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**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 clients, referred by providers, who no longer require supportive services and case management. Through this program, the Continuum and housing providers are partnering with local Public Housing Authorities (PHAs). This allows Housing Choice Vouchers to become available through the use of preferences in the local administrative plan for people who qualifies for the program, but still need financial assistance maintaining their housing.

**Minimum Eligibility Requirements:**

* Currently enrolled in a Rapid Rehousing or Permanent Supportive, project in TX-600 – Dallas County and Irving CoC
  + Must have been in the current housing program
* Head of Household must be **disabled** under the age of 62
* Individual/family
* Has a disability, as defined in 42 U.S.C. 423;
  + **Disability**-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.
  + Able to manage health issues
* Cannot owe money to another subsidy provider/housing agency
* Cannot have a felony charge within the last 5 years
* Cannot have charge/violation of manufacturing meth on public/subsidized housing
* Cannot be a lifetime registered sex offender
* Is no longer in need of intensive services and could remain stable with a permanent subsidy
* Needs to have documentation to complete the application
* If they have income/assets they will need documentation to verify
* Must be able to pay $48.00 or 30% percent of the household income
* Proof of identification, birth certificates and social security cards for all members of the household

**Referral Process:**

* + - Upload all documentation to HMIS under Document Check (for instructions on how to upload to HMIS, click here:

<http://www.mdhadallas.org/wp-content/uploads/2021/03/FINAL-Document-Check.pdf> )

* + - * In the Comments section, type “**MOVE ON DOCS”**
    - Submit a Spiceworks ticket with the following information:
      * Include “**MOVE ON”** in the SUBJECT LINE
      * In the body of the ticket, include HMIS ID# and the client’s first initial and last name

Once the Spiceworks ticket has been received, CAS Admin will review documentation uploaded to HMIS and communicate with the referring case manager using Spiceworks. For assistance with your agency’s Spiceworks email address, please click here: [help@mdhadallas.on.spiceworks.com](mailto:help@mdhadallas.on.spiceworks.com)

**Documents Needed:**

**(Please provide documentation IF it pertains to your client)**

* Cover letter on agency letterhead that includes **ALL** **OF THE FOLLOWNG**:
  + Name of the Project
  + Number of household members
* Proof of income (2 current check stubs, bank statements, SSI/SSDI awards letter, VA benefits, child support, life insurance, other applicable assets, etc.) **Document has to be within 60 days**
* Proof of non-cash income (TANF, SNAP, etc.) **Document has to be within 60 days**
* Most recent income tax return
* Proof of identification, birth certificates and social security cards for all members of the household
* Marriage License/Divorce Papers
* Live-in Aid Documents
* Alien Number/I-94 Card (Verification Green Card)
* Utility Bills (electric, gas and water bills) (**Current)**
* Contribution Letter (**Current)**
* Unemployment/Employment Letter (**Current)**
* Verification of Full Time Student Status

Once all documentation has been received, and client is eligible, MDHA Move On Liaison, La’Johna Carter will approve and refer 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.

**PHA Application Process:**

* CAS Admin review, approve, and prioritize the client for the Move On Program
* Client attends briefing with the assigned PHA to complete PHA’s application packet
* PHA approves or denies packet and provides CAS Admin with voucher
* Client’s responsibility to have landlord/apartment management staff complete and return voucher for delivery to PHA by CAS Admin
* Housing Assistance Payments (HAP) Contract is provided and will follow same steps as voucher
* PHAs notify CAS Admin of application process completion.

**Resources:**

Verification of Disability Form

<https://mdhadallas.org/wp-content/uploads/2015/08/Documentation-of-Disability.2017.pdf>

Move On Assessment Form

<http://www.mdhadallas.org/move-on-program/>

Instructions on how to upload to HMIS

<http://www.mdhadallas.org/wp-content/uploads/2021/03/FINAL-Document-Check.pdf>

For assistance with your agency’s Spiceworks email address

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