

***PROCEDURES FOR HOUSING  
ASSISTANCE EXAMPLE***

## Procedure for Housing Assistance

The Housing Program is overseen by the Housing Coordinator and has the purpose of assisting clients who are escaping domestic violence with locating and paying for housing and related housing needs to facilitate their transition to safety, self-sufficiency and recovery.

Client will be assessed by Housing staff for eligibility (need for housing connected to victimization) and financial need. Eligibility considerations include availability of funds in the program, history of victimization, residency in the area, and lethality. Clients will not be screened for credit history, criminal history, or substance abuse. Clients may not be residing with the offender.

The Housing Program pays for rental assistance and utility bills that are not in arrears, as well as moving costs.

The Housing Coordinator will recommend the initial financial assistance through an expenditure request for that will accompany documentation. Payment may only be requested by check and must be made payable to the Vendor listed on the lease (property owner or owner's designee management company). **Documentation required for approval of rental assistance includes a copy of the first and last pages of the lease (pages that contain the parties' names and signatures), a copy of the utility bill or moving company invoice or similar receipts for non-rental assistance. Payment must be made to the entity named on the lease, bill, or invoice. *Personally Identifiable Information on clients must be protected on all paperwork.***

The expense request form and documentation is first provided to the Program Director for approval, then forwarded to the Executive Director for approval. If the expense is approved, the form and documentation will be forwarded to the Finance Director for processing of payment.

The Finance Director codes the expenditure by client number in the agency financial software and maintains a separate file for each funding entity by each quarter in sequential order by date.

Each ledger entry must be tied to adequate documentation that is in the same order as the ledger entries. Attach a typewritten memo to documentation to explain any items that need clarification.

Housing advocates will meet with each client at least once each month to provide case management and other support services, as well as review the client's financial situation and justification for continued assistance.