	Date Issued: 11.1.2021
Policy: Coordinated Entry System **(CES)**	**Effective Date: 11.1.2021**
Section: Emergency Housing Vouchers **(EHV)**	**Review Date:**

BACKGROUND:

The Emergency Housing Voucher (EHV) Program is a Housing and Urban Development funded initiative available through the American Rescue Plan Act (ARPA) to provide subsidized housing vouchers for qualifying individuals.

To ensure those most in need are assisted first, Housing and Urban Development requires a partnership with the Continuum of Care (CoC) and/or other organizations for direct referrals.

POLICY:

EHV referrals are made in accordance to the Coordinated Entry System (CES) Prioritization Policy for all eligible populations. The CES Prioritization Policy creates a prioritization schema that focusses on serving those with the longest lengths of homelessness and highest vulnerabilities with available housing resources.

ELIGIBILITY:

Prior to submitting a referral, CES Service Providers and Victim Service Providers will ensure that clients meet eligibility. Qualifying individuals and families must be homeless, at risk of homelessness, recently homeless or fleeing, attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.

PROVIDER REQUIREMENTS:

Coordinated Entry System Services Providers are homeless service providers who enter in the Ventura County Homeless Management Information System (VC HMIS) through the CES. CES Service Providers enter individual or head of household only in the CES.

Victim Service Providers (VSP) receive funds as an entity or specific project for Victims of Crime. VSP do not enter in CES therefore, no exit in VC HMIS is required.

REQUIRED DOCUMENTATION:

CES Service Providers and Victim Services Provider (VSP) will ensure the following required documents *are completed prior to submitting the EHV referral:*

- Vulnerability Tools:

IF…	Then…
Homeless/Chronic Status	Vulnerability Tool or other assessment tool
At risk/Domestic Violence	At Risk Assessment Tool
Permanent Supportive Housing (PSH)	Move on Certificate only. Recently homeless do not require a vulnerability tool. (Move on/ Recently Homeless qualify as current RRH/PSH clients no longer needing intensive supportive housing support)

Pathways to Home: HMIS CES Emergency Housing Vouchers

- Emergency Housing Voucher Referral Packet:
  (*must be 100% completed*)

    o EHV Referral Form
    o Release of Information for Emergency Housing Voucher Program
    o EHV Participating Agencies
    o EHV Client Revocation of Consent
    o Supportive Services Agreement
    o Case Conference Form
    o COVID Assessment Form (if applicable to age/ health criteria)

EHV referrals are submitted on Wednesday the week before the CES meeting and no later than noon. EHV referrals will be submitted to: HSA-HMIS-Caseconference-documentation@ventura.org

CES REVIEW: CES staff will review the Emergency Housing Voucher Referral packet for all required and completed documentation. When the packet is approved, the service provider will be notified via email with approval notice and presentation date.

If, the packet is denied then then service provider will be notified via email and advised to resubmit when the Emergency Housing Voucher Referral packet is completed.

PRIORITIZATION: EHV case presentations will be prioritized and matched at the CES bi-monthly meeting:

- Prioritization is determined by:
    o Homeless Status/ Domestic Violence
    o Vulnerability Score (VI or At Risk)
    o COVID FEMA Assessment Score (if applicable)
    o Length of time homeless (LOT) (if applicable)
    o Age (Households with children below 18, households 60+)

When the EHV case is approved it is matched to the appropriate Housing Authority. Each Housing Authority will be given referrals via email using the standard referral email communication.

If, the EHC case is not prioritized at the CES case conference then the EHV referral will follow the standard CES prioritization process.

CES EXIT: Once the client is housed the EHV referrals will be exited from CES with completed program:

    o EHV referral in 4.20 data element
    o Permanent housing

REQUIRED DOCUMENTS:
Vulnerability Tool

Risk Assessment Tool

Move on Certificate (if applicable)

Emergency Housing Voucher Referral Packet

REFERENCES: Housing and Urban Development Emergency Housing Voucher

Pathways to Home: HMIS CES Emergency Housing Vouchers