

CoC DIRECT CLIENT SERVICE FUND OVERVIEW

Annual goal- Assist 350 households with one-time funds to move into permanent housing. Please submit all reimbursement requests to TCHC using the DCSFv3 touchpoint no later than the 5th day of the month following the date after the expense was incurred. If you have any questions, please email Teimesha Holland at Teimesha@AHomeWithHope.org.

Eligibility-

Eligible households are persons in the City of Fort Worth who meet the United States Department of Housing and Urban Development (HUD) definition of literally homeless.

- Agencies will make payments to housing providers-most often apartment owners- for fees necessary in order to house the client. Depending on whether a client has income, evictions, a criminal record and/or rental history, apartment owners charge additional fees such as opportunity and high risk fees.
- No money will ever be paid directly to the client
- Up to \$1500 per household for an all-time total

If housing fees are over \$1500 per household, Tarrant County Homeless Coalition will request a waiver from Directions Home staff to pay the higher fee;

- Reimbursements request will only be honored if:
 - Agency enters a Direct Client Service Funds touchpoint in HMIS no later than the 5th day of the month after the date the expense incurred and includes:
 - Type of funding categories for reimbursement
 - Total amount of reimbursement for that client
 - Supporting documentation of expenditure
 - Receipt of expenditure
 - supporting documentation of expenditure
 - Proof of income

Reimbursement for agencies who have used funds in one of the following categories up to \$1500 per household:

- **Housing expenses** not covered by a program's grant:
 - Application fees
 - Apartment administrative fees
 - Security deposits
 - High risk fees/opportunity fees
 - Utility deposits
- **Diversion/Rapid Exit** expenses which includes:
 - Bus tickets to reunite with family
 - Application fees
 - Apartment administrative fees
 - Security deposits
 - High risk fees/opportunity fees
 - Rental assistance/utility deposits (for clients without a housing program)
 - transportation costs

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- **Additional items** such as:
 - Furniture and/or mattresses
 - Bus passes and gas vouchers
 - Motel expenses for families if family emergency shelter beds are full
 - Transportation costs to allow clients to work/attend appointments
 - Critical Documents such as:
 - Drivers' license/State ID
 - Birth/death certificates
 - Social security cards

Each type of critical document will be eligible for reimbursement only once per agency. (It is critical to upload the document as soon as it arrives)

