



TCHC DCSF Policy

TCHC Annual Goal: To Assist 350 Fort Worth households with funds to support placement into permanent housing, including transferring to a more suitable permanent housing type.

Please submit all reimbursement requests to TCHC using the DCSFv3 Touchpoint (in HMIS) no later than the 5th day of the following month that the expense was incurred. If you have any DCSF-related questions, please email the Tia Goss at Tia@ahomewithhope.org.

Eligibility:

Eligible Households are composed of a person or persons who are in the City of Fort Worth. Households must meet the United States Department of Housing and Urban Development (HUD) definition of literally homeless OR who are on a homeless assistance program such as rapid exit, rapid rehousing, or permanent supportive housing.

Agency Responsibility:

Agencies will pay housing providers –often apartment owners but can include group homes – for fees necessary to house the client. Depending on whether a client has income, evictions, a criminal record, and/or rental history, apartment owners charge additional opportunity or high-risk fees.

- No money will ever be paid directly to the client.

Qualifying Reimbursements to Agencies:

TCHC will reimburse agencies who have used funds in one of **these categories** up to \$1,500 per household:

- Housing expenses not covered by a program's grant, including application fees, apartment administrative fees, security deposits, high-risk fees, opportunity fees, and utility deposits;
- Diversion/Rapid Exit expenses including bus tickets for family reunification, application fees, apartment administrative fees, security deposits, high-risk fees, opportunity fees, rental assistance, and utility deposit for clients without a housing program and transportation costs;

- Additional items such as furniture and/or mattresses, bus passes, gas vouchers and pet fees are also included;
- Motel expenses for families if family emergency shelter beds are full;
- Critical documents such as drivers' licenses (it is crucial to upload these to the data warehouse immediately upon receipt);
- Transportation costs to allow clients to housing search and interviews/housing appointments;
- If the landlord has a Memorandum of Understanding (MOU) with Tarrant County Homeless Coalition (TCHC), mitigation funds to repair current or previous housing unit damaged by the client, that will allow the client to remain in the unit or enter into housing;
- Rental or utility arrears that are preventing a client from being housed;
- Rental assistance and fees necessary to keep a client housed when transferring housing programs;
- Holding deposits, wherein a landlord agrees to temporarily not lease the unit to someone else;

If housing fees are over \$1,500 per household, TCHC will request a waiver from Directions Home staff to pay the higher fees;

Holding fees may be paid directly to the landlord if there is an MOU that the units will be held for a minimum of 30 days for persons experiencing homelessness who have been matched to a housing program;

Reimbursement Process:

Reimbursement requests will only be honored/approved if:

- Agency enters a Direct Client Services Fund touchpoint in HMIS and includes;
 - Type of funding categories for the reimbursement;
 - The total amount of reimbursement for that client;
 - Supporting documentation, to be uploaded and included:
 - Receipts of expenditures;
 - Supporting documentation of expenditures;
 - Proof of Income;

Approved requests will be processed and reimbursement submitted to the requesting agency by the end of the month following the expense was incurred.