

Montgomery County Department of Health and Human Services
Special Needs Housing
Standard Operating Procedure for Households in Shelter
Refusing Housing Placement
Effective July 1, 2009

Families receiving shelter services in motels or in one of the County's contract emergency assessment shelters who have been approved for transitional or permanent housing placement must accept the offer of housing within 72 hours of notification that the housing is approved.

If the family fails to accept the housing placement or does not respond within 72 hours, the case manager will meet with the family to determine the reasons for not accepting or responding to the housing offer. If after consultation with the household, the case manager deems the housing option is appropriate, then motel or shelter services will be terminated the next business day if the household:

- fails to accept the housing placement; or
- fails to move in to the unit on the designated move-in date.

Families or individuals approved for a Housing Initiative Program (HIP) subsidy.

Families or individuals who have received written notification of approval for a HIP subsidy from the Department of Health and Human Services (DHHS) will be assigned to a Housing Locator who will identify an appropriate rental unit and assist with the leasing process.

The Housing Locator will contact the Service Coordinator if the family or individual,

- refuses to make an application for an appropriate rental unit identified by the Housing Locator within 72 hours of notification of the availability of the unit;
- fails to accept the first housing application that has been approved by a landlord within 72 hours of notification of the approval; or
- fails to move in to a unit on the date in which the lease commences.

If after consultation with the household, the Service Coordinator deems the housing option is appropriate, then the subsidy approval will be rescinded and the subsidy assigned to another household on the waiting list.

If a family or individual is receiving shelter services in a motel or one of the County's contract emergency shelters and their HIP subsidy approval is rescinded for failure to comply with the above, then motel or shelter services will also be terminated.

Approved By:

Uma A. Ahluwalia
Uma Ahluwalia, Director

Date:

6/19/09

Montgomery County Department of Health and Human Services
Special Needs Housing
Standard Operating Procedure for Motel Shelter Placements
Effective July 1, 2009

Motels may be utilized ONLY for temporary shelter placements for homeless families with children under the age of 18 years. Placements in motels may be authorized ONLY if:

1. shelter beds are NOT available in one of the County's contract emergency assessment shelters;
 2. the household has no alternative place to reside overnight;
 3. room is available in an approved County contract motel; and
 4. funding is available to procure motel services.
- Homeless families who have lost their permanent housing in Montgomery County may be eligible for motel placement for up to 30 days, referral to emergency assessment shelter; and if eligible and funding is available, emergency financial assistance to obtain housing and/or short or long term rent subsidies.
 - Homeless families that cannot verify their loss of permanent housing in Montgomery County or who have lost their housing after temporarily or informally living with friends or relatives who reside in Montgomery County may be eligible for motel/shelter placement for up to 5 days; and for:
 - First month's rent and/or security deposit for new housing; or
 - The cost of the most effective transportation to the jurisdiction where permanent housing was lost.
 - Families placed in motels will also be placed on the shelter waiting list. If a shelter bed becomes available during the time the family is in the motel, the family must immediately move to the shelter. Failure to do so upon notification of availability will result in the termination of the motel authorization.

Verification of Loss of Permanent Housing in Montgomery County

Homeless families declaring a loss of permanent housing in Montgomery County must provide the following to verify their loss of housing.

1. a written legal rental lease or property mortgage for at least 90 consecutive days prior to their date of homelessness for a property located in Montgomery County; and
2. an eviction or foreclosure notice indicating the date that the housing was lost in Montgomery County.

Any exceptions to the above policy must be by written request to the unit supervisor and approved by the Chief of Special Needs Housing or their designee.

Approved By:

Uma P. Ahluwalia Date: 6/19/09
Uma Ahluwalia, Director