

Housing Subsidy Participation Agreement

DEVELOPMENTAL DISABILITIES REGIONAL OFFICE 2



Participant's Name: _____

Fiscal Intermediary: _____

Fiscal Intermediary Representative Name: _____

Care Coordination Manager's Name: _____

Broker's Name: _____

DIRECTIONS

A Participation Agreement is to be completed and signed by the Housing Subsidy Participant, the individual's Care Coordination Manager, the individual's Broker and the Fiscal Intermediary Representative. The Participation Agreement should be signed when an individual enrolls in a self-directed plan with a housing subsidy, annually and when there is a change to the Fiscal Intermediary.

HOUSING SUBSIDY DEFINITION

The housing subsidy program is an approach which utilizes more independent housing opportunities for persons with developmental disabilities through the use of integrated housing options, and housing related subsidies. Historically, the housing subsidy assisted adults with developmental disabilities who wish to live independently by providing funds to pay for housing costs, and on a limited basis, for such things as food, transportation and clothing. In late 2010, the housing subsidy program was restructured, and is now **a housing subsidy calculated based on an individual's income and Housing and Community Renewal (HCR) Payment Standards.**

HOUSING SUBSIDY PRINCIPLES

1. Participants must be OPWDD eligible.
2. Participants have choices in their life about where they live and with whom they live;
3. Participants live in integrated, decent and safe housing;
4. Participants have a variety of housing options available to them; and
5. Housing and services are separated in order to allow Participants to live in housing of their choice.

HOUSING SUBSIDY GUIDELINES

1. **Participants can request a housing subsidy if no other funds are available or if it is a supplement to those other funds.**
 - a. Participants must apply for all benefits and housing subsidies, including but not limited to; publicly or privately funded affordable housing, HUD Section 8 and Rural Rental Assistance and other rent subsidies.
2. **Participants must provide, and keep up to date, their financial and housing information in order for housing subsidies to be appropriately calculated and funded. The required information includes, but is not limited to the following:**
 - a. **All sources of income and eligible deductions** for the Participant;
 - i. Income for the Participant and their dependent children is required; and
 - ii. Income for spouse/significant other is informational and does not have to be completed for the housing subsidy to calculate correctly;
 - b. **Number of people** living within the Participant's home;
 - c. **Number of bedrooms** in the Participant's home;
 - d. Information on **actual rent, mortgage (including taxes), or condo/co-op fees**; and
 - e. If **utilities** are not included in the rent, the actual utilities must be reported. Utilities are defined as **heat, electric and hot water**.
3. **Participants should understand the following prior to selecting or changing homes:**
 - a. The maximum housing subsidy an individual can receive is the HCR Payment Standards. HCR Payment Standards are determined based on the county of residence and the number of allowed bedrooms in the home;
 - b. The actual number of bedrooms in the house may exceed the allowed number, however the payment standard will be determined based on the allowed amount;
 - c. Although maximum reimbursement is limited to the payment standard, an individual can rent housing above the payment standard if they choose to fund the difference with their remaining income; and
 - d. A transition stipend may be included in the first year budget, but not in subsequent budgets.
4. **Participant's contribution**
 - a. A Participant is expected to contribute at least 30% of their countable net income towards housing expenses; and
 - b. Housing subsidies do not include a board component in the calculation. It is expected that the remaining 70% of an individual's income will be used to cover these costs.
5. **Ensuring safety and appropriateness of the Participant's home**
 - a. The Participant will allow visits to his/her home for the purpose of assuring that reasonable standards of health, safety and wellbeing are maintained. Visits shall be arranged in advance, and at mutually agreed upon times.
 - b. The Participant, the Participant's Care Coordination Manager and the Fiscal

SELF-DIRECTED SERVICES

Intermediary Representative agree to ensure that the Quality Assurance Checklist items are in compliance at all times. In order to document compliance, the check list must be completed at least once per year and when there is a change in address.

- c. The Fiscal Intermediary agency should maintain the QA Checklist(s) in the Participant's file.

6. Housing Subsidy budget

- a. The Participant agrees to live within the Housing Subsidy budget.
- b. The Care Coordination Manager agrees to provide the supports to assist the Participant to live within the budget.
- c. The Fiscal Intermediary and the Broker both agree to provide oversight and to monitor the budget in accordance with the approved housing subsidy and to distribute the housing subsidy as appropriate.

7. Agreement

- a. The Participant, the Participant's Care Coordination Manager, the Participant's Broker and the Fiscal Intermediary Representative agree to abide by the Participation Agreement, and the attached Self-Direction Housing Subsidy Budget Template and QA Checklist.
- b. The Participant, the Participant's Care Coordination Manager, the Participant's Broker and the Fiscal Intermediary Representative agree that changes in income, expenses and living situation will be reported as soon as they are known and adjustments will be made to the Supplemental Narrative, Self-Direction Housing Subsidy Budget Template, QA Checklist and DDP1 as needed.
- c. The Participant, the Participant's Care Coordination Manager, the Participant's Broker and the Fiscal Intermediary Representative agree that the Participation Agreement will be signed when an individual enrolls in a self-directed plan with a housing subsidy, annually and when there is a change to the Fiscal Intermediary.

Housing Subsidy Participant / Advocate Signature

____ / ____ / ____
Date

Care Coordination Manager's Signature

____ / ____ / ____
Date

Broker's Signature

____ / ____ / ____
Date

Fiscal Intermediary Representative Signature

____ / ____ / ____
Date

DDRO Representative Signature

____ / ____ / ____
Date