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Field Operations Memo 2005-25A
September 19, 2005

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: LHATHP II – BEACON Procedures Update

Purpose of Memo

This memo updates the information in Field Operations Memo 2005-25 that addressed the expansion of the Local Housing Authority Placement Program. This memo notifies staff how to enter the LHA information in BEACON for EA AUs who are placed in one of the LHA units as a shelter placement under the *Local Housing Authority Transitional Housing Program II (LHATHP)*.

MIS Data Fix

With Increment 2.1.16 on August 22, 2005, the LHATHP information was added to BEACON. A data fix to the residential facility information was completed by MIS for each EA AU whose shelter placement as of August 22 was identified as one of the LHATHP sites. At the next recipient contact or when accessing the shelter information on BEACON, the AU Manager or Homeless Coordinator should review and confirm the information on both the Residential Facility window and the Address window. Make sure the LHATHP information is accurate, the address is accurate, the homeless indicator is checked, and the residence type is marked as shelter.

The new LHATHP data is included in the Resource files in BEACON.

Enter Transfer Information in BEACON

When an EA AU is being transferred into an LHATHP unit from another temporary emergency shelter, the Homeless Coordinator AU Manager must update the EA shelter placement information.

The AU Manager or Homeless Coordinator must:

- Go to the Residential Facility window in the Assessed Person Nonfinancial Statement workflow;
 - Select the EA AU's current shelter;
 - Enter the exit date the EA AU is leaving the shelter;
 - Enter the exit reason: "transfer to another shelter";
 - Click Update; and
 - Click Clear.
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Enter Transfer Information in BEACON (continued)

Once the update is successful, the new information will be entered. The AU Manager or Homeless Coordinator must:

- Click the yes radio button in the field, In a Residential Facility;
- Enter start (entrance date) for LHATHP placement and the reason for homelessness;
- Click the popup box in the field, Facility Name, and the Resource Search window will be enabled;
- Click the dropdown box in the field, General Service, and select LHA/THP. Click Find. The list of the local housing authorities participating in the LHATHP will appear;
- Highlight the appropriate LHA where the EA AU will be transferred;
- Click the Select button;
- On the Residential Facility window, the selected LHA shelter information will appear. Click Add;

Note: A message will pop up indicating that the AU Manager or Homeless Coordinator must go back to the **Address window** to update the AU's address. Enter the updated address on the Address Detail window and follow standard procedures to change the address.

Note: Placement in an LHATHP facility is still an EA shelter placement. The Homeless indicator on the Address window must be checked and the residence Type must be "Shelter".

- Go to the Verifications Tab to verify the address change; and
- Go to Interview Wrap-up workflow, click Selection, check off the appropriate selections, run EBC Results, and authorize to pending release.

Eligible EA families may participate in this *Local Housing Authority Transitional Housing Program II (LHATHP)* shelter program for six to twelve months.

Assets of LHATHP Participant

With the August increment, the assets of an LHATHP participant are noncountable when BEACON determines the AU's asset limit for EA eligibility. Do not enter an amount of zero in the Countable Amounts tab as previously instructed in Field Operations 2005-25. Enter the AU's actual assets in Countable Amounts tab for EA. BEACON will perform the correct calculation.

Questions

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