

Waitlist & Census Protocol for BRAP

Revisions effective July 2013

- A. All eligible applicants will be recorded on an applicant waitlist.
 - a. Completed applications include
 - i. Verification of eligibility for Community Support Services as described in section 3 below; income (Employment, GA, SSI/SSDI, other); Section 8 status; and priority identification, AND
 - ii. Signed releases and certifications contained in the application, AND
 - iii. Copy of BRAP Enrollment Form. Verification of current Enrollment into services covered by Section 17 and/or Section 97 (ie. verification from APS HealthCare or DHHS); OR if person is new to the Adult Mental Health System of Care then a copy of BRAP Enrollment Form signed by a person qualified to make a mental health diagnosis or accompanied by such a diagnosis.
- B. Procedures for determining assistance awards. BRAP assistance is designed for those individuals without any other viable housing option. BRAP funds will be provided on a priority basis to eligible individuals only.
 - a. The determination of new BRAP awards shall be issued by the Local Administrative Agency in an amount up to but not exceeding each agency's target allocation of vouchers. This may include consultation with DHHS, and/or the Central Administrative Agency. As available resources permit, DHHS may modify a particular LAA's target allocation and/or the statewide pool of available vouchers to better meet the needs of persons on the waitlist.
 - b. Factors to be considered in making award determinations include: date and time of completed application, determination of eligibility status, priority ranking and, if applicable, a waiver as signed and submitted by the Rental Assistance Manager.
 - i. BRAP PRIORITIES: Priorities #1 through #4 shall be considered in order of ranking.
 - 1. Priority #1: Eligible people who are leaving State psychiatric institutions (Riverview, Dorothy Dix); and individuals in private psychiatric hospital beds; or those who have been discharged in the last six months from any of these institutions.
 - 2. Priority #2: Eligible people who are homeless as defined by the Stewart B. McKinney Homeless Assistance act as funded by the U.S. Department of Housing and Urban Development.

3. Priority #3: Eligible people who are living in Substandard Housing in the community, as defined by U.S. Department of Housing and Urban Development.
 4. Priority #4: Eligible people who are moving from community residential programs and other behavioral health facilities, to more independent living arrangements
- c. LAA will follow existing procedures in the BRAP manual to enroll the individuals into the program.
 - d. When the LAA is able to release a voucher the LAA will:
 - i. Make determination of BRAP priority status and eligibility at time of award. For example, if a person was homeless at time of application, however at time of assistance award that person was housed, then he/she is no longer considered homeless and therefore not eligible for assistance under the homeless priority. In such cases, the Rental Assistance Manager will review the particular situation before the individual is removed from the waitlist.
 - ii. Exceptions:
 1. A person who applied to the program as a Priority #1 and at time of award more than six months had passed—that person would retain their Priority #1 status.
 2. A person who applied to the program as a Priority #2 and at time of award was housed in a transitional facility for the homeless; or a hotel or motel underwritten by state funds to be utilized in lieu of a shelter— that person would retain their Priority #2 status.

C. Waivers

- a. Once approved to waitlist DHHS may issue a waiver based upon the following conditions:
 - i. A person from Riverview or Dorothy Dix is awaiting discharge to a DHHS-Adult Mental Health Services funded residential bed; AND
 - ii. The particular DHHS-Adult Mental Health Services funded residential bed is currently occupied by an eligible individual on the BRAP Waitlist with a Priority #4 ranking; AND
 - iii. The resulting vacancy of the DHHS-Adult Mental Health Services funded residential bed must be filled by an identified individual being discharged from Riverview or Dorothy Dix. OR;
 - iv. Necessity as determined by the regional Mental Health Team Leader
- b. All waivers will be reviewed on a case-by-case basis and are subject to available funding.

D. Procedures for managing a waitlist/census

- a. Effective June 30th annually, all persons on the waitlist older than one year who are currently not housed (terminated) or not actively waiting to be housed may be removed
- b. Each applicable category listed below must be completed/ filled out on the Excel Waitlist/ Census. LAA to forward their Waitlist / Census to the CAA and Rental Assistance Manager on a monthly basis, or as directed, for purposes of managing a statewide wait list.
 - i. CSN
 - ii. Region
 - iii. Name of LAA
 - iv. Date of Completed Application
 - v. Time of Completed Application
 - vi. Unique Application Number
 - vii. Lname
 - viii. Fname
 - ix. Class Mbr (Y/N)
 - x. BRAP Priority (1-4)
 - xi. MHTL Regional Waiver (Y/N)
 - xii. Status of Application
 - xiii. Date BRAP assistance offered
 - xiv. Date Removed from Waitlist
 - xv. Reason for removal from Waitlist
 - xvi. Notes