EMERGENCY ASSISTANCE POLICY

Short-term emergency assistance is allowable under the Ryan White HIV/AIDS Treatment Extension Act of 2009 to assist clients in maintaining stable housing and living situations. Emergency assistance includes rent, deposit to secure housing or utility services, or to maintain utility service. Utility service includes electricity, gas, and water. Expenditures for the maintenance of stable housing may be authorized, provided such expenditures do not compromise the availability of funding for maintenance of services for other clients.

Housing-related expenditures are permissible if the assistance is essential for an individual or family to gain or maintain access to and compliance with HIV-related medical care and treatment. Certification that housing assistance is essential must be in writing by a qualified professional who makes decisions or coordinates health care for HIV-positive individuals. Qualified professionals may include, but are not limited to, physicians, nurses, care coordinators or case managers.

Emergency Assistance:

- Must be transitional in nature, for purposes of moving or maintaining an individual or family in a long-term, stable, living situation.
- Must be time-limited and focused on the client becoming self-sufficient. Based on availability of funds, emergency assistance:
  - Is limited up to $2,000 per fiscal year, per client.
  - After two months of assistance, the client's case manager will re-evaluate their action plan and deal with assistance on a case-to-case basis.
  - Expenses over the policy limit must be approved by the Program Coordinator.
- Must be essential to a client's ability to gain or maintain access to medical care or treatment.
- Must be paid to the landlord or other provider (i.e., utility company) for the benefit of the client. The client may not receive a direct cash payment.

PROCEDURE

1. Completed Request for Emergency Assistance From (SFN58588)

   The case manager will complete the request for emergency assistance form.

2. Action Plan

   The case manager and client will develop a course of action that details the assistance requested, the time period for which assistance is requested, and the responsibilities of the client during the assistance period.

3. Fiscal Monitoring

   For auditing purposes, the case manager maintains documentation in client's file of all actions. This documentation will be made available upon request to RW program staff.

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