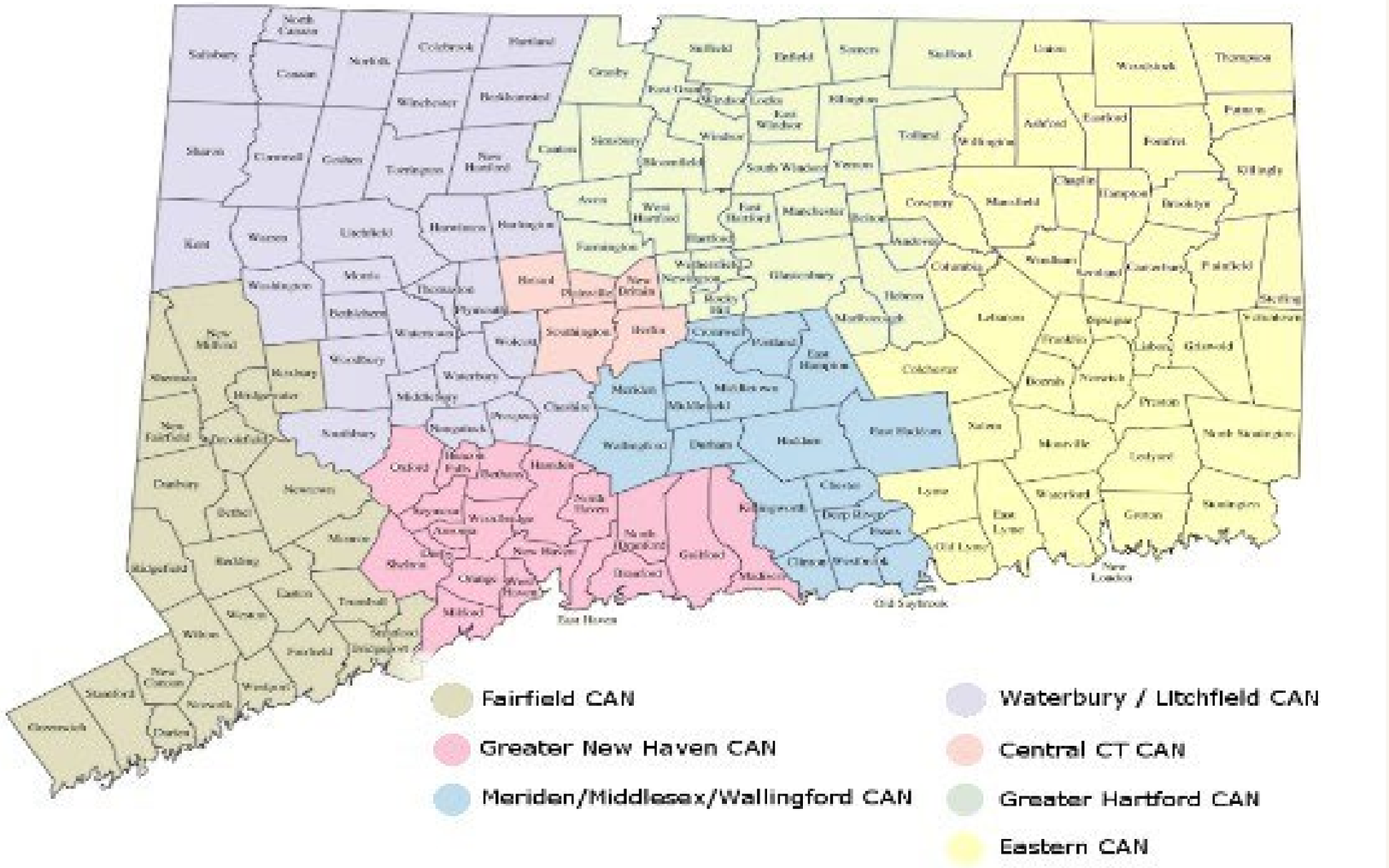
2. By Name List

Utilized by JH in Greater Hartford area. List contains client info and needs of person/family experiencing homelessness in Hartford TGA.

3. HOPWA Waitlist

HOPWA applications can be submitted same day as Emerg Housing applications. Reviewed by ACT Housing Coordinator. HOPWA sites are across Hartford TGA.

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Shelter Priority Lists

GREATER HARTFORD CAN: Andover, Avon, Bloomfield, Bolton, Canton, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Manchester, Marlborough, Newington, Rockville, Rocky Hill, Simsbury, Somers, South Windsor, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor & Windsor Locks.

CENTRAL CAN: Berlin, Bristol, New Britain, Plainville & Southington.

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HOPWA CAN Waitlist Referral

1. Application

MCMs complete HOPWA application from ACT website. Submit via fax 860-761-6711 or encrypted email to HOPWACAN@act-ct.org

2. Review

Application reviewed, response sent regarding waitlist status. Prioritization number provided if approved.

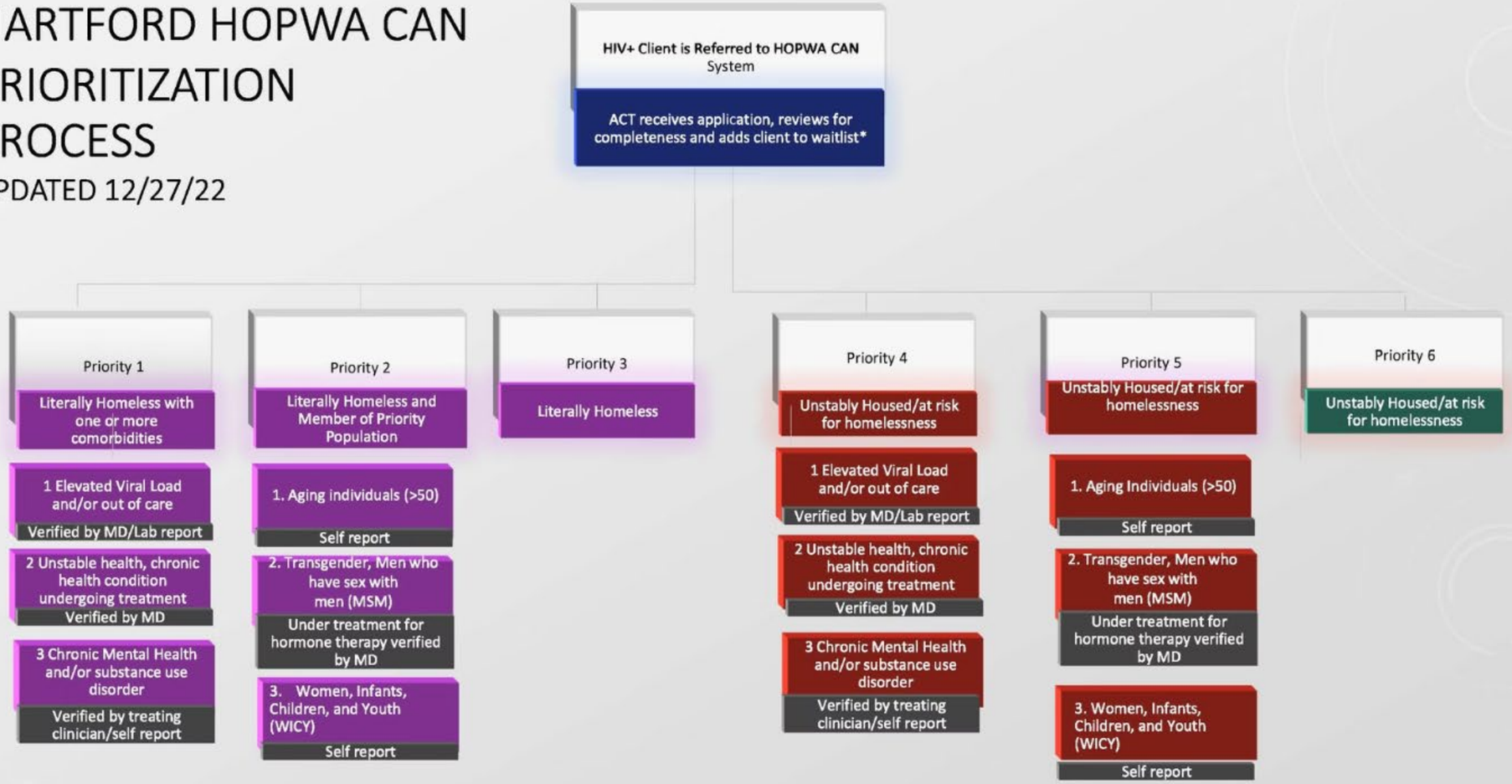
3. Matching

Monthly HOPWA CAN matching meetings. MCMs assist with documentation if client is matched.

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HARTFORD HOPWA CAN PRIORITIZATION PROCESS

UPDATED 12/27/22



*HOPWA Eligibility requires individuals are HIV+ and at or below 80% Area Median Income (AMI)

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HOPWA CAN Matching Meeting

If your client has been matched, you will receive an email connecting you with the proper contact person at the agency your client has been matched with. MCMs should provide any needed documentation to the agency contact and help facilitate the housing process for their client

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Applying for Extensions

1

Initial Approval

Case managers receive a formal Approval Letter outlining stay dates and a deadline to submit an extension request for clients in need of further assistance.

2

Written Extension Request

Case Managers must submit a written request, clearly demonstrating the need for extended shelter. The request must outline a subsequent housing plan, in order to guide the client's linkage to permanent housing.

3

Submitting Extensions

Email cafhaf@act-ct.org and Housing Coordinator Megan Auretta at mauretta@act-ct.org with a detailed outline of the client's housing plan and any/all progress while in shelter.

Emerg Housing Extension

Written Request Example

Send Email to:
ACT CAF/HAF Funds Coordinator, Lauren Ciborowski at **cafhaf@act-ct.org**
Cc: Housing Program if applicable, MCM supervisor, ACT HOPWA Housing Coordinator, Megan Auratta at **atmauretta@act-ct.org ,** ACT Sr. Program Manager Erika Mott at **emott@act-ct.org**

Subsequent Housing Plan / Extension Request Example:

"Good Morning, I am requesting an Emergency Housing Extension for (CLIENT URN). Below is an outline of their HOPWA Application Update and Subsequent Housing Plan:

- PT was placed in ACT Emergency Housing on (CHECK-IN DATE). They have a discharge date of (CHECK OUT DATE).
- PT has applied to three rental units. They have received one response from a specific landlord in Vernon Rockville area, but the application has not been approved. PT continues to make attempts to follow-up with Landlord. In the meantime, they are still searching for other apartments.
- PT has had difficulty with transportation, getting to/from to the locations they are hoping to reside. This is due to the fact they are disabled and use a motorized wheelchair.
- PT reports they have been saving money for a security deposit, once they find a suitable apartment.
- On (ENTER DATE) PT was matched with Mercy Housing PSH program. MCM has been in email contact with (ENTER HOUSING SPEACIALIST NAME/INFO). MCM is attempting to facilitate contact and a meeting between PT and the program at Mercy as soon as possible.
- PT continues to keep their medical appointments, remain in contact with MCM, and abide by directives and rules.

Should you need further information or have questions/concerns regarding this PT please contact me at (ENTER EMAIL AND PHONE NUMBER)"

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Causes for Denied Extensions / Discharge

Missed Appointments

Failure to keep CAN appointments may result in denial

Lack of Progress / Non-Compliance

No effort to find subsequent housing/ lack of progress made towards stable housing

Agreement Breach

Violating the Emergency Housing Agreement



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Contact Information

Client Assistance and Housing Funds | cafhaf@act-ct.org fax: 860-761-6711

Lauren Ciborowski: CAF/HAF Coordinator | lciborowski@act-ct.org 860-247-2437 ext 379

Erika Mott: Senior Program Director| emott@act-ct.org 860-247-2437 ext. 303

Megan Auretta: QA and Housing Manager | mauretta@act-ct.org 860-247-2437 ext. 324

Alexsys Cooper: Housing Program Coordinator | acooper@act-ct.org 860-922-3137

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