

Health Resources and Services Administration (HRSA) Description:

Housing provides transitional, short-term, or emergency housing assistance to enable a client or family to gain or maintain outpatient/ambulatory health services and treatment, including temporary assistance necessary to prevent experiencing homelessness and to gain or maintain access to medical care. Activities within the Housing category must also include the development of an individualized housing plan, updated annually, to guide the client's linkage to permanent housing. Housing may provide some type of core medical (e.g., mental health services) or support services (e.g., residential substance use disorder services).

Housing activities also include housing referral services, including assessment, search, placement, and housing advocacy services on behalf of the eligible client, and fees associated with these activities.

Program Guidance:

HRSA Ryan White HIV/AIDS Program (RWHAP) recipients and subrecipients that use funds to provide Housing must have mechanisms in place to assess and document the housing status and housing service needs of new clients, and at least annually for existing clients.

Agencies should report housing referral activities performed by Ryan White-funded medical or non-medical case managers under the respective case management service category. Agencies should report referral services provided by Ryan White-funded housing specialists under the Housing service category.

Limitations:

Housing activities cannot be in the form of direct cash payments to clients and cannot be used for mortgage payments or rental deposits, although these may be allowable costs under the HUD Housing Opportunities for Persons with AIDS grant awards.

Housing services cannot provide cash security deposits that would be returned to a client as that violates the RWHAP statutory prohibition of providing cash payments to clients. However, to address this barrier to getting clients into stable and permanent housing, RWHAP funding may be used to pay for a RWHAP client's security deposit if a RWHAP recipient or subrecipient has policies and procedures in place to ensure that the security deposit is returned to the RWHAP recipient or subrecipient and not to the RWHAP client.

Subrecipients interested in using RWHAP funds to pay for a RWHAP client's security deposit must maintain policies and procedures that demonstrate programmatic and legislative compliance, including that there is no violation of RWHAP's prohibition on cash payment to the RWHAP client. The procedures should also include how the return of less than the full security deposit will be addressed between the recipient and the client. RWHAP recipients and subrecipients must also track returned security deposits as a refund, to be used for program purposes, and to be expended prior to grant funds.¹

RWHAP funds, including pharmaceutical rebates generated from federal funds, may not be used for rental deposits nor mortgage payments.

Service Standards and Measures:

EMERGENCY FINANCIAL ASSISTANCE

Standard	Measure
<p>Case Assignment:</p> <p>Clients new to the housing services within the grant year will be assigned to a housing case manager for housing services within two days of receiving a complete Ryan White Part A/HOPWA-STRMU Housing Referral Form and required paperwork.</p>	<p>Percentage of clients upon entry into the housing program who have been assigned a case manager within 2 business days of receipt of completed Ryan White Part A/HOPWA-STRMU Housing Referral Form and required paperwork.</p>
<p>Assessment/Intake:</p> <p>Clients will be interviewed to determine housing status, vocational information, and request for housing services</p> <p>Completed Ryan White Part A Housing Intake Form in client file</p> <p>Items that will be addressed in the intake form, but are not limited to:</p> <p>Client is unable to pay rent due to a recent job loss</p> <p>Client is on an unpaid medical leave of absence or has exhausted all leave balances</p> <p>Client is unable to work due to recent hospitalization</p> <p>Client had to purchase unexpected costly HIV medications or pay for unexpected HIV-related medical expenses out-of-pocket</p> <p>The Housing assessment must document the following:</p> <p>The actual costs to avoid eviction</p> <p>Other resources are not reasonably available to address the unmet housing need</p> <p>Client will maintain or achieve stable housing as a result of housing assistance</p>	<p>Percentage of client charts with documentation of a scheduled appointment for intake that occurred within two days of case assignment.</p> <p>Percentage of client charts with a housing needs assessment.</p> <p>Percentage of client charts with documentation of follow-up conducted after 1-month of initial intake to determine housing status with further assistance as needed.</p>
<p>Additional Payment Verification:</p> <p>As applicable, the Housing Case Management will assure the lease is in the client's name prior to making a payment for housing services.</p>	<p>Copy of a current lease with the name present in client file, as applicable (circumstances could include when client is requesting assistance with monthly lease payment).</p>
<p>Service Limit:</p> <p>Clients may receive financial assistance through Housing Services with a yearly fiscal limit for all allowable services:</p> <ul style="list-style-type: none"> - Rental Assistance/Security Deposit and Fees/Utility Assistance/Moving Costs/Furniture Bank: each Ryan White Part A fiscal year, clients can receive assistance based on household size that totals three (3) times the 120% Fair Market Rent rate set annually by the Columbus Metropolitan Housing Authority. 	<p>Documentation in client file of services provided along with documentation of a running total of all financial assistance provided for the client within the fiscal year.</p>
<p>Service Limit Exception:</p> <p>Clients who have received financial assistance through Housing Services as per the determined financial limit within a year, may have circumstances that require an exception to the financial limit. Exceptions are</p>	<p>As applicable, completed Ryan White Part A/HOPWA-STRMU Housing Service Exception Form, including determination information, in client file.</p>

determined: <ul style="list-style-type: none"> • On a case-by-case basis • By the identified cause for the request and availability of funding 	
Case Closure: Clients will be closed from Housing Services for the following circumstances: <ul style="list-style-type: none"> • Client achieves housing goals and no other housing related needs are present; • Client moves outside of the service area; • Client is/will be incarcerated for more than six months; • Client request; • Client is no longer eligible based upon Ryan White Part A criteria; • Client does not reply after a combination of three attempts; and/or • Client death 	Documentation in the client file of: <ul style="list-style-type: none"> • Allowable circumstances for case closure; • Three attempts to contact clients and outcome of attempts; • Confirmation of payment received by third party vendor; • Indication of goal attainment; • Date of case closure; and • How client can reapply

References:

HIV/AIDS Bureau Ryan White HIV/AIDS Program. [Housing Security Deposit Guidance Program Letter](#). 26 June 2024.

HAB Program Letter – Using RWHAP Funds to Support Housing Services.
<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/housing-policy-update-08-2016.pdf>. 18 August 2016.

Division of Metropolitan HIV/AIDS Programs, HIV/AIDS Bureau (HAB). [Ryan White HIV/AIDS Program \(RWHAP\) National Monitoring Standards for RWHAP Part A Recipients](#). Health Resources and Services Administration, June 2023.

Ryan White HIV/AIDS Program. [Policy Notice 16-02: Eligible Individuals & Allowable Uses of Funds](#). Health Resources & Services Administration, 22 October 2018.

HIV/AIDS Bureau Ryan White HIV/AIDS Program. [HIV/AIDS Bureau \(HAB\) Ryan White HIV/AIDS Program \(RWHAP\) Policy Clarification Notice 16-02: Eligible Individuals and Allowable Uses of Funds Housing Services Frequently Asked Questions](#). Health Resources & Services Administration, 6 June 2017.