

**SUPPORT COORDINATOR/CASE MANAGER CHECKLIST
FOR SPECIAL ADMISSIONS PREFERENCE (DOJ) VOUCHER**

This checklist enumerates the tasks support coordinators/case managers should complete with individuals to ensure they are prepared to use housing choice vouchers; if they are referred for one. Submission of a referral occurs after a variety of tasks have been accomplished. This is important: performing these steps first increases the likelihood a person will be prepared to use the voucher, and decreases the chances a person will be determined ineligible or decline the voucher after it is offered. If you need assistance with helping someone transition, please contact a housing specialist in your region.

COMPLETE?	TASK
	Educate individual and his/her family about the DOJ voucher, how it works and the process. Review the DOJ Voucher FAQ. Link the individual to a person who has already used the voucher so the individual can ask questions about the pros/cons of living independently, responsibilities, etc.
	Identify the community/neighborhood where the individual wants to live.
	Determine with whom, if anyone, the individual wants to live (including friends and caregivers). Ask the individual and family to talk with these people about moving in together and secure a commitment.
	Decide on the key features to have and to avoid in housing (e.g., complete the Housing Needs Profile).
	Create an individual housing budget (e.g., complete the Household Spending Plan). If expenses exceed monthly income, look at ways to reduce expenses, increase income, or use "in-kind" assistance and other community resources.
	Develop a person centered support plan for living in independent housing. Include Waiver funded, privately paid and natural supports. Discuss service needs, provider philosophy, service delivery model, availability, and service capacity in the region where the individual wants to live and at the times of day the individual needs services.
	If relying on Medicaid Waiver to fund support services, identify service providers willing to work in the area where the person wants to live and complete applications for services. Have a P.A. consultant review the service authorization in advance and work out any issues that would prevent approval.
	If relying on natural supports or other funding sources, make sure they agree to work in the area where the person wants to live and they will provide the types of support the person needs when he/she needs them. Address any gaps in coverage and back-up plans.
	Review the person's credit history and legal history. Identify and implement plans to improve credit (e.g., open a credit card and pay a bill with it, pay a utility bill, etc.) and reduce the impact of negative legal issues.
	Submit a referral for the DOJ voucher. Confirm all required information is included on form and the individual and support coordinator have signed the referral form. Acknowledgements portion of the referral form must be initialed by all applicable parties. Fax to DBHDS.
	Create a budget to identify upfront expenses to move into housing and how they will be paid. Obtain resources to pay for security deposits, application fees, furniture, utility deposits, etc.
	Begin applying for other community resources such as SNAP, paratransit, full SSI benefits (if they are not already available), Lifeline cellphone, etc.

	Determine whether new medical providers, pharmacies, etc. will be needed and begin to identify providers in the area where the individual plans to move.
	Gather required documentation to apply for the housing choice voucher (e.g., photo ID, SSN card, birth certificate, benefits letter, most recent pay stubs and bank statements, receipts for medical expenses).
	Get on waitlists for apartment properties that accept housing choice vouchers.
	While completing the voucher application paperwork, submit any requests for reasonable accommodations (e.g., for live-in aide, larger unit size for equipment, ability to have parent co-sign lease, ability to rent from parent, ability to share housing with another voucher holder [if PHA has not approved shared housing as a special housing type], etc.)
	Once the voucher is issued, keep a log of the individual's housing search for available units, including date the property was contacted, whether the landlord accepts vouchers, whether the rent is within the voucher's payment limit, and whether the landlord has selection criteria that rule out the individual (e.g., a minimum income requirement, credit requirement, etc.).
	Once an acceptable unit is found, give the landlord the Request for Tenancy Approval form to complete, have the voucher holder sign, and return RTA form to the PHA.
	Make a written request for a 30 day extension of the voucher to the PHA if a Request for Tenancy Approval is not submitted at least five days before the voucher expires.
	Obtain preauthorization of Waiver transition services. If individual is not eligible, submit request for Flexible Funding if the individual needs upfront assistance with application fees, security deposits, utility deposits or connection fees, moving expenses, furniture, temporary supports, etc.
	Plan the implementation of any home modifications and begin securing furniture and supplies.
	Make plans for continuity of health care/behavioral health care, adaptive equipment, medications, transportation between daytime activities and the new home, emergency phone numbers, bank accounts, food for the first week, cash on hand, etc.
	Remain in communication with PHA about whether the unit meets the rent reasonableness evaluation and the date of the unit's Housing Quality Standards inspection.
	Once unit passes inspection, have individual sign lease and set move-in date. Fax copy of lease to PHA.
	Submit any requests for reasonable modifications to make the unit accessible for individual (e.g., grab bars, door opener, levered fixtures, wheel chair ramp, etc.).
	Obtain preauthorization of Waiver supportive services.
	Coordinate transition of services and providers. Bring new service providers up to speed on current major issues and changes related to health, safety and support concerns.
	Complete change of address forms with post office.
	Pack and move!
	Reach out to landlord and provide your contact information so landlord has an emergency contact if issues arise that could impact stability of tenancy.
	Put a "tickler" in your calendar to prepare for individual's annual income redetermination with the PHA.