

Section 8 Vouchers for Chronically Homeless Households
Direct Referral Process
DRAFT

ELIGIBILITY

- Clients must be receiving case management services through an agency in Santa Clara County (details below).
- Case management programs from throughout the County will be invited to participate in the Section 8 Direct Referral Process.
 - Eligible programs are those that provide case management services according to the white paper adopted by the Santa Clara County Collaborative on Affordable Housing and Homeless Issues ("Collaborative") entitled "Supportive Housing-First in Santa Clara County."
 - Prospective case management programs will complete a self-certification form, indicating that their program is in alignment with the Supportive Housing First model. Agencies should complete one self-certification form for each eligible program and must recertify annually.
 - The Collaborative Executive Committee will meet with each self-certifying agency to verify that the information presented qualifies under the eligibility requirements.
 - Based on the presentations and other relevant information (such as client housing maintenance data, see below), the Collaborative Executive Committee will provide recommendations to the Collaborative Steering Committee on which programs are eligible to refer clients.
 - The Collaborative Steering Committee will have the final vote on the Executive Committee's recommendations.
 - There is not a limit to the number of programs that may refer clients.

LOTTERY PROCESS

- A lottery (held in a public space) will be conducted to determine the order in which the eligible case management programs will be able to refer their clients.
 - Each eligible case management program, as verified by the Collaborative, will be entered into a lottery.
 - The order in which each case management program is chosen via the lottery will determine the order in which the programs will be able to refer their clients.
 - When Section 8 Vouchers become available for the chronically homeless, the case management program chosen first via the lottery will be able to refer one client for a Voucher, followed by the program chosen second and so on, until the 200 vouchers for the homeless have been exhausted.
 - The order of case management programs that are able to refer a client will always be dependent on the lottery list.
 - When the end of the lottery list is reached, the agency which is in position #1 will have the opportunity once again to refer a client, followed by the agency in position #2, etc.
 - The County of Santa Clara Homeless Concerns Coordinator will communicate the availability of the vouchers to the case management programs.
 - A lottery will be held annually to ensure that newly eligible programs have the same opportunity to refer clients as the programs that participated in the previous year

REQUIREMENTS OF PARTICIPATING AGENCIES

- Case management programs must agree to provide the referred clients with case management services at the level and length that the program and client agree to in order to meet each individual client's needs.

- Case management programs must pass on their turn to refer a client for a Voucher if they do not have the capacity to serve the client at the appropriate level. If a program passes on their turn to refer a client, they will not be taken off the list permanently. Rather, the program will be able to refer a client for a Voucher when their turn comes up again on the following round.
- The ability of participating case management programs to continue referring clients for the Vouchers will be based on the outcomes of existing clients.
 - The Collaborative Executive Committee will review the status of existing clients who received Section 8 Vouchers via the above process on an annual basis prior to making its recommendation to the Collaborative Steering Committee.
 - Case management programs whose referred clients have not maintained their Voucher or have otherwise exhibited issues that the case management program should have been able to prevent/resolve will not be included in the next lottery. .
 - New case management programs or those that do not participate in the first round of self-certification will be invited to participate in the process on an annual basis under the same process as described above. All programs must complete the self-certification form and meet with the Collaborative Executive Committee annually.

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**Section 8 Vouchers for Chronically Homeless Households
Direct Referral Process
Case Management Program Self-Certification Form
DRAFT**

**Program
Agency
Address
Authorized
Representative
Title
Email
Phone**

**Primary
Contact
Title
Email
Phone**

I, _____ (Authorized Representative), the _____
(Title) of _____ (Agency), hereby state that I have read and understand
the document entitled "Supportive Housing First in Santa Clara County" (Document), adopted by the
Santa Clara County Collaborative on Affordable Housing and Homeless Issues (Collaborative) in March
2008. I further state that the Agency's _____ (Program)
provides the level and type of case management described in the Document as follows:

Rapid housing activities would include these activities as applicable: convincing the individual to be housed; facilitating rapid applications for GA, SSI, MediCal and other eligible benefits; assisting with housing applications and interviews; securing funding for applications, credit checks, deposits etc.; working to satisfactorily address histories of eviction, bad credit, and incarceration; assisting with acquiring furniture, and help with move-in activities.

Once housed, Case Managers will continue to provide clients with comprehensive case management activities, including: assistance meeting immediate needs, such as food; goal planning focused on managing the practical problems of daily living and actively participating in treatment; education about basic living skills, health care, getting the most out of treatment, and understanding the stages of change; assistance with access and coordination between medical, mental health, and substance abuse services if needed; support in achieving one to two goals to manage daily living and treatment progress through a close, ongoing relationship; assistance in the development of new informal support systems to sustain the client's improving recovery patterns; response to client crises and assistance in stabilizing the situation; provision of referrals to resources and assistance in acquiring these resources; and advocacy on behalf of individual clients. Clients will remain in the program for a varying amount of time depending on their specific need for support.

I understand that this certification, once verified by the Collaborative, allows the Program to participate in the process for directly referring apparently eligible clients to the Housing Authority of the County of Santa Clara for a Section 8 Housing Choice Voucher allocated for chronically homeless households. I certify that any clients referred through this process will continue to receive case management services from the Program while they need support, and that the Program will only refer clients for whom it has the capacity to provide case management services.

I understand that the Program must recertify annually and that the ability of the Program to continue referring clients will be based on the outcomes of existing clients.

I certify that the above assertions are true and correct.

Name of Authorized Representative	Title	Signature	Date
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