



Executive Office of Elder Affairs
RESPECT INDEPENDENCE INCLUSION
Community Transition Liaison
Program (CTLP) Network Training
(Housing Part I)
January 31, 2024
10:30 a.m. – 12:00 p.m.
For ASAP Utilization Only - Do Not Distribute



Agenda (90 minutes)

- Welcome (5 minutes)
- Presenter Introduction: Jennifer Howell (5 min)
- Housing Presentation (75 min)
 - Community Based Housing (CBH)
 - Lynn Housing and Neighborhood Development (LHAND)
 - Preparing Housing Applications
- Closing Comments (5 min)
- Appendix



Welcome Jennifer Howell
Disability Housing Manager
Executive Office of Health & Human Services
Massachusetts Rehabilitation Commission

COMMUNITY TRANSITION LIAISON PROGRAM (CTLP) NETWORK TRAINING JANUARY 2023

SERVING PEOPLE WITH DISABILITIES

- **COMMUNITY BASED HOUSING
(CBH) TRAINING**
- **LHAND TRAINING**

WHAT IS THE CBH PROGRAM?

- CBH, Community Based Housing, is a housing development program which provides capital funds to nonprofit developers who set-aside units for persons with disabilities that are residing in institutions or who are at risk of institutionalization, to transition into the community.
- CBH units come with a project-based subsidy and rent is based on an individual's income.
- CBH units are located throughout the Commonwealth and consist of various bedroom sizes and accessibility features.

CBH ELIGIBILITY

- To be eligible for CBH housing, all three must apply:
 - Have a Disability
 - Be Institutionalized or at risk of institutionalization
 - Not a client of DDS (Dept. of Developmental Disability) or DMH (Dept. of Mental Health)

NOTIFICATION & OCCUPANCY PROCESS

- Unit(s) becomes available
- Property Manager notifies MRC of unit vacancies as early as they occur
- Notify: Jennifer Howell
- MRC meets with property management team to gather specific details

INFORMATION GATHERING FOR OUTREACH

- The Outreach Notification to be sent to service providers will include:
 - Property Name & Street Address
 - Unit information: bedroom size & accessibility features, date of expected availability
 - Any Restrictions (if applicable)
 - Lottery Deadline (if applicable), otherwise, first-come, first served
 - Contact person to send completed applications to
 - Any other details provided; Some Examples: Electricity included, parking on site, etc.
 - Housing Application and CBH Certification Form will be attached

RESTRICTIONS

- CBH is referred to as the least restriction housing program, however, some CBH units are housed at property developments that that might come with specific eligibility requirements.
- Restriction Examples Might Include:
 - Age Restricted, such as Ages 62+
 - Veteran Preference
- The majority of CBH units do not have any additional restrictions, but the ones that do will be stated as such in the email notification.

MRC OUTREACH

- MRC will notify EOHHS agency partners and other housing search and transition agencies of CBH housing opportunities and vacancies, as they become available.
- To receive notifications for CBH vacancies, email Jennifer.m.Howell@mass.gov and request to be added

NOTE: Consumers will not be added to the notification distribution list, this is for service providers only

PROPERTY OUTREACH

- State regulations require that all accessible rental units be listed with Housing Navigator

<https://search.housingnavigatoroma.org/>

APPLICATION PROCESS

- Service providers receive vacancy notifications and inform eligible consumers
- CBH units are considered on a first-come, first serve basis, for best results, act quickly
- Interested applicants submit application materials to the property manager for processing and eligibility determination.
- Application **MUST** include a completed CBH certification form and a completed Housing Application
- NOTE: Application materials might differ depending on funding source, e.g. Section 8 PBV, or other specific property processes

CBH ELIGIBILITY FORM

- To be eligible for CBH housing, all three CBH eligibility questions must be answered Yes.
- Form **MUST** be completed and signed by a licensed medical, psychological or allied mental health and human services professional who has knowledge of the person or by other professionals approved by MRC
- The comment section must include a statement indicating what institution the applicant is currently residing in OR state specifically, how the person's disability puts him/her at risk for institution. CBH Certification forms that leave that section blank will be rejected.

TENANT SELECTION

- Applications are handled first come, first served, unless in the case of a Lottery (brand new properties only)
- Overlay of preferences. Applications Institutionalized take preference over applicants At Risk of Institution
- Screening and approval process completed by Property Manager, via the Tenant Selection Plan language
- All communications during this process is between the applicant, service provider and the property manager.

LOTTERY

- For fair housing practices, in the event of all newly added CBH units (new construction), a one-time lottery will occur.
- The lottery dates, deadline and details will be included in the provider notification that goes out.
- Some properties might also choose to advertise the lottery themselves, in addition to the MRC notification.
- To be considered for the lottery, application materials must be returned to the property manager by or before the deadline stated.
- The property will hold the lottery and inform eligible applications.

VACANCY TURNOVER

- Regulations require units be leased only to CBH eligible persons for 60 days
- After 60 days, if no CBH eligible household referred, unit can be leased to income eligible household
- MRC notified of next vacancy to become available

NOTE: This slide is included to state the importance of taking advantage of ALL CBH and other housing opportunities that are offered, and not forfeiting such units that are specifically allocated for the consumers that we serve.

FREQUENTLY ASKED CBH QUESTIONS

- Does jail or other incarceration count as institution?
 - No. Institution implies to a medical facility in which the individual receives care, such as hospital, nursing home, skill nursing facility, etc.
- My consumer is Homeless so he/she is automatically eligible for CBH.
 - Incorrect. Homelessness is not an eligibility factor for CBH. It's up to the provider completing the CBH form to indicate, specifically, how the individual's disability puts him/her at risk for institution. If homelessness is listed in the comments section, the form will be rejected.

FREQUENTLY ASKED CBH QUESTIONS....

- Is there a list of CBH housing opportunities that I can access for housing search?
 - No. Service providers are notified of CBH vacancies as they occur.
- My consumer has more questions about the property or location.
 - Contact the property manager listed on the notification or do a web search and see if you can't help your consumer find additional information that way.
- My consumer holds a mobile section 8 (or other) housing voucher. Can he/she still apply for CBH?
 - Yes. But if the CBH unit is offered and the consumer decides to take it, the mobile voucher will be forfeited.

FREQUENTLY ASKED CBH QUESTIONS....

- Are all CBH units fully accessible?
 - No. The majority of units are accessible, however, some existing units are not.
- Are CBH units subsidized?
 - Yes. The subsidy might come in different forms, but all CBH units are project-based subsidies.
- My consumer plans to live alone, can he/she apply for a two-bedroom CBH unit?
 - Unless the consumer requires the assistance of a live-in PCA due to a disability, he/she would only be eligible for a one-bedroom unit.

FREQUENTLY ASKED CBH QUESTIONS....

- My consumer plans to live with a family member, is he/she eligible for a two-bedroom CBH unit?
 - Yes, so long as the head of household is CBH eligible, that person can live with another person and apply for a two-bedroom unit. However, all household tenant income will be included in the calculation of the rental portion.
- Does the CBH Certification Form have to be completed by a doctor or other medical professional?
 - No. While it can be, human service professionals who are working with the individual in relation to the disability are also certified signers.

SPECIAL NOTATIONS

- If your consumer has a doctor or other medical professional complete the CBH certification form, be sure that the comments section does not just list out medical conditions. The comments section **MUST** state specifically, how the disability puts the individual at risk for institution.
- Be careful of eligibility question two on the CBH Certification Form. The wording of the question sometimes confuses the reader. Remember, consumers of DMH and DDS are NOT eligible for CBH housing. A 'Yes' answer to that question indicates that consumer is not receiving services from either of those agencies.

AT RISK FOR INSTITUTION

- **What are some examples of people who are eligible?**
- Henry has a medical disability of long-standing duration. As he has gotten older, his disability has become more complex. He now must go to the hospital or a clinic 3 times per week for blood work. Without this blood work and subsequent medication changes, he risks significant health problems. Henry lives in a rural area, 25 miles from a clinic, with limited public transportation and cannot easily get to clinic for this necessary blood work. Henry is likely to be found eligible because he has a disability and is at risk living where he lives now. A unit in a less rural area where he can more easily meet his medical needs would remove this risk for him.

AT RISK FOR INSTITUTION EXAMPLE 2

- Samantha is 7 years old, has a disability and has been living in a pediatric nursing home for the last 2 years because her medical condition was unstable. In addition, her family lives in an inaccessible rental unit and she was starting to use a wheelchair. Now her medical condition is stable enough to be treated with community-based services such as Visiting Nurses and home health aides. Samantha and her family are likely to be eligible for CBH because she is currently in an institution and has a disability.

AT RISK FOR INSTITUTION EXAMPLE 3

- Chris was referred to the program by Health Care for the Homeless. Chris has been homeless off and on for several years. HCFH determined that he has a brain injury and as a result has difficulty following through on tasks such as housing search. HCFH has referred Chris to an agency that specializing in providing case management for persons with brain injuries. They will assist him in finding, moving into and maintaining housing. Chris is likely to be eligible for CBH due to his disability.

AT RISK FOR INSTITUTION EXAMPLE 4

- Shelley identifies as a person with mental illness, she has a history of psychiatric hospitalizations caused by complex medical conditions, and a lack of housing. Unstable housing circumstances prevent Shelley from getting the supportive, community services that she needs to prevent further hospitalization. She is at risk for institution without stable housing.

LYNN HOUSING AND NEIGHBORHOOD DEVELOPMENT (LHAND) SPECIAL PURPOSE HOUSING VOUCHER

Special type of Section 8 mobile voucher for a specific population. These Vouchers are issued by LHAND, the Lynn Housing Authority, and may be used anywhere in the state. Because these are mobile vouchers, applicant is responsible for independent housing search to find a landlord willing to accept the subsidy.

Eligibility

- Between the age of 18-61
- Person with a disability
- Resident in a medical institution
- Income Eligible

STEPS TO APPLY FOR LHAND VOUCHER

Applicants must complete all required forms and return to Disability Housing Manager at EOHHS.

NOTE: Applicants **MUST** still be residing in institution at the time the voucher is offered.

LHAND Forms Required:

- LHAND NED2 Referral Form
- Application
- Supplemental Contact Information Form (HUD)

Application materials were distributed in training materials

CONTACT

- To receive notifications for CBH vacancies, email Jennifer.m.Howell@mass.gov and request to be added to the list.

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Executive Office of Health & Human Services
Massachusetts Rehabilitation Commission
One Ashburton Place
Boston, MA 02108

Questions?

Preparing Housing Applications

COMMUNITY TRANSITION LIAISON PROGRAM TRAINING 1.31.24

JENNIFER HOWELL – EOHHS - DISABILITY HOUSING MANAGER



Preparing Housing Applications - Important Considerations

- Have consumers apply for ALL available housing opportunities that present, not just one or two!
- Encourage consumers to apply to surrounding cities & towns close to their desired location.
- Have documentation on the ready! It's never too soon to begin gathering core documents.
- Enlist a support system! Family member, friend, spouse, adult child, anyone who might offer time and assistance for the consumer.
- Keep a log. This will help later when checking in for updates.
- **KEEP ADDRESS UPDATED!**
- Fill out all applications, online and paper, thoroughly. Do not skip questions or sections. If it does not apply, simply put N/A.
- Never stop searching for new housing opportunities.

It all comes down to this; The more willing a consumer is to apply for any and all housing opportunities, the better that person's chances are for securing affordable and/or accessible housing with less wait time.

Housing Priorities and Preferences

Some programs offer priorities and preferences that will place an individual closer to the top of a waitlist. Always check off these boxes in cases where applicable! Some common examples are listed below:

- Town/City Resident
- Working in town/city
- Veteran
- Person needing accessible housing
- Homelessness
- Emergency Status

NOTE: Preferences will vary with each separate housing program

Housing Search Resources

Housing Navigator:

A user-friendly housing search tool for anyone searching for affordable rentals to find what they need in one place. This has replaced the outdated MassAccess Housing Registry.

<https://housingnavigatorma.org/>

CHAMP Online System

Online system managed by Executive Office of Housing & Livable Communities, where you can submit an application to multiple housing authorities all at once, instead of having to mail or hand deliver an application to each housing authority separately. You can also keep your application information up-to-date on this website as it changes. This will help you to make sure that housing authorities know how to contact you.

<https://publichousingapplication.oed.state.ma.us/>

Be Prepared – Core Documents Needed for Housing

Why is document collection important?

Information will be required to complete screening for housing. If information cannot be provided in a timely manner, the individual risks losing the housing

Important documents to collect (for all household members):

- Birth Certificate
- Photo ID
- Social Security Card
- Income statements
- Bank Statements
- Other asset statements

Birth Certificate

- www.vitalchek.com
- Covers most states and many international locations
- Also includes information on how to contact states/other countries for birth certificate information

Social Security Card

Utilizing the birth certificate and one other form of identity, which the Social Security Administration indicates could be an employee ID or other non-government issued ID, you can obtain a copy of the social security card. The Social Security administration can be found here: <http://www.ssa.gov/ssnumber/>.

Photo ID

- The birth certificate and social security card are two required documents to obtain a Massachusetts ID. From the Massachusetts Registry Website (www.massrmv.com), the following are also required:
- You must present the following:
 - Document proving date of birth
 - Document proving signature
 - Document proving Massachusetts residency
- A Social Security Number (SSN) that the RMV can verify with the U.S. Social Security Administration (SSA) as having been issued to you **OR** an acceptable Denial Notice from the SSA. If you present a Denial Notice, you must also present proof of acceptable visa status, an I-94 (Record of Arrival and Departure), and a current non-U.S. Passport.
- All documents must be originals. Photocopies will not be accepted. You must also clear a check through the National Driver Register and pay the required fees.
- For reasonable accommodations, call Medical Affairs at (857) 368-8020

Social Security Income Statement

- If someone is receiving social security income, you may request printed verification over the phone and that verification of that income will be mailed to the Enrollee. More information on receiving a social security printout can be found here: <https://faq.ssa.gov/ics/support/kbanswer.asp?QuestionID=3705>. For consumers that are receiving the State Supplemental Portion (SSP) along with their SSI benefits, they can call 877-863-1128 to get written verification of the SSP income.
- If a consumer is unable to go to the Social Security office in person and authorizes you to do so, you can visit the social security office and get information on their behalf. The consumer must fill out the release form that can be found here: <http://www.socialsecurity.gov/forms/ssa-3288.pdf>.
- Best way: use the social security log in system! This allows someone to look at/get a copy of their benefits at any time. The individual must answer questions regarding their credit history in order to do this, and have an email address and cell phone. www.socialsecurity.gov/myaccount

Bank/Assets

- Ideally, the individual can log in to their account and print off statements
- If there is a charge to obtain copies of statements, this form can be used:
<http://www.mass.gov/eohhs/docs/masshealth/membappforms/fir-1.pdf>
- Up to 6 months may be required

Questions & Contact Information

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Thank You!