



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Commissioner

Field Operations Memo 2004-20
April 30, 2004

To: Transitional Assistance Office Staff
From:  Cescia Derderian, Assistant Commissioner for Field Operations
Re: Shelter-to-Housing Placement Program (S2H)

Overview

The Department, in collaboration with the Housing Assistance Program (HAP) providers, is proposing an innovative, one-time use of EA funds to assist in the transition of homeless families out of shelter into permanent housing by the end of this fiscal year. This program is called *The Shelter-to-Housing (S2H) Placement Program*. This program ends on June 30, 2004.

Purpose of Memo

The purpose of this memo is to introduce the new housing program and advise AU Managers about the role the HAP provider will play in identifying EA families to participate in the program.

S2H Program

The Shelter-to-Housing Placement Program has been developed for families who would be able to maintain their own unsubsidized housing unit. The HAP provider will identify families which, based on the provider's experience and expertise, will be able to maintain the placement for a minimum of 12 months. Only families who meet the criteria will be considered for this program.

The HAP Provider is expected to locate housing units and negotiate with landlords to establish a 12-month lease for the families with the family as the tenant/lease holder. The family must be out of the shelter and have moved into the unsubsidized apartment no later than **June 30, 2004**.

**S2H Program
(continued)**

Note: The program is completely voluntary. Once a family moves into the housing unit it is considered to be permanent housing. The EA benefits for the family will be terminated. Therefore, it is critical that only families who appear likely to succeed be recommended for this program.

Eligibility criteria for the program:

- The family was in a DTA temporary emergency shelter, including hotels or motels, on or before April 15, 2004;
- The adult member(s) of the EA AU must:
 - be currently employed for 30 or more hours per week at a pay equal to or greater than the state minimum wage;
 - be able to increase hours and pay within the next 60 days if currently employed less than 30 hours per week;
 - be currently participating in an education or vocational training program which will lead to employment of 30 or more hours per week within 60 days; or
 - be receiving a stable monthly income from another source, such as RSDI, SSI or child support payments that provides monthly income which is equal to or greater than a job paying minimum wage; and
- The appropriateness of the EA AU will also be based on the EA AU's cooperation and/or participation in carrying out the terms of their Self-Sufficiency Plan.

If the AU is a TAFDC AU, the family may be eligible for the \$1,000 relocation benefit.

**Available
Housing Units**

The HAP Provider will:

- identify families for the program and available rental units;
- contact the EA family and advise them of the available housing unit;
- arrange the meeting with the landlord; and
- provide the AU Manager or Homeless Coordinator with a copy of the lease.

The family must be moved from the shelter no later than June 30, 2004.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.
