

CRISIS HOUSING FUND

for Persons with Serious and Persistent Mental Illness

Direct questions to:
MINNESOTA HOUSING PARTNERSHIP
2446 University Ave. W, Ste 140, St. Paul MN 55114-1706
(651)649-1710 or (800)728-8916
www.mhponline.org fax (651)649-1725

WHAT IS IT?

The Crisis Housing Fund is a flexible pool of money to provide short-term housing assistance to persons with a serious and persistent mental illness whose income is being used to pay for an inpatient psychiatric treatment of 90 days or less. The program is currently administered by Minnesota Housing Partnership (MHP) under contract with Minnesota Department of Human Services and is funded through a grant from the Minnesota Department of Human Services Mental Health Division.

WHO IS IT FOR?

Clients must meet the following criteria to be eligible for the Crisis Housing Fund:

- Persons with a serious and persistent mental illness
- Persons with community-based housing (rental or ownership) NOT state or federally funded
- Persons of low or moderate income, as determined by the Department of Housing and Urban Development, established for the location of the dwelling of the Program Beneficiary (www.huduser.org)
- Persons admitted to a psychiatric facility (includes a facility for chemical dependency) and receiving psychiatric care for an estimated period of ninety days or less **AND**
- Persons applying from community hospitals must contact the county to request case management services

WHAT DOES IT COVER?

A housing expense that the person was paying, but no longer can because their income is being used to pay for treatment. The expense must be related to **RETAINING** the community-based housing of the individual. Program funds are available on a first-come-first-served basis. Such expenses should include payments towards:

Rent ♦ Mortgage ♦ Utilities

Utilities include heating fuel, electricity, water, sewer, garbage disposal, and basic traditional telephone services. An individual receiving public housing assistance must first contact the appropriate public housing authority to obtain an income adjustment (which should lower or negate the individual's rent during the period of treatment). For more information, please contact the PHA or call Gary Travis of the Dept. of Human Services at (651) 431-2252.

HOW DOES IT WORK?

Crisis Housing funds may be requested by mailing a completed Payment Request Form (in an agency envelope) to Minnesota Housing Partnership, attention: Crisis Housing Fund. Within reason, all other means of paying the expense must be exhausted. Repeat users, after 2 times, need to have a county case management plan in place.

*The Payment Request Form must be completed by the Applicant Agency adult mental health targeted case manager and **not** the client.* Eligible Applicant Agencies are nonprofit corporations, governmental units, Indian tribes.

- Please note that Applicant Agencies must have offices in Minnesota.
- Please be sure to include all requested information, including the name and phone number of the Applicant Agency adult mental health targeted case manager.
- Payments will not be made without the client's **original** signature and all six "Certifications by Applicant Agency" initialed by the adult mental health targeted case manager.
- MHP will contact the adult mental health targeted case manager in the case of incomplete information or any questions regarding the request.

HOW LONG DOES IT TAKE?

MHP will issue payment within five (5) working days of MHP receipt of the completed application. The payment will be mailed to the payee identified on the application form. Payment will be made to no more than one payee per application. Applicant Agencies may request a one-time per application \$40 fee for processing the assistance only when multiple expenses are requested (*e.g.*, rent and utilities) *and* the Applicant Agency will be disbursing the funds. Applicant Agencies must maintain on file documentation for each requested use of program funds for three (3) years. This documentation may include copies of invoices, rental leases, mortgage-payment coupons. The Applicant Agency is responsible for accounting of all program dollars. Any unused dollars must be returned to MHP within 180 days of receipt of program funds.