

**Move On Program**

Public Housing Authorities within our Continuum have been awarded mainstream resource vouchers which will be used for the Move On Program. These vouchers are for people referred by providers as being ready to move on from permanent supportive housing. Through this program, the Continuum and permanent supportive housing providers are partnering with local PHAs to make public housing units or Housing Choice Vouchers available through the use of preferences in the local administrative plan for people who no longer require intensive services offered in PSH but still need financial assistance maintaining their housing.

**Minimum Eligibility Requirements:**

* Head of Household must be between 18 and 62
* Currently enrolled in a Permanent Supportive Housing project in TX-600 – Dallas County and Irving CoC
* Has a disability, as defined in 42 U.S.C. 423;
* Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
	+ Is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently, and
	+ Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or has a developmental disability as defined in 42 U.S.C. 6001.
* Must have been in the current housing program for at least 2 years
* No evictions within the last 3 years
* Must be able to pay $48.00 or 30% percent of the household income
* Capable of being housed without intensive support
* Able to manage health issues
* Proof of identification, birth certificates and social security cards for all members of the household

**Mandatory Coordinated Assessment System Process:**

* + - Housed in a PSH program, having been DOPS, prioritized and put on the HPL
		- A full SPDAT should be completed while in housing program to show progression in the program. Client final SPDAT score must be between 0-35, other components will be considered;
* Substance- scores a 2 or less
* Risk of harm to self and/or others- scores a 2 or less
* Interaction with Emergency- scores 2 or less
* Self-Care and Daily living skills- scores 2 or less
* Medication- scores a 2 or less
	+ - Complete Dallas Move On Prescreen Assessment – the ideal candidate score is above 35
		- Upload all documentation to Basecamp:
			* Save all the documentation in a zip file on your desktop:
				+ Select all file by holding Ctrl and clicking all the files needed
				+ Right click your mouse and click send to…..
				+ Click Compressed (zipped) folder
			* Upload the zip file to BaseCamp, under your agency’s folder:
				+ In the subject line, type the client’s first initial and last name and the HMIS number. *Do not add any other personal identifying information.*
				+ In the message, please indicate what is being uploaded. *Do not add any other personal identifying information.*
				+ Post the message
		- Complete the online DOPS form at <https://hipaa.jotform.com/92404892042152>
			* You MUST indicate the family size (individuals or married couples ONLY)
			* You MUST indicate what assessment is being used (select SPDAT)
			* You MUST indicate the assessment score
			* Please check yes or no to the listed disabilities.

**Referral Process:**

Submit the following to CAS Staff:

* Cover letter on agency letterhead that includes following:
	+ Date enrolled in the PSH program
	+ Any evictions
	+ Transfers and reason for transfers
	+ Number of household members
* Proof of income (check stubs, SSI awards letter, VA benefits etc.)
* SPDAT assessment
* Move on assessment
* Background check-self report (list offenses and dates on Move On Assessment worksheet)

Once all documentation has been received, and client is eligible, client will be prioritized and referred for a Move On voucher.

**Please Note:** Each housing authority has its own referral process. Case managers will be notified of the housing authority’s referral process once client has been determined eligible. The case manager is responsible for completing the referral paperwork and uploading to Basecamp. The housing authority will notify MDHA and the client once the client has been approved. The case manager is responsible for ensuring the client attends the scheduled appointment/briefing with the housing authority.