



GVPHC Processes for CoC Voucher Referrals

Referral to Continuum of Care allocated voucher programs are to follow the established Coordinated Entry System process.

GVPHC Voucher Referrals (Scheduled SCAAN Meeting Process)

Eligibility:

- A HUD category 1 literally homeless household that meets VHSP RRH eligibility purposes as defined,
 - An individual or family household who lacks a fixed, regular, and adequate nighttime residence. This includes those currently residing in a shelter and those exiting an institution (where they resided temporarily for 90 days or fewer) with no housing resources.
- Completed HUD verification of disability or SSI/SSDI award letter documentation.
 - [HUD Verification of Disability Form.](#)
 - Supplemental Security Income award letter. (SSI)
 - Social Security Disability Insurance award letter (SSDI)
- Households that meet HUD categories 2, and 4, are eligible for referral to CoC voucher programs. Households who meet these definitions will be prioritized below HUD Category 1 households.
- **Mainstream NED voucher:** Eligible households must be non-elderly persons with disabilities and their families. The eligible person must be between the ages of 18 - 62 years of age.
 - Mainstream NED vouchers Referrals must meet at least one of the following preferences:
 - a) Transitioning out of institutional/segregated settings or,
 - b) At serious risk of institutionalization or,
 - c) Currently experiencing homelessness or,
 - d) At risk of homelessness or,
 - e) Previously experienced homelessness and currently a client in a Permanent Supportive Housing or Rapid Rehousing project.
- James City County mainstream NED vouchers are subject to the opening of the Mainstream NED voucher waitlist.
- Hampton Redevelopment Housing Authority and James City County Office of Housing mainstream NED voucher prioritize households who meet preference e. as defined above.
- Newport News Redevelopment Housing Authority prioritizes all preference criteria above.



Process:

1. Household is assessed.

- Eligible households must be assessed utilizing the required GVPHC Coordinated Entry documentation.

2. Information is submitted by the SCAAN submission deadline either in HMIS or by email.

- Providers must submit the information within HMIS by 12:00 am the Friday before the next scheduled SCAAN meeting for HMIS participating agencies.
- Non-HMIS participating agencies must submit the required documentation to gvphcintake@theplanningcouncil.org by 4:00 pm the Friday before the next scheduled SCAAN meeting.
 - In the event of extenuating circumstances where the deadline is not met, a request to present clients not submitted by the deadline can be made to the appropriate SCAAN committee for a vote.
 - The case manager must complete the required documentation and data entry before the client's recommended housing intervention program referral is sent in HMIS.

3. Household is presented at Case Conferencing.

- All assessed households are to be presented at the appropriate SCAAN meeting.
- The coordinated entry system process does understand that some but not all the recommended information will be obtained at assessment and that the information below is based on the client's self-report.
- Information presented in a case presentation summary can include but is not limited to
 - Household current living situation, summary of homeless history.
 - Chronic status
 - Household strengths. For example, employment history, connection to mainstream benefits, connection to workforce development, support networks, and wrap-around services.
 - Needs of the household
 - Barriers to housing. For example, rental judgment and credit history, criminal history, and mental or physical disabilities.
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 - How household meets voucher eligibility criteria. For example, documented severe mental illness or physical disability via a medical doctor.
 - Housing intervention homeless history
 - Housing intervention program recommendation, and program preference if applicable.



4. **Referrals are made to the CoC-allocated voucher program based on vacancies reported to the CoC and the CoC's designated prioritization criteria.**
5. **The presenting case manager will be expected to maintain consistent case management services to the referred household to assist in housing stabilization.**

Off-Week Voucher Referrals:

Eligibility:

- Eligible literally homeless household as defined above.
 - Eligible households must be assessed utilizing the required GVPHC Coordinated Entry documentation.
- Household that meets the eligibility criteria and preference of a voucher program as defined above.

Process:

1. **Household is assessed.**
 - Eligible households must be assessed utilizing the required GVPHC Coordinated Entry documentation.
2. **Information is submitted before requesting an off-week referral request, either in HMIS or by email.**
 - HMIS participating agencies must submit required information within HMIS.
 - Non-HMIS participating agencies must submit the required GVPHC Coordinated Entry documentation to the CoC Manager for data entry completion. The CoC manager will verify that data entry has been completed in HMIS.
3. **A CoC voucher program referral request must be submitted to the GVPHC CoC Manager via email.**
 - The coordinated entry system process does understand that some but not all the recommended information will be obtained at assessment and that the information below is based on the client's self-report.
 - Information presented in a case presentation summary can include but is not limited to
 - Client HMIS ID
 - Chronic Status
 - Summary of homeless history.
 - Household strengths
 - Needs of the household
 - Barriers to housing
 - Current and future income information and rental sustainability.



- How household meets voucher eligibility criteria.
 - Housing intervention homeless history
 - Housing intervention program recommendation, and program preference if applicable.
 - A household requesting HRHA and JCC Mainstream voucher program placement must include a referral request to an RRH program to meet eligibility requirements.
- 4. An email is sent to the SCAAN Co-Chair (s) for a decision on the referral request.**
 - The SCAAN Co-Chair (s) have until the following business day to notify the CoC Manager of the outcome of the referral request.
 - 5. The case manager and housing provider are notified of the decision made on the referral request via email from the CoC manager.**
 - 6. The CoC Manager will submit a referral email to the designated CoC voucher point of contact based on CoC prioritization guidelines and program availability.**
 - If no program vacancies are available at the time of client presentation. The client's voucher housing intervention program recommendation will be recorded by the CoC manager and placed on the voucher waitlist for placement when a vacancy becomes available.
 - 7. The designated CoC point of contact provides the required documentation to be completed by the presenting case manager and the client to begin the voucher process.**