



## Public Comment Period for Draft Housing Service Standards: Emergency Housing Assistance

*Posted: February 6, 2025*

The Los Angeles County Commission on HIV (COH) announces an opportunity for the public to submit comments for the draft **Housing Service Standards: Emergency Housing Assistance** revised by the Standards and Best Practices Committee. Comments from consumers, providers, HIV prevention and care stakeholders, and the public are welcome. A draft of the document is posted to the COH website and can be found at: <https://hiv.lacounty.gov/service-standards>. Comments can be submitted via email to [HIVCOMM@LACHIV.ORG](mailto:HIVCOMM@LACHIV.ORG). Additionally, consumers of Emergency Housing Assistance services can request for a physical copy of the service standards be mailed to their home address. For more information, please contact COH staff at [jgaribay@lachiv.org](mailto:jgaribay@lachiv.org) or at (213) 738-2816.

After reading the document, consider responding to the following questions when providing public comment:

1. Are the service standards reasonable and achievable for providers? Why or why not?
2. Do the service standards meet consumer needs? Why or why not? Give examples of what is working/not working.
3. Is there anything missing from the service standards related to HIV prevention and care?
4. Do you have any additional comments related to the service standards and/or Emergency Housing Assistance services?

**Public comments are due by March 7, 2025.**

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## **DRAFT HOUSING SERVICE STANDARDS: EMERGENCY HOUSING ASSISTANCE**

**PURPOSE:** Service standards outline the elements and expectations a Ryan White service provider follows when implementing a specific service category. The purpose of the service standards is to ensure that all Ryan White service providers offer the same fundamental components of the given service category across a service area. Service standards establish the minimal level of service or care that a Ryan White funded agency or provider may offer in Los Angeles County.

### **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 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 referrals services, including assessment, search placement, and housing advocacy services on behalf of the eligible client, as well as fees associated with these activities.

### **Program Guidance:**

HRSA 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.

HRSA RWHAP recipients and subrecipients, along with local decision-making planning bodies, are strongly encouraged to institute duration limits to housing activities. HRSA HAB recommends recipients and subrecipients align duration limits with those definitions used by other housing programs, such as those administered by the Department of Housing and Urban Development, which currently uses 24 months for transitional housing.

Housing activities cannot be in the form of direct cash payments to clients and cannot be used for mortgage payments.

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. Opportunities for Persons with AIDS grant awards.

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/hrsa-hab-security-deposit-program-letter.pdf>

### **GENERAL ELIGIBILITY REQUIREMENTS**

- Be diagnosed HIV or AIDS with verifiable documentation

- Have a state-recognized identification document
- Have an income at or below 500% of Federal Poverty Level
- Unstably housed, at-risk for homelessness, and homeless/unsheltered

**EMERGENCY HOUSING ASSISTANCE**

Emergency housing assistance may be provided through hotel/motel vouchers and placements in emergency shelters.

Short-term facilities provide temporary shelter to eligible individuals to prevent homelessness and allow an opportunity to develop an Individual Housing and Service Plan to guide beneficiary linkage to permanent housing. Hotel/motel vouchers and emergency shelters are available for a maximum of 60 days within any 6-month period. 24, CFR, Part 574.330 (a)). Agencies must provide meal vouchers and/or grocery gift cards to ensure that clients have access to food during their stay in motels/hotels or emergency shelters. Eligible clients may receive up to 3 meals per day.

Emergency housing assistance must adhere to the following requirements:

EMERGENCY HOUSING CASE MANAGEMENT REQUIREMENTS	
STANDARD	DOCUMENTATION
<p>To access hotel/motel and meal vouchers, a client must be receiving case management services from a Ryan White-funded agency. Case management services will ensure that the client:</p> <ul style="list-style-type: none"> <li>• Is engaged in care.</li> <li>• Has a definitive housing plan that assesses their housing needs and assists them in obtaining longer term housing within the 60-day limit (residential substance abuse or mental health treatment program, residential care facility for the chronically ill, transitional housing or permanent housing).</li> <li>• Is receiving supporting services that promote stabilization, including needs assessments, case management, mental health counseling and treatment, substance abuse counseling and treatment, benefits counseling, individual case planning,</li> </ul>	<p>Program review and monitoring to confirm.</p>

<p>budget counseling, assistance in locating and obtaining affordable housing and follow-up services.</p> <ul style="list-style-type: none"> <li>• Case managers should attempt to secure other types of housing prior to exhausting a client's emergency voucher limit.</li> <li>• Under extenuating circumstances, a client may receive more than 60 days of hotel/motel, emergency shelter, and meal vouchers under this program (e.g., a client is on a waiting list for a housing program with a designated move-in date that extends past the 60-day period). Such extensions are made on a case-by-case basis and must be carefully verified.</li> </ul>	
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**REQUIRED DOCUMENTATION**

Case managers are responsible for working with the clients with to secure necessary documents such as:

REQUIRED DOCUMENTATION	
STANDARD	MEASURE
Client Intake Form - signed by both client and the case manager	Signed intake form on file.
Case Management Housing Plan/Consent to Release Information - signed by client	Case management housing plan on file.
Rules and Regulations - reviewed by case manager and signed by both the case manager and the client	Client records.
Diagnosis Form	Client records.
Other documentation required by agencies in order to comply with funding agency requirements.	Agency records and client files.

Housing plan that describes specific action and target dates for securing additional services (as needed) and pathway to transitional and/or permanent housing.	Housing plan in client files.
Self-attestation forms or documents already secured under other Ryan White -funded agencies may be used to avoid duplication and ease administrative burden on the client and service providers.	Client files.

**LINKAGE TO MEDICAL CARE COORDINATION**

Based on assessment and client needs, eligible individuals should be linked to Ryan White-funded Medical Care Coordination (MCC) services. MCC service providers must follow the Division of HIV and STD Programs MCC Protocol. For MCC-specific service standards, click [HERE](#).