



Direct Client Services Fund Overview

The Direct Client Services Fund (DCSF) fills unmet needs for direct services to help those who are homeless and for diversion. DCSF is a fund of *last resort*, which means all other resources to cover the cost have been exhausted. In order to be eligible for these funds, a client must reside in Fort Worth, be active in ETO, and have a current HUD assessment (within 90 days). Annual assistance, based on the contract year (April 1 – March 31), is a maximum of \$800 for households of 4 or less and \$1,000 for households of 5 or more unless waived by Directions Home Coordinator. Use of funds is restricted to goods and services which directly relate to housing. Cash assistance is strictly prohibited.

Eligible expenses include:

1. Housing and household expenses not covered by a program's grant for newly housed clients. For clients who are in a housing program, DCSF will not cover the client's portion of rent. DCSF will also not reimburse expenses if a client has exceeded the maximum amount of deposits, application or administration fees allowed by an agency's grant. Items covered include:
 - a. Application fees
 - b. Apartment administrative fees
 - c. Security deposits
 - d. Utility deposits
2. Transportation
 - a. Daily bus passes (bulk purchases will NOT be reimbursed by DCSF) – a maximum of 10 per agency per month. Each bus pass must be attached to a specific client.
 - b. Gas cards (bulk purchases of gas cards will NOT be reimbursed by DCSF) – maximum amount of \$20 per card and no more than 5 gas cards per month. Each purchase must be attached to a specific client.
 - c. Gas for client's car – no more than one time per month per client.
3. Diversion – assisting the household with finding safe alternatives to entering the homeless system. This category is for clients who are **not** entering a housing program within the CoC. Client must have source of income for ongoing payments towards rent or utilities for a, b, c, and d.
 - a. Security deposit
 - b. Application/administrative fees
 - c. Utility assistance

- d. Rental assistance
- e. Greyhound or Amtrak tickets to reunite with family – no more than one ticket within a 4-year time frame.

4. Motel vouchers for families when family shelter beds are full

Items which will not be covered include rental/utility arrears, bed bug treatment, and gaps in funding for rent (specifically for clients in housing programs).