

**Missouri Balance of State**

**Continuum of Care**

**YHDP**

***Youth Homelessness System Program Standards***

| *“The YHDP process is a collective effort to end youth homelessness throughout the Missouri Balance of State CoC. ”* |
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**Background**

The Missouri Balance of State Continuum of Care (MO BoS CoC) is the name for our local Continuum of Care (CoC), also referred to as MO-606 by the US Department of Housing and Urban Development (HUD). The Continuum of Care (CoC) Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. §§ 11381-11389). The CoC is designed to address the critical problem of youth homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs.

The CoC Governance Board (Board) designates a Lead Agency and Collaborative Applicant to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the CoC planning area and that the CoC is in compliance with all applicable HUD rules and regulations. The Collaborative Applicant serves as the CoC staff and performs all tasks at the direction of the Board.

The Missouri Balance of State Continuum of Care (MO BoS CoC) was formerly housed under the Missouri Governor’s Committee to End Homelessness (GCEH). In 2017, this body left the GCEH to form its own Continuum of Care, known as MO BoS CoC (MO-606).

The MO BoS CoC is a membership body made up of multiple agencies and individuals with a focus on ending homelessness. Membership includes governmental departments, for-profit organizations, not-for-profit organizations, community action agencies, community partners, and individuals. For more information, please visit http://www.moboscoc.org.

The program standards serve as both a roadmap to the youth system and the requirements YHDP provides must follow. YHDP providers must also reference the General CoC Program Standards for any HUD required standard not included here. The purpose of these standards is to outline the youth specific requirements and practices that exist in addition and/or in place of General CoC Program Standards.

**Youth System Overview**

The Youth Homelessness Demonstration Program (YHDP) is an initiative designed to reduce the number of youth and young adults (YYAs) experiencing homelessness. The goal of the YHDP is to support communities across the United States, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. The YHDP grant will also support a robust continuous quality improvement (CQI) plan to inform the federal effort to prevent and end youth homelessness.

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***Mission, Vision, & Statement***

**Mission: The mission of the Youth Action Board (YAB) for the YHDP process is for the work to center the expertise of youth who have experienced or are experiencing homelessness in the Missouri Balance of State Continuum of Care.**

**Vision:** This is carried out by our vision to meet currently or formerly unhoused youth in the Balance of State Continuum of Care where they are, valuing their differences, educating ourselves to embrace that diversity, and supporting unhoused youth in creating or working with systems to serve their basic needs, including through local and state policy. This will be realized through the YHDP process by creating and establishing individual responses system-wide through the provision of immediate-response services, including emergency housing, creating permanent housing, and aftercare, with the help of YYAs with lived experience driving the design, implementation, and ongoing evaluation.

***Coordinated Community Plan Statement***

The MO BoS CoC YAB has led the development of the content, ideas, and strategies of the Coordinated Community Plan to Prevent and End Youth Homelessness, and will continue to upgrade the CCP as a living document for years to come!

***Shared Values and Guiding Principles***

The entire YHDP process is based on a set of shared values and guiding principles. The standards must center these principles. CoC members are expected to connect their existing values and principles with these YHDP shared values and principles. Understanding these concepts is vital to the success of YHDP.

| **U.S. Interagency** **Council on** **Homelessness (USICH) Framework to End** **Youth Homelessness** **and the Four Core** **Outcomes** | USICH coordinates the federal response to homelessness and creates a national partnership at every level of government and the private sector to reduce and end homelessness. The USICH four core outcomes are: 1. **Stable housing:** a safe and reliable place to call home; 2. **Permanent connections:** ongoing attachments to families, communities, schools, and other positive social networks; 3. **Education/employment:** high performance in, and completion of, educational and training activities, especially for younger youth; starting and maintaining adequate and stable employment, particularly for older youth; and 4. **Social-emotional well-being:** the development of key competencies, attitudes, and behaviors that equip a young person to succeed across multiple domains of daily life, including school, work, relationships, and community. |
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**Special Populations** USICH, in partnership with its member agencies, has identified several special populations of youth experiencing homelessness that are particularly

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| **Equity**  | vulnerable in how they experience homelessness, as well as their pathways in and out of homelessness. These ways are distinct from the general population of youth. For these particularly vulnerable and often overrepresented young people, there is a need for identification and engagement strategies, infrastructure considerations, and housing and service-delivery approaches that are responsive to their specific needs. The CCP identifies and addresses the local impact of homelessness on these special populations and **how the community will meet the needs of:** ● youth who identify as lesbian, gay, bisexual, transgender, and questioning/queer (**LGBTQ**); ● youth who are gender-non-conforming [or non-binary]; ● minors (under the age of 18); ● youth involved with juvenile justice and child welfare systems; and ● victims of intimate partner violence, trafficking, and exploitation. Research has found significant racial and ethnic disparities in rates of homelessness. **Specifically, Black, Indigenous, and Hispanic (non-white) youth experience homelessness at disproportionately higher rates.** Community efforts to prevent and end homelessness should consider and address racial inequities to successfully achieve positive outcomes for all persons experiencing homelessness. The CCP identifies and addresses how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of, homelessness in the community, consistent with fair housing and civil rights requirements. |
| --- | --- |
| ***Positive Youth*** ***Development (PYD) & Trauma- Informed Care (TIC)*** | Both PYD and TIC are accepted best practices in housing and service delivery for YYAs. Each includes principles and service frameworks. The CCP addresses how PYD and TIC will be incorporated into all aspects of the youth crisis response system, including at the system and project levels. |
| **Family Engagement**  | HUD believes that the best diversion and intervention strategy is to engage families, whenever appropriate, through community partnerships with organizations such as child welfare agencies, schools, youth providers, and other community human services and homeless services providers. The CCP addresses family engagement strategies and services designed to strengthen, stabilize, and reunify families. Services include family counseling, conflict resolution, parenting support, relative or kinship caregiver resources, targeted substance use treatment, and mental health treatment. |

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| **Housing First**  | Housing is a cornerstone for meeting a multitude of basic needs necessary for success. YYAs should be provided with rapid access to safe, secure, and stable housing that meets their needs as quickly as possible, without the condition that they are *‘ready’* for housing. The CCP addresses how all YYAs will be offered **immediate access to safe, secure, and stable housing with no preconditions.** |
| --- | --- |
| **Unsheltered** **Homelessness** | HUD estimates that 50% of YYAs experiencing homelessness are unsheltered. The CCP includes how the projects will address this and decrease unsheltered youth homelessness in the community. |
| **Youth Choice** **Individualized and** **Client-Driven Supports** | The capacity for self-determination may be a critical factor in obtaining many positive outcomes for Transition Age Youth and it is closely related to the principles of PYD. Consistent with federal youth policy, allowing YYAs to exercise self-determination is a youth-centered approach that values youths’ expressed needs, self-awareness, and community knowledge. **This youth-centered approach emphasizes youth choice in terms of the kind of housing youth need, the extent and nature of supports and services they access, and presents alternative options for youth who avoid programs with barriers like sobriety or abstinence.** The CCP addresses how youth choice will be integrated into all aspects of the youth housing crisis response system. The CCP recognizes that the needs of the young people who will be served will be unique. **Housing and support packages that help prevent and end homelessness among youth must recognize and respond to individual differences to serve YYAs appropriately and efficiently.** We must design the system flexibly to accommodate individuals with both high and low service needs, as well as the need for short-term or long-term support. The CCP addresses how the youth housing crisis response system will provide individualized and client-driven supports. |
| **Social and Community Integration** | The goal of youth homelessness services should be a successful transition to adulthood, including successful integration into a community as a positive, contributing community member. Accomplishing this requires the community to provide socially supportive engagement and opportunities for youth to participate in meaningful community activities. |
| **Coordinated Entry**  | Coordinated Entry processes are necessary components of a high-functioning housing crisis response system and must be developed intentionally to |

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|  | incorporate youth. The Coordinated Community Plan addresses how the CoC will ensure that the coordinated entry process is youth-appropriate. |
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***YHDP Projects***

| **HUD Project Type** *Projects design is described in detail in the respective projects section of these* *standards* | **# of YYA HHs** **served** **annually** | **# of YYA** **YHDP Allocation****HHs served** **concurrently**  |
| --- | --- | --- |
| Coordinated Entry  | 250 HH  | 31 HH $247,200 - 2 year budget |
| Crisis Response Outreach Team  | 250 HH  | 75 HH $721,000 - 2 year budget |
| Navigation  | 93 HH  | 70 HH $707,095 - 2 year budget |
| Crisis Peer Host Homes  | 22 HH  | 6 HH $84,460 - 2 year budget |
| *Transitional Housing Rapid* *Re-Housing Joint Component(s)* | —  | — — |
| Component: Housing Problem Solving - Targeted Rapid Resolution | 24 HH  | 12 HH $197,760 - 2 year budget |
| Component: Crisis Hotel/Motel TH  | 24 HH  | 6 HH $194,504 - 2 year budget |
| Component: Site-Based TH  | 50 HH  | 50 HH $1,462,360 - 2 year budget |
| Component: Rapid Re-Housing  | 75 HH  | 75 HH $2,196,612 - 2 year budget |
| **Total Funding**  |  | **$5,810,991** |

**Definitions**

**Continuum of Care (CoC):** A Continuum of Care (CoC) is a regional or local planning body that coordinates housing and services funding for homeless families and individuals. [more information]

**Youth/young adult (YYA):** An individual who is age 24 or under.

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**Missouri Balance of State Continuum of Care(MO BoS CoC):** The Missouri Balance of State Continuum of Care (MO BoS CoC) is a group of agencies within the HUD designated geographical region working together to end homelessness. The MO BoS CoC is a member based organization comprised of ten regions, a board of representative directors, and standing committees. Membership to the organization is free and open to any individuals and agencies with an interest in fair and equitable housing.

**Agencies/organizations:** Members of the MO BoS CoC that offer homeless support services

**Recipient:** The direct recipient of a HUD award. The recipient may enter into agreement with subrecipients to carry out agreed upon activities.

**Subrecipient(s):** Members of the MO BoS CoC that entered into an agreement to provide services on the recipients behalf.

**Youth Action Board (YAB):** The leadership body that created, oversees and works in partnership with the CoC board to design and monitor the youth homelessness system.

**SSO:** Supportive Services Only projects

**Federal Youth Services Bureau(FYSB):** FYSB supports organizations and communities that provide essential programs and services that empower youth and young adults, and their families, to achieve social and emotional well-being; permanent connections; education or employment; and stable housing.

**RHY SOP:** Runaway and Homeless Youth Street Outreach Program

**VI-SPDAT:** Vulnerability Index- Service Prioritization Decision Assistance Tool

**The McKinney-Vento Homeless Assistance Act:** Subtitle VII-B of The McKinney-Vento Homeless Assistance Act authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. It was reauthorized in December 2015 by Title IX, Part A, of the Every Student Succeeds Act (ESSA).

**Coordinated Care Plan (CCP)**: The YHDP CCP is the overarching guiding plan for preventing and addressing youth homelessness in the MO BoS CoC.

**General**

**What is YHDP?**

The Youth Homelessness Demonstration Program (YHDP) is an initiative designed to reduce the number of youth and young adults (YYAs) experiencing homelessness. The goal of the

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YHDP is to support communities across the United States, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. The YHDP also supports a robust continuous quality improvement (CQI) plan to inform the federal effort to prevent and end youth homelessness. The MO BoS CoC is awarded approximately 3.6 million dollars annually in YHDP funds. YHDP funds are on-going renewable through the MO BoS CoC Competition and may be considered competitive or non-competitive. For more information visit the MO BoS CoC Competition webpage.

***How does YHDP function in the MO BoS CoC?***

The youth homelessness system in MO BoS CoC is predominantly funded by HUD and comprised of YHDP projects. Additional youth dedicated projects with long histories of providing services to youth experiencing homelessness also exist in the CoC and are funded through the Health and Human Services Runaway and Homeless Youth Grant and other state and local resources.

YHDP projects are operated with one recipient and many subrecipients across the CoC. All YHDP projects must adhere to the requirements set forth by the recipient and the recipient is responsible for monitoring and evaluating YHDP subrecipients. Additionally HUD required that YAB lead project design, implementation and continuous quality improvement (CQ).

YHDP projects are available in all 101 counties of the MO BoS CoC. However, site based projects like transitional-housing/rapid rehousing joint component(site based and scattered site) projects may accept referrals from 101 counties, and will be limited to offering units in the counties where sites/units exist.

For information about organizations dedicated to providing youth homelessness services and/or specialized in providing youth homelessness services visit the MO BoS CoC youth homelessness webpage: YHDP Project Toolkit.

Questions about the youth homelessness system should be sent via email to youthplan@moboscoc.org.

**Youth Action Board**

The Youth Action Board (YAB) works to empower YYA, aged 24 and under, by providing a voice and active participation in the decision-making processes of the CoC. The YAB strives to ensure that the homeless system of care is responsive to the distinct challenges that YYA may face.YAB members may be compensated for their time participating in approved CoC activities, as directed by YAB policy.

Roles and Responsibilities

● Represents youth with lived experience of homelessness within the CoC; ● Develops priorities for the CoC to address barriers that homeless youth face;

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● Reviews CoC practices and provides corrective feedback and recommendations on best practices to committees, programs, and other efforts of the CoC;

● Collaborates with CoC training development; and

● Promotes funding opportunities for youth-focused initiatives in the CoC ● Produces and distributes regular written updates related to youth homelessness and YHDP and distributes the updates to all CoC members via email listserv.

The YAB generally meets monthly. For more information about YAB visit the YAB webpage. **Youth Services Committee**

The MO BoS CoC Youth Services Committee works to represent the needs of YYA who may interact with the homeless system of care. Through quality data, collaborative efforts, and partnerships within and outside of the CoC, the Youth Services Committee will diligently ensure fair and effective service for youth within the CoC.

Roles and Responsibilities:

● Identifies the needs of youth who interact with the homelessness system of care; ● Coordinates with other committees, CoC entities, or other organizations as necessary to meet the needs of youth within the CoC’s geographic area;

● Utilizes research and information to ensure data-informed decisions are being made to best assist youth in seeking housing resources;

● Develops and recommends appropriate training for CoC members to ensure that the CoC practices are well equipped and operating under best practices when serving youth with housing needs.

● Collaborates with the Performance Committee and HMIS Lead to monitor and evaluate metrics that represent youth needs; and

● Ensure the experience of youth is well represented in the CoC’s decision-making process.

● Oversees the delivering of the YHDP Coordinated Community Plan, particularly the Action Plan and Continuous Quality Improvement (CQI) Plan

The committee generally meets monthly. For more information or to express interests in the committee send an email to youthplan@moboscoc.org

**Non-discrimination in Homeless Program Assistance Equal Access**

YHDP projects serve YYA families and therefore must ensure they comply with the Equal Access Rule, as outlined by HUD. The Equal Access Rule outlines the federal definition of ‘family’ for purposes of receiving assistance from certain programs.

For MO BoS CoC YHDP projects, the definition of ‘family’ is as follows:

● Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting

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for assistance together with or without children and irrespective of age,

relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family. What this means is that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such.

MO BoS CoC homeless projects cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member’s family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

***Keeping Families Intact***

YHDP crisis housing projects serving families are required to serve the intact family, where desired by the client. Family members, regardless of age, gender, or other factors, cannot be separated from other family members during their program stay.

***Anti-Discrimination Policies and Serving Transgender Persons in Emergency Housing***

Crisis housing projects must make their resources available to YYA without regard to actual or perceived sex, sexual orientation, or gender identity. Although crisis housing providers with shared sleeping areas or bathrooms are permitted to inquire about sex or gender identity for purposes of determining room assignment, best practices suggest that where there is uncertainty about sex or gender identity shelter providers should ask where individuals feel most comfortable sleeping. This may mean that the person should be provided with a private changing, shower, and/or sleeping space, or stagger use of facilities so that the person may shower and change alone. Decisions about how and where someone is housed should be made on a case-by-case basis strongly taking into account the person’s preference about where to sleep and keeping safety a priority. In situations where providers are unsure of a person’s sex or gender identity, providers may not ask for documentation of sex or gender. The best way to proceed if a provider is unsure is to tell a client that the agency provides crisis housing according to the gender with which the client identifies. Do not ask, “What is your sex/gender?” Do say, “This is a site with shared rooms for women and shared rooms for men, if you would rather be in a different site, let us help you find one where you feel safe and comfortable.” It is understood that not every facility can accommodate every gender expression. The spirit of this guidance is about helping people to feel safe and comfortable in their temporary accommodations. This may mean telling a client what the local options are, without asking about their gender, and doing the most possible to get that person to a place they want to be. Gender-based violence can be inflicted on transgender people and providers are obligated to protect transgender people from such violence the same way they protect women, for example, from violence. YHDP program providers should review the Equal Access to Housing Final Rule available here:

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https://www.hudexchange.info/resource/1991/equalaccess-to-housing-final-rule/. Additional resources can be found here:

https://files.hudexchange.info/resources/documents/Equal-Access-for-Transgender-People-Su pportingInclusive-Housing-and-Shelters.pdf

***Working With and Incorporating Feedback from Youth with Lived Experience of Homelessness***

***Agency Board of Directors***

The CoC Program Rule requires grantees and sub-grantees to involve at least one person with lived experience of homelessness on their agency board of directors or equivalent policymaking entity. Agencies must retain documentation of meeting this requirement.

***Incorporating Youth with Lived Experience of Homelessness into Program and System Decision Making***

All homeless assistance projects must collect feedback from Youth (people) with lived experience of homelessness (PLE) and former clients on a frequent and regularly occurring basis. Feedback could be collected through focus groups, interviews, in a standing workgroup of PLE, and/or surveys. Projects should solicit feedback about people’s experiences receiving assistance, engaging with or accessing the homeless system, and anything else that is relevant to system and project design. All projects should develop a formal process through which PLE feedback will be reviewed and considered for incorporation into program and system design. For example, if YHDP recipients and subrecipients have an internal group/office that is responsible for conducting quality assurance reviews of programming to ensure compliance with applicable rules and funding sources and fidelity to best practices, this group may also be appropriate to take on the review of PLE feedback and to provide recommendations to leadership for program/system changes based on that feedback. On a regularly occurring basis, the CoC may request to review PLE feedback received by local homeless services providers as a means to incorporate that feedback into system level decision-making, system design, etc. In addition to collecting feedback for PLE to improve services and program design, homeless assistance projects are strongly encouraged to provide professional development and employment opportunities to PLE. Compensating PLE Homeless services providers should have policies in place to guide the provision of compensation to PLE who are providing their expertise to aid program improvement and design. Specifically, if agencies are requesting PLE to participate in focus groups, interviews, or to engage with ongoing workgroups, providers should make every effort to provide meaningful compensation to PLE for that time. YHDP providers have a HUD approved special activities [1.C.1.a(4), 1.C.1a(5), 1.C.1a(6)] to use program admin funds to compensate PLE for this work and other work.

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***Imbedding the Missouri Qualified Minor Status into the System***

The qualified minor law in Missouri is under Title XXVIII Chapter 431 {431.056} of the Revised Statues of Missouri. YHDP providers are expected to stay up to date on the law and ensure YYA who cannot access services or supports due to their minor status are evaluated under the law. If the YYA meets all Qualified Minor criteria, YHDP providers are expected to assist the YYA with accessing necessary services and supports as a Qualified Minor. Training can we requested through the YHDP recipient by sending an email to youthplan@cpsemo.org. YHDP providers are expected to work closely with landlords, employers or any other entity that enters into a legal agreement with a YYA. YHDP providers must work to mitigate risk and provide mediation supports with a goal of stability in utilizing the qualified status with enrolled YYA.

**Geographic Mobility**

YHDP projects must adhere to Geographic Mobility per CoC Program Interim Rule Amendment to § 578.51(c). Which allows individuals and families to choose housing outside of a CoC's geographic area, subject to certain conditions, and to retain the

tenant-based rental assistance under the CoC program. For more information about geographic mobility requirements: CoC Program Interim Rule Amendment to § 578.51(c): Increasing Mobility Options for Homeless Individuals and Families With Tenant-Based Rental Assistance - HUD Exchange

**Homelessness Definitions**

YYA experiencing homelessness may be defined as homeless under any of the four categories included in the Homeless Definition Final Rule:

● **Category 1 - Literally Homelessness** (§ 578.3)

○ An unaccompanied YYA who lacks a fixed, regular, and adequate nighttime residence, meaning:

■ Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**

■ Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**

■ Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

○ A YYA only needs to meet one of the three subcategories to qualify as Homeless Category 1: Literally Homeless.

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● **Category 2 - Imminent Risk of Homelessness** (§ 578.3)

○ An unaccompanied YYA who will imminently lose their primary nighttime residence, provided that:

● Residence will be lost within 14 days of the date of application for homeless assistance;

● No subsequent residence has been identified; *and*

● The individual or family lacks the resources or support networks needed to obtain other permanent housing.

● YYA residing in hotels and motels may be eligible under either Homeless Category 1 or 2 depending upon how the costs of the hotel or motel are being paid.

○ If less than 51% of the costs are paid for by a charitable organization or federal, state, or local government program for low income individuals, the household may be eligible under Category 2 if they lack the resources and support networks to continue residing in the hotel or motel. ○ Includes individuals and families who are within 14 days of losing their housing, including housing they own, rent, are sharing with others, or are living in without paying rent.

**● Category 3- Homeless Under Other Federal Statutes (§ 578.3) ○ Included for knowledge not active in the youth system**

○ An unaccompanied YYA or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who:

■ Are defined as homeless under the other listed federal statutes;

■ Have not had a lease, ownership interest in permanent housing during the 60 days prior to the homeless assistance application;

■ Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and

■ Can be expected to continue in such status for an extended period of time due to special needs or barriers

○ HUD has not authorized any CoC to serve the homeless under Category 3. HUD determines and approves the use of CoC Program funds to serve this population based on each CoC’s Consolidated Application. See 24 CFR 578.89. Individuals and families that qualify as homeless under Category 3 may be served by the ESG program if they meet required eligibility criteria for certain ESG components.

**Category 3 youth are not eligible for this YHDP funding unfortunately.**

**● Category 4 - Fleeing/Attempting to Flee Domestic Violence (§ 578.3)** ○ An unaccompanied youth, including pregnant and parenting youth, fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including:

■ Trading sex for housing;

■ Trafficking;

■ Physical abuse;

■ Emotional abuse, such as threats, intimidation, and exposure to trauma; 14

■ Family conflict that has caused a youth to feel physically or emotionally unsafe and unable to stay in their current living situation;\*

■ Financial abuse, such as controlling a youth’s income or stealing a youth’s identity in order use their credit;

■ Violence (or perceived threat of violence) because of the youth’s sexual orientation or gender identity;

■ Active drug/illegal substance use in the youth’s current housing;

■ Gang or neighborhood violence that is being directed to a youth in their home\*\*;

■ Other illegal activity in the household that is putting a youth or a youth’s child at risk

○ Additionally, the youth must have no safe, alternative housing, resources or support networks to maintain or obtain permanent housing.

■ \* If youth are under the age of 18 you may be required to report family conflict resulting in abuse or neglect to the Missouri Child Abuse and Neglect Hotline 800-392-3738. It is important to understand the mandatory reporting laws for child abuse and neglect. To make reports online visit the website:

https://dss.mo.gov/cd/keeping-kids-safe/can.htm

■ \*\*Gang or neighborhood violence has to be directed at the youth in their home not just in the general community to be eligible under category 4.

**Documenting Homelessness Status of YYA**

*Please note that the documentation requirements only apply to verifying homelessness for HUD programs. Other federal/state/local programs may apply different documentation rules.*

***Serving Households Who Lack 3rd Party Documentation or Live in Unsafe Situations.***

Youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services funded under the YHDP NOFO. Additionally, any youth-serving provider funded under the YHDP NOFO may serve unaccompanied youth aged 24 and under and families headed by youth aged 24 and under who are living in unsafe situations. HUD interprets “youth-serving provider” as a private nonprofit organization whose primary mission is to provide services to youth aged 24 and under and families headed by youth aged 24 and under. HUD interprets “living in unsafe situations” as having an unsafe primary nighttime residence and no safe alternative to that residence. These requirements supersede any conflicting requirements under the YHDP NOFO, this appendix, the Act, or the CoC Program rule. FR-6500-N-35 Youth Homeless Demonstration Program FINAL (hud.gov) [pg. 48]

When serving youth experiencing homelessness, it is the intake worker’s responsibility to attempt to gather the highest level of documentation that can be safely obtained. Self-certification of status is always acceptable along with an intake worker’s attempt to verify or documented reasoning for not attempting to verify based on a safety risk to the youth. In the guidance below, the documentation is listed from the highest to lowest level of documentation.

**Category 1 – Literal Homelessness**

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Third party documentation, such as:

● HMIS or victim services provider database printed record; OR

● Written statement by housing or services provider such as homeless liaison, street outreach worker, or shelter provider; OR

● Intake worker direct observation recorded in the file; OR

● Certification of homelessness by youth AND documentation of intake worker’s attempts to verify information; OR

● If exiting institution

○ Discharge paperwork or a written or oral statement from staff of the institution with beginning and end dates of the time the youth spent in the institution; OR ○ Certification by youth that they exited the institution AND documentation of intake worker’s attempts to verify information.

○ ALSO documentation of shelter or place not meant for human habitation prior to entering the institution.

● A YYA asking for emergency shelter or street outreach can self-certify their homelessness. This could be a sign-in sheet for shelter with a certification on top that the people signing in are homeless. No further documentation or attempts to verify are required to access emergency shelter.

**Category 2 - Imminent Risk of Homelessness**

Documentation that youth will lose their housing within 14 days, which may include: ● Notice of eviction or equivalent legal document; OR

● Proof of inability to continue to pay for hotel or motel; OR

● Statement by youth that they cannot continue to stay at the place they have been; AND ○ written or oral verification from owner or renter of housing obtained by intake worker OR

○ documentation of intake worker’s attempts to verify information;

● And documentation that the youth has no safe alternative housing, no financial or other resources, and no family or other support network which can be self-certified by the youth. This can be self-certification.

● If a youth is staying with friends or family the youth only needs to report to the intake worker that they cannot stay for more than 14 days. The youth should be assessed and enter into coordinated entry based on their self-certification. The intake worker may attempt to contact the friend or family, if safe to do so, and document verification or attempt to verify at a later date.

**Category 4 - Fleeing/Attempting to Flee Domestic Violence**

For providers that are not victim service providers:

● Statement by youth that they are fleeing because of violence, or other unsafe situations; AND

○ If the safety of the youth is not jeopardized, verification of the statement through written observation by the intake worker or staff at other organizations including law

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enforcement, housing or service provider, social worker, homeless liaison or legal assistance provider youth has sought assistance from OR

■ documentation of intake worker’s attempts to verify information and certification of the statement by the youth or intake worker; AND

■ Youth’s self-certification that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks.

■ The intake worker should obtain any available documentation or statements supporting the youth’s certification.

For victim service providers:

● Statement by youth that they are fleeing domestic or other violence; AND ○ Certification of the statement by the youth or intake worker; AND

■ Youth’s self-certification that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks.

■ The intake worker should obtain any available documentation or statements supporting the youth’s certification.

● An intake worker should make no attempt to verify the unsafe situation if doing so would put the youth at any risk of harm – in these cases the self-certification and a note in the file that verification would risk the youth’s safety is all the documentation needed.

○ Also, when documenting for category 4, the intake worker needs to ask only enough questions to know what is going on – they should rely on the youth’s own statement about his or her feelings and concerns. If the youth indicates there is a safety risk then no further documentation of the safety risk is needed – the intake worker should simply document what the youth stated.

References: YHDP Homeless Definition Quick Guide; HUD's Homeless Definition as it Relates to Children and Youth, Determining Homeless Status of Youth Quick Guide

***Documentation and Recordkeeping Requirements***

All homeless projects in the MO BoS CoC must maintain standard operating procedures for ensuring that state and federal program funds are used in accordance with all requirements. These procedures should include maintaining sufficient agency and client records.

***Organizational Recordkeeping Requirements***

MO BoS CoC YHDP projects must maintain the following records at the organizational level:

● Standard Operating Procedures – maintain procedures for ensuring that program funds are used in accordance with all applicable requirements.

● Conflict of Interest Policies – maintain conflict of interest policies and evidence compliance with CoC, organizational, or funding entity conflict of interest requirements ● Homeless Consumer Participation – maintain evidence that at least one homeless or formerly homeless individual sits on the board of directors or other equivalent policymaking entity

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● Affirmatively Furthering Fair Housing – document compliance with the requirement that they are making appropriate efforts to reach out to eligible program participants who would be least likely to apply for program participation without such effort

***Program Participant Recordkeeping Requirements***

In addition to homelessness recordkeeping listed above YHDP subrecipients must maintain:

● Evidence that, at minimum, an annual assessment of service needs was completed(certain programs require more frequent assessment)

● In cases of participant termination from a program, the project must demonstrate that it followed all applicable federal requirements

***Housing First***

All homeless projects in the MO BoS CoC must adopt a Housing First approach. Adoption of Housing First practices will be documented via program policies and procedures, and any other relevant documents, that evidence the incorporation of the practices into the design and operation of the project. At its most basic, Housing First is a model of housing assistance that centers on providing people experiencing homelessness with housing first and then providing voluntary services as needed and desired. Housing First programs operate under the assumption that everyone is ready for housing. In addition to the basic idea of providing housing first, Housing First programs share a few critical elements, including:

● Rapid exit from homelessness

● Minimal barriers to program entry

● Voluntary Supportive Services

● Housing Focused Assistance

***Rapid Exit From Homelessness***

Whether at the emergency shelter/crisis housing or permanent housing point, Housing First providers work to get YYA out of homelessness and into permanent housing as quickly as possible. For crisis housing providers, this means working hard to identify any rapid re-housing assistance that may be needed to move the household out of homelessness or referring to permanent supportive housing where available and appropriate. For permanent housing providers, this means speeding up and/or streamlining intake processes wherever possible.

***Minimal Barriers to Program Entry***

In the past, many homeless programs had policies that would prevent homeless persons from entering the program if they didn’t meet a number of requirements. Common program requirements often included having a minimum income, no criminal history, no history of substance abuse (sometimes drug tests were used to confirm), poor rental history or evictions,

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and no past involuntary terminations from other homeless programs. Housing First programs, in contrast, **remove every barrier to entry possible**, in part to make their programs and services available to those with the most severe needs and longest histories of homelessness (when applicable for YYA), i.e., YYA who likely would have been screened out of their program under previous practices. Although the Housing First model involves reducing barriers to entry, including removing drug testing at program entry, this does not mean that homeless services providers are required to serve/house persons who are significantly under the influence or actively using to the point where their presence in the program poses a danger to themselves, staff, or other residents. For example, in some instances, YYA experiencing homelessness who are in active withdrawal from substances may need to be referred for medical attention rather than accepted into a program. In all cases, YHDP staff should do their due diligence to find alternative means of shelter/housing in the event that their program is unable to serve a client based on safety issues related to substance use. A common practice, particularly among emergency shelters, crisis housing and other congregate facilities, is to conduct background checks on prospective clients. This practice is not prohibited under Housing First practices. However, program policies should only deny program entry in cases where a criminal history shows a pattern of violent offenses (including violent sexual offenses). Past convictions for public intoxication or disorderly conduct, for example, should not, in and of themselves, cause a YYA to be denied entry into a YHDP program. YYA should also not be denied services or crisis housing while waiting on the results of the background check. In addition, YHDP staff should do their due diligence to find alternative means of shelter/housing in the event that their program is unable to serve a client based on the client’s criminal background.

***Voluntary Supportive Services***

The Housing First model **requires** that all supportive services be offered to YYA on a voluntary basis. Refusal to participate in supportive services cannot be a reason to terminate someone from a homeless program. However, even under a voluntary services model, clients YYA may be required to participate in regular assessment of needs in order to determine if ongoing assistance is needed and desired – in fact, monthly meetings with case management staff are required in CoC-funded rapid re-housing programs. Similarly, YHDP projects should regularly check in with all clients, including those not receiving or requesting supportive services, to ensure that the client has ongoing need for the project.

***Housing Focused Assistance***

Housing First programs offer voluntary supportive services that are **first and foremost focused on obtaining and maintaining housing**. In crisis housing, for example, case managers should work with the crisis housing residents to identify permanent housing options and help residents get connected to housing. YHDP programs providing supportive services designed to address other personal issues should ensure that those services are directly connected to helping YYA **obtain or maintain housing**. More detailed information about how Housing First practices should be implemented in different project types can be found in the following project sections. Additional information about Housing First practices can be found at the following links:

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https://www.usich.gov/news-events/news/resource-roundup-understanding-and-implementing housing-first, Using a Housing First Philosophy When Serving Youth | HUD Exchange, https://www.homelesshub.ca/solutions/housing-first/housing-first-youth

**Homelessness Management Information System [HMIS]**

HMIS is the federally required data management system for CoC funded programs. All required YHDP data must be collected in HMIS. Information about YHDP specific data collection is available in the YHDP HMIS Manual. In addition to data collection YHDP projects must produce quarterly and annual reports to HUD generated primarily from HMIS. More information about YHDP HMIS reporting requirements is available in the YHDP Reporting Guidance for the Sage HMIS Reporting Repository. YHDP communities must adhere to the requirements set forward by HUD and may also customize HMIS to meet local needs in addition to federal requirements and are encouraged to do so.

In addition to YHDP projects, Runaway and Homeless Youth (RHY) programs must also collect and report data using HMIS. More information about RHY data collection is available in the RHY Program HMIS Manual.

The Missouri Balance of State Continuum of Care designates an independent agency to serve as the HMIS lead. Our designated HMIS agency is The Institute for Community Alliances (ICA). ICA is responsible for maintaining the HMIS database, equipping CoC end users with access, and training as necessary to collect HUD required information for project participants. ICA has staff dedicated to the YHDP system that support the daily needs of end users and conduct data analysis and reporting. ICA generally reports CoC data directly to HUD. ICA maintains MO BoS CoC-specific HMIS requirements to round out the HMIS process. For example, data collected from assessment must be entered into HMIS within three days of obtaining information to meet the CoC’s standards for data entry. For more information about the HMIS requirements and expectations review the HMIS Policies and Procedures.

**Administration**

**Environmental Reviews**

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not

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every project is subject to a full environmental review (i.e every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with NEPA and other related Federal and state environmental laws.

The YHDP recipient is responsible for initiating and ensuring the completion of environmental reviews. Recipients and subrecipients must retain documentation of the review. No project may operate without a documented approved environmental review. Environmental reviews must be completed immediately following grant agreement execution, anytime there is a major structural change and every 5 years, More information on environmental reviews is available here: Environmental Review | HUD.gov / U.S. Department of Housing and Urban Development (HUD).

***Special YHDP Administrative Activities***

***Incorporating Youth with Lived Experience of Homelessness into YHDP Implementation***

YHDP recipients and subrecipients are empowered to create pathways to Leadership, Employment and Education for YYA. YHDP recipients and subrecipients are expected to explore avenues and create strategies, policies and practices to do so. For example, hire YYA with lived experience of homelessness as staff, including former and current residents. Develop YYA decision making bodies, YABs, workgroups, etc. Create opportunities for YYA to learn and upskill such as attending training, workshops, symposiums, and conferences, etc. that encourage YYA leadership and strategies to end homelessness. YHDP recipients and subrecipients should create peer staffing positions where needed and appropriate; e.g. peer outreach workers, peer support. YHDP recipients and subrecipients should be addressing YYA to develop sustainability in these strategies. YHDP recipients and subrecipients are required to compensate YYA for activities described above. YHDP recipients and subrecipients are required to have policies and procedures for how YHDP special activities are used including compensation rate; travel and experiential learning practices, YYA resident to employment practices, YAB membership, etc.the same as the recipients and subrecipients would for any a CoC program staff as described in 578.59. YHDP special activities:

● 1.C.1.a(4) In addition to the eligible costs listed in 24 CFR 578.59(a), YHDP recipients may use project administrative funds to support costs associated with involving youth with lived experience in project implementation, execution, and improvement.

● 1.C.1a(5) Project administrative funds to attend conferences and training that are not HUD-sponsored or HUD-approved, provided that the subject matter is relevant to youth homelessness.

● 1.C.1a(6) Recipients may employ youth who are receiving services, including housing, from the recipient organization. Recipients that utilize this special YHDP activity must maintain documentation that discloses the nature of work that the youth does, and that the youth is not in a position that creates a conflict of interest.

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**YHDP System**

The YHDP system is made up of 8 projects that should be used in combinations that meet YYA needs. YYA may be enrolled in multiple projects at the same time such as Rapid Resolution and Crisis Outreach, etc.

**Crisis Response Outreach**

The crisis response outreach project is a HUD supportive services only (SSO) project. The crisis response outreach project provides supportive services—such as conducting outreach to sheltered and unsheltered YYA, providing referrals to other housing, providing supportive services - particularly transportation or other necessary services to YYA. The recipient may only assist program participants for whom the recipient or subrecipient of the funds is not providing housing or housing assistance. Whether or not a program is functioning as an SSO project or a housing project can cause some confusion. Please see the CoC Program SSO/Housing Component Decision Tool for more information. All SSO projects must serve persons who meet category 1, 2 or 4 of HUD’s homeless definition.

The purpose of the Crisis Response Outreach program provides a more accessible YYA homelessness system by providing YYA-specific outreach, establishing a physical presence and transportation in regions of the BoS through the creation of 5 new full-time employees. These 5 FTE-Outreach Workers and Peer-Outreach Workers (when possible) will have a caseload of 15-20 YYA with more intensive service needs and may come in touch with other YYAs for light touch basic need support.

Outreach workers connect with YYAs by meeting them where they are with a special focus on YYA experiencing unsheltered homelessness and/or fleeing unsafe situations with no safe place to go. Outreach workers are responsible for conducting street outreach, advertising system resources, collaborating with partners to identify YYAs, building trust and support with YYAs, and connecting them with other system resources. Outreach workers provide basic needs supplies like food, hygiene, and other emergency supplies. Outreach workers meet YYAs in-person and remotely, always striving to meet YYAs in-person when they request it.

Outreach workers strive to serve as a crisis response to YYAs experiencing homelessness especially unsheltered YYAs and YYAs fleeing unsafe situations with no safe place to go, assessing their needs, and connecting them to housing. Crisis Response Outreach workers partner with CE specialists, referring YYAs to CoC permanent housing when YYAs want and need it. Crisis Response Outreach workers conduct outreach during afternoon and evening hours and provide transportation. Outreach workers strive to create community “routes” and develop consistency and trust in communities.

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These staff are expected to be near and connected to the TH-RRH joint component particularly supporting the outreach and identification of eligible YYAs, connecting them to TH and RRH, and working with co-enrolled YYAs that choose to go directly to RRH.

Other expectations

● Remote staff positions required with availability to travel throughout the region(s) and bordering region(s), when applicable.

● Satellite offices are strongly encouraged, where possible, to maximize reach. ● Strongly encouraged to leverage existing staff and resources to operationalize the project and YHDP vision.

Project Outcomes

● YYAs understand where and how to access resources and are supported and affirmed in doing so.

● Vulnerable YYAs and YYAs fleeing unsafe situations with no safe place to go for crisis response receive support that they can trust.

● YYA receives immediate access to emergency basic needs supplies. ● YYAs seeking crisis and permanent housing are supported on their journey to independent housing.

***Other Youth-Dedicated Outreach***

In addition to the YHDP Crisis Response Outreach two providers in the MO BoS CoC are Health and Human Services Runaway and Homeless Youth Street Outreach (RHY SOP) grantees. These grantees are headquartered in Parkville and Cape Girardeau; for more information about these grantees visit the Federal Youth Services Bureau (FYSB) here https://www.acf.hhs.gov/fysb/grants/missouri-rhy. RHY SOP is funded on 2-3 year cycles and is subject to funding cuts and increases on these cycles.

The program’s primary goal is to provide street-based services to runaway, homeless, and street youth under the age of 21 and who have been subjected to, or are at risk of being subjected to, sexual abuse, prostitution, sexual exploitation, and severe forms of trafficking; and to build relationships between street outreach workers and runaway, homeless, and street youth to move youth into stable housing and prepare them for independence.

The RHY Street Outreach Program must provide the following services:

Street outreach programs provide services directly or by collaborating with other agencies. Street outreach programs work closely with other organizations to protect and treat young people who have been or are at risk of sexual abuse or exploitation. Street outreach services include:

● Street-based education and outreach

● Access to emergency shelter

● Survival aid

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● Individual assessments

● Trauma-informed treatment and counseling

● Prevention and education activities (alcohol and drug abuse; sexual exploitation; sexually transmitted infections, including HIV; and physical and sexual assault) ● Information and referrals

● Crisis intervention

● Follow-up support

FYSB requires grantees to incorporate a positive youth development (PYD) framework and a trauma-informed care (TIC) approach into their programs. PYD suggests that the best way to prevent risk and trauma is to help young people achieve their full potential. Youth development strategies focus on giving young people the chance to exercise leadership, build skills, and become involved in their communities.

***Coordination Among YHDP Outreach and RHY Outreach***

HUD YHDP SSO Outreach Projects and RHY SOP projects are expected by HUD and FYSB to coordinate in communities where their service areas overlap. Youth dedicated outreach providers are strongly encouraged to establish written agreements or memorandums of understanding (MOU) outlining their services coordination and ensuring maximum coverage of counties, e.g. outreach providers should coordinate outreach routes and YYA referrals.

**YHDP Coordinated Entry**

***CoC-Wide YHDP Coordination***

The YHDP Coordinated Entry project is a HUD supportive services only (SSO) project. The purpose of the YHDP Coordinated Entry System (CES) is to have a focused, high quality, high impact, rapid and nimble approach to CE with a focus on immediate access to the YHDP system. The YHDP CE project is operated by one youth-dedicated provider referred to as the YHDP Level 4 Provider Access Point. The YHDP Level 4 Provider Access Point must meet all level 4 access point requirements as described in the standards in the MO BoS CoC CE policy. The YHDP Level 4 Provider Access Point is responsible for coordinating youth-dedicated case conferencing and the CoC-wide youth dedicated prioritization list, including the non-HMIS PL, for all referrals. The SSO-CE project must serve persons who meet category 1, 2 or 4 of HUD’s homeless definition.

**All CoC homeless assistance projects in the MO BoS CoC, including all YHDP project types, must participate in the MO BoSCoC Coordinated Entry System (CES).** For TH-RRH projects (all component types), this includes only serving YYA who have been referred via the formal CE system and prioritized according to the CE standards. Access Points (and non-access point YHDP providers) should coordinate with the YHDP Level 4 Provider Access Point without prioritization and without delay for use of YHDP crisis SSO projects, e.g. Crisis Outreach, Housing Navigation, and Crisis Peer Host Homes. This means

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that for projects that are supportive services only, Coordinated Entry and Prioritization is not required; SSO can be utilized by youth eligible for YHDP without a delay. More detailed guidance can be found in the CE policy.

**YHDP Crisis CE Assessment Process**

The YHDP CE assessment process ensures enrollments to crisis projects occur in a crisis manner [reference CE policy [draft policy].

● Crisis assessments can only be administered by the YHDP Level 4 Provider and their approved partners and must be completed to enroll clients in crisis solutions. Case manager should complete a full CES assessment within 72 hours of the crisis assessment. CES referral will be made to the YHDP joint RRH component retroactively. Co-enrollment will be with the Crisis YHDP joint TH component. Case Conferencing determines ideal RRH placement for YYA and can conduct a project to project transfer as required.

○ Crisis assessments should include basic contact information, age,

self-declaration of homelessness, and a brief questionnaire about

diversion options.

**CoC-Wide Youth Case Conferencing and Youth Prioritization**

● If there are more eligible clients than available units, the clients at the top of the list may be referred to the program through the procedures outlined in the CES policy (pg. 25) ● The Level IV youth specific agency will run the PL for the purposes of referral. YHDP funded projects must take their referrals from the Level IV YHDP Provider. ● YHDP providers only attend youth case conferencing for YHDP projects. Non-YHDP providers who have a YYA on the statewide youth PL are invited to attend YYA dedicated case conferencing.

● YHDP providers that are also non-YHDP providers must continue to attend regular regional case conferencing for projects outside of YHDP and begin attending YHDP dedicated case conferencing

**Housing Navigation**

The purpose of the Housing Navigation project (HN) is to facilitate the movement of YYA to permanent housing as quickly as possible using housing-focused supportive services. Housing Navigations must connect with YYA quickly and support diversion when possible, provide basic needs support - particularly transportation, and connect YYA to resources and services available within the homeless response system **and** in the broader community, including permanent housing. e.g. public housing authorities, etc. YYA are connected to Navigation in a

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variety of ways using a no wrong door approach. YYA who access the system through a CE access point will be offered a referral to the YHDP Navigation project. YYA who access the system through crisis response outreach workers will be offered a referral to the YHDP Navigation project. YYA enrolled in TH-RRH will be offered Navigation again at project enrollment to ensure as YYA housing situations transition YYA have on-going access to navigators.

Housing Navigation subrecipient(s) must partner closely with the CoC, recipient(s), and YAB who will work with the subrecipient(s), and other regional navigators working with YYAs in the CoC to ensure wrap-around services are available to all YYAs accessing the system. The staff will be available throughout their coverage area to all CoC providers to trouble-shoot youth homelessness challenges. Troubleshooting and coordination should happen during case conferencing, in cross coordination meetings and as often is needed to ensure continuity for YYA.

This project will create and establish 5 FTE Regional Housing Navigators with caseloads of 1:15 ratio. Navigators work with YYAs from the point of project entry until safe and/or permanent housing is secured, and beyond in an after-care capacity when a YYA needs and wants after-care. YYA may be in the Housing Navigation project from one day or up-to 24 months (with an additional 24 months of aftercare in accordance with YHDP special activity I.C.1b(2)). System projections expect Housing Navigation average length of stay to be 270 days (9 months). Regional Navigators should focus on the individualized length of stay needed to ensure YYA access to permanent housing. Regional Housing Navigators should be near and connected to the TH-RRH joint component project(s), particularly supporting the transition and stabilization between TH and RRH and working with co-enrolled YYAs that choose to go directly to RRH.

Housing Navigation projects must establish partners and make supported referrals to meet the individualized needs of YYA. All navigators must receive training and operate as experts on system resources and provide housing-focused supportive services system-wide, especially working as a liaison between YYAs, existing providers, and new YHDP projects – ensuring access to affirming care. Navigators provide transportation as needed. Utilization - 93 households annually

Project Outcomes

● YYAs receive supportive services tailored to their needs while enrolled which leads to independence and permanent housing.

● YYAs have a trained professional to connect with in times of crisis and to celebrate and build upon achieved milestones.

**Transitional Housing-Rapid ReHousing**

The Joint Component Transitional Housing-Rapid ReHousing (TH-RRH) combines the CoC 26

Program’s Transitional Housing and Rapid Rehousing components into a single project with several component projects that are highly coordinated and integrated. The YHDP system consists of:

(A) - Site-based Transitional Housing

(B) - Hotel/Motel Crisis Transitional Housing

(C) - Scatter-site Rapid ReHousing

(D) - Housing Problem Solving Targeted Rapid Resolution.

TH-RRH provides the intensive support of TH while still facilitating greater self-sufficiency through the RRH portion of the project. The purpose of Transitional Housing (TH) projects is to facilitate the movement of YYA to permanent housing as quickly as possible.

In TH-RRH all eligible YYA must be enrolled at project entry and provided supportive services from enrollment to move-in and all the way through after-care. All eligible YYA must be offered **BOTH** TH AND **RRH**; the RRH project requires a CE referral. YYA should be presented with a

menu of the components available to them in the location they wish to reside. YYA who choose to only receive TH assistance must receive a RRH CE referral and must be enrolled in the corresponding RRH project, even if they do not receive RRH assistance. YYA who choose to only receive RRH assistance are not required to be enrolled in the corresponding TH project.

**Crisis Transitional Housing**

The purpose of Transitional Housing (TH) projects is to facilitate the movement of YYA to permanent housing as quickly as possible. YHDP TH projects should be targeted to persons who have been assessed as not being able to quickly resolve their homelessness on their own, but who do not have needs great enough to necessitate placement into Permanent Supportive Housing. TH-RRH projects must serve persons who meet category 1, 2 or 4 of HUD’s homeless definition.

***Transitional Housing Prioritization***

YHDP TH projects should be targeted to YYA who have been assessed as not being able to quickly resolve their homelessness on their own, but who do not have needs great enough to necessitate placement into Permanent Supportive Housing. Appropriate target populations may include those with service needs that have been identified as being more long-term in duration, but not indefinite. Appropriate target populations may include intimate partner violence victims, YYA with histories of substance abuse disorders or those in early recovery, pregnant and/or parenting YYA. Within identified target populations, TH projects should further screen YYA to identify people with greater vulnerabilities and prioritize those applicants for assistance.

***Housing First in Transitional Housing***

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All MO BoS CoC homeless assistance projects must follow a Housing First approach. The following practices and policies must be adopted and implemented at minimum:

**Housing First at Program Entry**

● Reducing barriers to entry

○ TH projects must minimize any barriers to applicant’s entry into their project. This means that projects cannot require things of potential clients to enter their project over and beyond demonstrating meeting basic eligibility (and any population prioritization) requirements. At minimum, TH projects CANNOT require the following as a condition of entry in to the project:

■ Minimum income level

■ Completion of drug test

○ TH projects should prioritize for assistance those persons with greater vulnerabilities. This may be determined, in part, through local/regional common assessment tools.

***Housing First in Program Design***

● Voluntary Supportive Services

○ TH projects must offer supportive services to program participants on a voluntary basis. However, TH projects may require program participants to meet with case managers on a regular basis for purposes of evaluating

the extent to which participants have ongoing need for the TH project

assistance.

● Housing Focused Assistance

○ When screening applicants for admission into the TH project, TH projects must assure that applicants are linked with TH assistance when:

■ TH is desired by the YYA

■ TH is most appropriate to meet the health and safety needs of the

YYA

■ No permanent housing solutions (with or without services) are

available that similarly or better meet the desires and needs of the

YYA

○ TH projects’ primary goal is to place program participants into permanent housing as quickly as possible, regardless of other personal issues or concerns.

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To that end, not only are supportive services voluntary, they are tailored to the YYA‘s needs as they pertain to obtaining permanent housing.

***TH-RRH projects must adhere to the following:***

1. TH-RRH must be an active member in the Coordinated Entry system ensuring YYA will have minimal entry requirements to ensure the most vulnerable of the population are being served. TH-RRH will assist YYA in locating safe, affordable housing that meets YYA needs in accordance with the MO BoS CoC Written Standards for Homelessness Assistance Programs.

2. TH-RRH cannot deny or disqualify YYA because of evictions or poor rental history, criminal history, credit history, lack of financial resources, or a history of intimate partner violence.

3. TH-RRH staff explains the services that are available and the expectations for participation. A copy of the program expectations and termination and grievance policies are given to the household prior to program entry.

4. TH-RRH will maintain Release(s) of Information (ROIs) that allows the sharing of information with relevant people and/or agencies to meet individual needs. YYA must be offered copies of all executed ROIs.

5. TH-RRH will assist participants in **locating** and stabilizing in safe, affordable housing that meets participants’ needs. In assisting in locating housing, the program considers the needs of the YYA and brokers healthy connections between property owners and YYA.

a. YYA may choose housing outside of the CoC’s geographic area if the subrecipient has the capacity, demonstrated through written policy and

action, to meet rent and service assistance requirements outlined in the

CoC Interim Rule 24 CFR 578.51(c)(4).

6. TH-RRH projects must enter into leases and/or occupancy agreements. See each component type for leasing requirements.

a. TH subrecipients should not charge for occupancy. HUD regulations do not require clients to contribute any portion of income to rent when

providing Rapid Re-Housing assistance Programs should follow guidance provided by CPD-17-11.

i. If a TH subrecipient needs to redesign, or test charging for

occupancy the subrecipient must contact the MO BoS CoC for

approval.

ii. If approved, TH-RRH may not exceed the higher of 30% of the

monthly adjusted income; 10% of the YYA’s gross income; or the

portion of the family’s welfare assistance designated for housing

assistance. Refer to HUD CoC Rent Calculation-Charging Rent for

more information.

b. RRH subrecipients are not required by the CoC to charge rent. If the subrecipient needs to redesign, or test charging rent the subrecipient

must contact the MO BoS CoC for approval.

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i. If approved, the subrecipient must have standards for client

income contribution to rent. If an agency has income contribution

standards they must apply to all program participants equally;

ii. For the purposes of calculating rent contributions, the rent shall

equal the total monthly unit rent and, if the tenant pays separately

for utilities, the monthly utility allowance calculation used.

7. TH-RRH will assess potential housing for compliance with HUD Habitability Inspections, lead- based paint, rent reasonableness standards, and Fair Market Rent (FMR) (as applicable), calculate utility allowance, prior to the participant signing a lease with the property owner.

a. Utility allowance calculations and utility allowance reimbursements must adhere to the HUD CoC Interim Rule and HUD Notice: CPD-17-11

"Determining a Program Participant’s Rent Contribution, Occupancy

Charge or Utility Reimbursement in the Continuum of Care (CoC) Program when the Program Participant is Responsible for the Utilities.

b. YHDP projects have a special activity that allows them to pay for the cost of the internet in a program participant’s unit as long as the internet meets the following requirements :

i. YHDP grant funds may be used for the internet if they are

necessary to assist YYA to obtain and maintain housing.

ii. Recipients and subrecipients must maintain records establishing

how it was determined paying the costs was necessary for the YYA

to obtain and retain housing

iii. Recipients and subrecipients must maintain records and evidence

that they conduct an annual assessment of the needs of the YYA

and adjust costs accordingly

8. TH-RRH projects will assess to determine if security deposits for units in an amount not to exceed 2 months of rent is necessary to assist YYA to obtain and maintain housing and will provide up to 2 months rent in deposit when necessary.

a. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the YYA to obtain and retain housing

b. Recipients and subrecipients must maintain records and evidence that they conduct an annual assessment of the needs of the YYA and adjust

costs accordingly

9. TH-RRH staff are expected to walk alongside YYA working together to develop a nimble housing stabilization plan, which may include financial goals, periods and amounts of assistance, meeting schedules, employment goals, and a program exit to permanent housing strategy. This includes evaluating on an individual YYA level the length of time needed to exit stably to permanent housing. The CoC recommends that programs focus on moving YYA to permanent housing quickly in alignment with YHDP principles.

a. The maximum length of stay in TH is 24 months, YYA length of stay is driven by the YYA’s needs and the TH-RRH’s projects ability to transition

YYA to RRH and other permanent housing options quickly. In order for

TH-RRH projects to begin to address the issue of youth homelessness, it 30

is critical to calibrate length of stay using a highly individualized process,

never pushing YYA to exit to quickly, and never disengaging in the

momentum needed to assist the YYA in existing to permanent housing.

10. For RRH, individual case management is required at least monthly. For TH, programs must offer (offering often) case management to YYA.

***Special Guidance for TH-RRH Projects Serving People with Substance Use Disorders***

TH-RRH projects serving persons with substance use disorders should keep in mind that their primary goal is to place program participants into permanent housing as quickly as possible. This means that any 21 treatment-related services should only be offered to clients on a voluntary basis, and they should focus on treatment related issues that are immediate barriers to securing and maintaining housing. TH projects serving people with substance abuse disorders should not terminate a client from their program simply because of a relapse in substance use. Relapses should instead be used to facilitate conversations with clients to determine their service needs and desires.

**Site-based Crisis Transitional Housing Description**

YHDP Site-based TH is one house/structure with common spaces and bedrooms in a shared housing environment. Sleeping quarters/bedrooms may be private or shared. The MO BoS CoC YHDP site-based TH is comprised of 3 subrecipients operating 12 leasing units. The TH project includes a minimum of 6 full time employees [one per “site”]. Projects must ensure that site-based TH offers private space for individuals, YYA families, and pregnant YYAs. They must make non-gender-based options available. Projects must strive to serve YYAs under 18.

TH–RRH project must be implemented with the TH portion serving as an alternative to emergency shelter, with the guaranteed linkage to the RRH component for YYAs that want it. The project may serve YYAs for up to 24 months however projects are encouraged to support YYAs in a transition to permanent housing, as appropriate, as quickly as possible.

YYAs must be provided with optional life skills training and community integration support. Each project must include 1 YHDP-funded FTE with a caseload of at least 8 YYA households dedicated to each TH site. Subrecipients must provide 24-hour support which may be delivered via on-call/remote when on-site staffing or services are not possible. Subrecipients are strongly encouraged to provide on-site staffing for a minimum of approximately 16 hours per day. These hours should be when the YYA are most active and present in the unit, most likely evenings and weekends, however may shift some with the identities and needs of the YYA in the project at the time. Projects that serve YYAs under 18 must provide 24-hour staffing to site-based TH.

TH staff are expected to be near and connected to the RRH component, particularly supporting the transition and stabilization between TH and RRH and working with co-enrolled YYAs.

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***Hotel/Motel Crisis Transitional Housing***

The purpose of hotel/motel TH is to facilitate the movement of YYA to permanent housing as quickly as possible. The hotel/motel TH project is operated BoS-wide making it available in all 101 counties in the BoS. YHDP hotel/motel is a pilot project. The purpose of the pilot is to explore the feasibility, practicality and outcomes of a youth dedicated hotel/motel emergency housing option. Specifically leveraging hotel rooms to: provide crisis YYA to where they are/want to be in the BoS, provide site-based TH overflow, to provide individualized lenient driven supports by having access to a menu of crisis options available to YYA to select from, to develop relationships across the BoS with hotel/motels that are aligned and partnered in the mission to prevent and end YYA homelessness. System modeling indicates that need far exceeds the TH resources available therefore the hotel/motel project may need to pause during the calendar year when funds have been expended. The pilot will be evaluated annual during performance and monitoring. The project may be adjusted over time and seek to expand funding based on outcomes. Feedback on the project is continually collected to better understand and build out the pilot.

Subrecipients must enter into lease(s) with hotel/motel(s) for a minimum of one month and a maximum of three months. Lease agreements must outline the length of the lease and the cost of vacancy payments. Hotel/Motel TH are required to adhere to YHDP program standards including rental reasonable requirements, habitability inspection requirements, case management requirements and all other requirements listed in the TH-RRH standards.

***Staffing and Services***

All settings will likely need some type of on-site staff presence 24/7, including a mix of the standard staffing provided by the hotel operator (e.g. front desk, maintenance, security) and additional services staff, provided by the community organization responsible for services at the hotel/motel.

● This will vary based on the level of care needs of the residents.

● Clearly designate the onsite services provider so there are clear lines of authority and accountability between the hotel operator and the service provider.

● Adhere to all other relevant YHDP standards.

● Determine how to provide individual meals with. Should provide food that people can store within their rooms.

● Provide strong WIFI to accommodate communication needs.

● Determine if pets are permitted. Assistance animals must be accommodated. ● Provide designated smoking areas

● Access to telehealth (medical and behavioral health) for all clients and protocols in place for people who may be experiencing mental health crises or complications related to substance use disorders, including symptoms and complications of withdrawal. Access to basic supplies to avoid withdrawal

● Arrange for and assist with refilling prescriptions, including how to support individuals who need access to daily medications such as methadone. Consider what assistance

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clients and guardians may need to obtain and take prescription or over-the-counter medications. Ensure clients can refrigerate medications, if needed.

● Provide dedicated case management (onsite or offsite) to ensure human services and healthcare needs are met as well as plan for exit from the hotel/motel setting to stable housing or return to congregate shelter.

● Provide for safe needle disposal. Hotels are not responsible for providing needle disposal or making these provisions.

● Establish a procedure to identify and transport if a client requires greater medical attention or treatment. Note that medical transport costs should be covered by the healthcare system or the local health department where possible.

**Emergency Transfer Plan**

In accordance with the Violence Against Women Act (VAWA), MO BoS CoC allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s unit to another. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of the BoS CoC’s funded agencies to honor such request for tenants receiving assistance may depend upon a determination that the tenant is a victim of domestic violence, dating violence, sexual assault, or stalking, and on

whether the funded agency has another unit that is available and safe to offer the tenant.

The ability of YHDP to honor a transfer request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether the YHDP providers has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy. The following sections identify tenants who are eligible for an emergency transfer, the importance of making victims aware of emergency transfer plans, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security.

**Emergency Transfer Notification**

YHDP providers must affirmatively provide program participants with a written notice outlining their rights under VAWA including information about the emergency transfer process. The provision of this documentation should be accessible to YYA and make accommodations where possible (e.g. different languages, audio, etc.)

***Eligibility for Emergency Transfers***

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD’s regulations at 24 CFR part 5, subpart L, is eligible for an emergency transfer, if the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault,

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the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer. A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan. Tenants who are not in good standing with the YHDP provider may still request an emergency transfer if they meet the eligibility requirements in this section.

***Emergency Transfer Request Documentation***

To request an emergency transfer, the tenant shall notify the YHDPs management office and submit a written request for a transfer to the assigned case manager. Details about what must be included in the request are below. The YHDP project will provide reasonable accommodations to this policy for individuals with disabilities and for folx with English as a second language. Please send an email to youthplan@cpsemo.org to request accommodation. The tenant’s written request for an emergency transfer should include EITHER:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted by the YHDP’s program; OR

2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90- calendar-day period preceding the tenant’s request for an emergency transfer.

***Confidentiality***

MO BoS CoC YHDPs will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the YHDP provider written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act. For all tenants, YHDPs are responsible to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

***Emergency Transfer Timing and Availability***

MO BoSCoC YHDPs cannot guarantee that an emergency transfer request will be approved or how long it will take to process a transfer request. YHDPs will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different

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unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. If YHDPs have no safe and available units for which a tenant who needs an emergency transfer is eligible, YHDPs will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. This includes attempting to coordinate with other YHDPs in other cities/counties, if needed. At the tenant’s request, YHDPs will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

***Safety and Security of Tenants***

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe. Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1– 800–799–7233 and/ or the Teen Dating Violence Hotline/chat/text line 1-866-331-9474 Text START to 8878 loveisrespect.org and/or a local domestic violence shelter, for assistance in creating a safety plan, or to work with the YHDP to develop or update a safety plan if needed. For persons with hearing impairments, that hotline can be accessed by calling 1– 800–787–3224 (TTY). Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network’s National Sexual Assault Hotline at 800–656–HOPE, or visit the online hotline at https://ohl.rainn.org/online/. Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime’s Stalking Resource Center at https:// www.victimsofcrime.org/our-programs/ stalking-resource center.

***Communicating Emergency Transfer Policies to Clients***

All YHDPs who are required to comply with this Emergency Transfer Policy are also required to establish and follow a process for communicating the policy and the process by which clients may request an emergency transfer to all clients served by the project, at the point of program enrollment. The policy and process to request a transfer should be communicated both verbally and by providing all clients a brief written summary of the policy and process to request a transfer.

***Other Transitional Housing Projects for Youth***

In addition to the YHDP TH-RRH, the MO BoS CoC includes Health and Human Services Runaway and Homeless Youth Basic Center (BCP), Maternity Group Home (MGH) and Transitional Living Program (TLP) grantees. These grantees are headquartered in Parkville and Independence. For more information about these grantees visit the Federal Youth Services Bureau (FYSB) here https://www.acf.hhs.gov/fysb/grants/missouri-rhy. RHY is funded on 2-3 year cycles and is subject to funding cuts and increases during these cycles.

***TLP Overview***

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The intent of the FYSB-funded Transitional Living Program is to provide a temporary safety net and strong emotional support system for YYA to transition into self-sufficiency. FYSB’s Transitional Living Program provides grants to public and private organizations for community-based, adult-supervised group homes, family homes, and scattered site apartments for youth ages 16 to under 22 years who cannot safely live with their own families. Services are provided for up to 540 days in most cases, with longer stays available for young people who turn 18 while in housing. For more information about TLP visit ***https://www.acf.hhs.gov/fysb/grants/missouri-rhy***

***TLP Services***

Services offered through the Transitional Living Program are designed to help young people who are homeless transition to self-sufficient living. Grantees are required to offer the following services, either directly or by referral.

***TLP Outreach Plans***

FYSB requires grantees to incorporate a positive youth development (PYD) framework and a trauma-informed care (TIC) approach, which suggest that the best way to prevent risk and trauma is to help young people achieve their full potential. Youth development strategies focus on leadership, skill-building, and community involvement.

***TLP Service Coordination Plan***

Referral of YYA to social services, law enforcement, educational services, vocational training, child welfare, legal services, health care programs, affordable child care, or child education program.

***TLP Extended Residential Shelter***

● Group homes

● Maternity group homes

● Host family homes

● Supervised apartments

***Transitional Living Plan***

● Transition plan from supervised participation to independent living or another appropriate living arrangement

● Money management, budgeting, consumer education, use of credit ● Parenting skills (Maternity Group Homes program only)

● Basic life skills resources, counseling services, and aftercare services ● Interpersonal skill-building

● Educational opportunities, such as GED preparation, post-secondary training, and vocational education

● Job attainment skills

● Mental and physical health care

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● Individual, family, and group counseling, as appropriate

● Coordinate with McKinney-Vento school district liaisons to ensure that runaway and homeless youth are provided information about the educational services

● Develop an adequate emergency preparedness and management plan

***BCP Overview***

The purpose of the BCP is to establish or strengthen community-based programs that meet the immediate needs of runaway and homeless youth and their families. The programs provide youth up to age 18 with emergency shelter, food, clothing, counseling, and referrals for health care. BCPs can provide up to 21 days of shelter for up to 20 youth in a site/shelter or host home environment and help reunite young people with their families, whenever possible. For more information about BCP

https://www.acf.hhs.gov/fysb/fact-sheet/basic-center-program-fact-sheet

They also help locate alternative placements, when appropriate.In addition to emergency shelter, many BCPs provide out-of-shelter services, including street-based services and home-based services for families with youth at risk of separation from their families. There are exceptions for jurisdictions that have different licensing standards.

***BCP Services***

Although slight differences exist from one program to the next, all BCPs must offer the following types of assistance to young people and their families:

● Food, clothing, medical care, and other services that youth need (offered either directly or by referral)

● Individual, group, and family counseling

● Recreation programs

● Education and employment assistance

● Outreach to youth who may need assistance, as well as to public and private agencies that work with youth and families

● Aftercare services for youth following their stay at a shelter

In addition, FYSB requires projects to develop an adequate emergency preparedness and management plan and to use a trauma-informed approach that involves understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma. Additionally, projects are required to incorporate elements of the Positive Youth Development (PYD) approach into their programs. PYD suggests that the best way to reduce risk and trauma is to help young people achieve their full potential. Youth development strategies focus on giving young people the chance to exercise leadership, build skills, and become involved in their communities.

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***MGH Overview***

The purpose of the MGH is to promote long-term, economic independence for homeless parenting youth and ensure the well-being of their children. The Maternity Group Home Program (MGH) supports community-based, adult-supervised, transitional living arrangements for homeless pregnant or parenting young people between the ages of 16 and under 22, as well as their dependent children. Services are provided for up to 21 months or until a young person turns 18 years old if they enter a program at age 16. MGH grantees are required to teach young people parenting skills as well as child development, family budgeting, health and nutrition, and other skills.

***MGH Services***

Maternity Group Home grantees are required to offer the following services, either directly or by referral:

● Food, clothing, medical care, and other services that youth need (offered either directly or by referral)

● Individual, group, and family counseling

● Recreation programs

● Education and employment assistance

● Outreach to youth who may need assistance, as well as to public and private agencies that work with youth and families

● Aftercare services for youth following their stay at a shelter

***MGH Extended Residential Shelter***

● Group homes

● Maternity group homes

● Host family homes

● Supervised apartments

***MGH Transitional Living Plan***

Help moving from supervised participation to independent living or another appropriate living arrangement.

***MGH Service Coordination***

Plan Referral to social services, law enforcement, educational services, vocational training, legal services, health care programs, and affordable child care or child education programs

***MGH Basic Life Skills Resources and Counseling Services***

● Money management, budgeting, consumer education, use of credit ● Parenting skills

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● Interpersonal skill-building

● Educational advancement

● Job attainment skills

● Individual or group counseling and parent/child counseling

● Referral to social and health care services,

● Leisure activities, aftercare, and, as appropriate, child care, and child nutrition ***MGH Outreach Plans***

FYSB requires grantees to incorporate elements of Positive Youth Development (PYD) and trauma-informed care (TIC), which suggest that the best way to prevent risk and trauma is to help young people achieve their full potential. Youth development strategies focus on leadership, trauma counseling, skill-building, and community involvement.

***Coordination Among YHDP Crisis Outreach and RHY TLP, MGH, and BCP***

HUD YHDP SSO Cris Outreach Projects and RHY projects are expected by HUD and FYSB to coordinate in communities where their service areas overlap. Youth dedicated outreach providers are strongly encouraged to establish written agreements or memorandums of understanding (MO) outlining their services coordination and ensuring maximum coverage of counties, e.g. outreach providers should coordinate outreach routes and YYA referrals. RHY housing focused providers are encouraged to coordinate with TH-RRH projects and attend youth dedicated case conferencing. RHY providers are not required to participate in CE however they are strongly encouraged by the CoC to participate in youth dedicated CE.

***Scatter-site Rapid Rehousing***

The purpose of the YHDP Rapid Re-Housing (RRH) projects is to move YYA out of emergency shelter, crisis TH and host homes to permanent housing as quickly as possible. In addition to reviewing these RRH Projects Standards, RRH projects should adhere to the relevant more detailed Rapid Re-housing Projects Standards located in MO BoS CoC Written Standards for Homelessness Assistance Programs.

***Rapid Re-Housing Eligibility***

RRH projects must serve persons who meet category 1, 2 or 4 of HUD’s homeless definition. ***Documentation and Record-keeping Requirements***

YHDP RRH projects must ensure they abide by all the documentation (of homeless status and project eligibility) and record-keeping requirements.

***Rapid Re-Housing Prioritization***

Where possible, RRH projects should be targeted to YYA who are unable to resolve their 39

homelessness on their own but do not have service needs so great as to necessitate movement into PSH. Within this targeted population, RRH providers should prioritize for assistance those YYA with greater vulnerabilities and less likelihood of exiting homelessness “but for” rapid rehousing assistance. RRH projects should strive to serve as many appropriate participants as possible, adjusting the duration and amount of assistance in order to meet the individualized needs.

***Housing First in Rapid Re-housing***

All MO BoS CoC homeless assistance projects must follow a Housing First approach. For RRH projects, the following practices and policies must be adopted and implemented at minimum:

***Housing First at Program Entry***

***Reducing barriers to entry***

● RRH projects must minimize any barriers to YYA entry into their project. This means that projects cannot require things of potential clients to enter their project over and beyond demonstrating meeting basic eligibility (and any population prioritization) requirements.

● At minimum, RRH projects CANNOT require the following as a condition of entry in to the project:

○ Minimum income level and/or employment

○ Although it is reasonable to expect that a client assisted with RRH will be able to obtain employment/income at some point before RRH assistance

ends, receipt of income cannot be an eligibility criterion

○ Completion of drug test

○ RRH projects should prioritize assisting those YYA with greater

vulnerabilities. This may be determined, in part, through local/regional

common assessment tools.

***Housing First in Program Design***

● Voluntary Supportive Services

○ RRH projects must offer supportive services to program participants on a voluntary basis. However, RRH projects may require program participants to meet with case managers on a regular basis (monthly) for purposes of

ensuring the household is stable in housing. Additionally, RRH projects

may require program participants to meet with case managers within three months of moving into housing for a reassessment to determine if

participants have ongoing need for financial assistance and/or supportive services

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***Housing Focused Assistance***

● RRH projects’ primary goal is to place program participants into permanent housing as quickly as possible, regardless of other personal issues or concerns. To that end, not only are supportive services voluntary, they are tailored to the YYA’s needs as they pertain to obtaining and retaining permanent housing.

● RRH financial assistance, i.e., rental assistance, is individualized and flexible. This means, for example, that RRH projects do not have a policy of providing only one month of financial assistance. All RRH projects should assess program participants’ need to determine their individualized amount of financial assistance and the duration of that assistance.

**Housing Problem Solving Targeted Rapid Resolution [TRR]**

The TRR project is operated BoS-wide making it available in all 101 counties in the BoS. The purpose of TRR is to facilitate the movement of YYA to permanent housing as quickly as possible.The project is delivered by a single point of contact subrecipient.

Targeted Rapid Resolution is a Rapid Rehousing project and requires a Coordinated Entry referral, however Coordinated Entry should be flexible to allow immediate access to these projects.

**Housing Problem Solving** [Phase 1] - Youth and young adults (YYA) and trained homelessness problem solving coaches connect within 24-72 hours of contact. Coaches rapidly assess and make a plan alongside the YYA to prevent [imminent homelessness] or quickly end homelessness experience. The plan should include identifying mainstream resources as needed.

**Targeted Rapid Resolution** *Flex Fund* [Phase 2] - Within 30 days YYA receives services and assistance that resolve the homelessness occurrence. 30 days gives time for deeper assistance such as paying rent (which requires things like an inspection, rent reasonableness assessment, etc.) Rapid Resolution can also occur within hours such as providing someone with transportation to safe housing with a bus ticket, etc.

The project is flexible and nimble. YYA should be educated on the project and counseled on the benefits, considerations and other options giving them the space to understand the menu of projects available to them and selecting the project that best meets their needs. All YYA need Housing Problem solving support which can be delivered in any YHDP project. However not all YYA need and want the Targeted Rapid Resolution Flex Fund because it will not resolve the homelessness crisis for all YYA. The project must assess closely and align resources centering YYA choice.

**Crisis Housing**- Targeted Rapid Resolution *Flex Fund* is a RRH component of the joint component Transitional Housing-Rapid Rehousing Project. While system planning indicates that most YYA utilizing the project will choose to leverage the project and not enter crisis housing such as site based TH or crisis hotel/motel TH, the project must offer the crisis

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housing components to YYA as required by HUD. YYA reserves the right to decline crisis housing and continue in the Targeted Rapid Resolution *Flex Fund*. YYA reserves the right to decline crisis housing at entry and request crisis housing later during Targeted Rapid Resolution *Flex Fund* enrollment.

***Purpose***

The Housing Problem Solving - Targeted Rapid Resolution (TRR) project is a YHDP funded project with an annual budget of $98,880. The project must serve a minimum of 12 YYA every 12 months. The project is one in a system of statewide projects available to youth through the YHDP. The project is a pilot designed by the Youth Action Board and seen as a critical component of the Youth Homelessness System. The project is dynamically integrated into the Coordinated Entry System (CES).

*Pilot Approach*

The Housing Problem Solving - Targeted Rapid Resolution (TRR) project is a special pilot project meaning it is exploratory and miniaturized. The pilot project seeks to understand the scale and scope of needed supportive diversion in the youth homelessness system. The pilot will be evaluated annually during performance and monitoring. The project may be adjusted over time and seek to expand funding based on outcomes. Feedback on the project is continually collected to better understand and build out the pilot.

*Definitions*

*Housing Problem Solving:* An individualized assessment and planning process used to create and adequately resource an immediate plan to prevent imminent homelessness or quickly address literal homelessness.

*Rapid Resolution:* A client-led, housing-focused conversation. The goal is creative problem solving that identifies flexible and safe solutions to quickly resolve housing crises. Resolutions may be temporary. Not all resolutions include financial support.

*Flex Fund*: Individualized, YYA-driven financial assistance used as wrap around support. ***Income***

There shall be no minimum or maximum income limits.

***Procedures***

***Rapid Resolution Phase***

1. All YYA that access the system are assessed for eligibility and offered a menu of available programs including TRR. YYA that selects TRR follows this procedure. 2. Any youth in crisis will be referred to the YHDP Level IV provider for the crisis assessment. This must be completed to enroll clients in crisis solutions. The YHDP

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Level IV provider will make appropriate crisis referrals. Case managers are required to complete a full CES assessment within 72 hours of the crisis assessment. 3. Rapid Resolution Phase lasts for an average of 30 nights or less (non-consecutive). Participants should not be referred to other interventions until they have completed the rapid resolution phase.

4. During Rapid Resolution Phase, agency staff should work with the participant to pursue all possible options to quickly resolve the housing crisis, including:

a. Identifying all social and familial supports the participant can stay with b. Identifying all social safety net programs, the participant should be connected to SNAP, TANF, general assistance, etc.

c. Exploring all housing options outside of the CoC

d. Exploring all community-based service resources outside of the CoC (this should be explored regardless of housing outcomes)

e. Exploring first month’s rent and security deposit options through various homeless prevention programs

5. If, after the participant has completed the rapid resolution phase, they have discernable options, then the agency may proceed with the remainder of the phased assessment (VI-SPDAT, supporting documentation, and the remainder of the phased assessment). Rapid Resolution and housing problem solving conversations and activities are to continue regardless of the participant’s progress through the phased assessment.

***Flex Fund Standards***

The purpose of the Flex Fund is to provide resources to prevent unaccompanied youth and young adults (YYA) from entering the homeless services system or to assist them to rapidly exit the homelessness system. Flex funds can be used as needed.

The Flex Fund is designed to immediately address the needs of YYA seeking shelter or other emergency homeless services.

Program staff should engage in a problem-solving conversation with YYA to: ●

The goal is to get the participant into an immediate safe housing option, which may include:

● A return to their previous housing.

● Short-term, non-shelter accommodation.

● Apartment or home (including shared housing).

● Return to family.1

1 Diversion - National Alliance to End Homelessness

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***Case Management Expectations***

The project creates 1 FTE Rapid Resolution Specialist with a caseload of 1 to 12 to assess the YYAs for eligibility and deliver prompt responses to YYAs needs.

***Uses of the Flex Fund***

The Flex Fund should be used:

● When no other reasonable resources are available to **immediately** solve the housing crisis, and

● Using the Flex Fund will provide a safe housing alternative to shelter.

**The rationale and individualized service plan for the use of the Flex Fund must be documented clearly in the participant’s file and HMIS.**

***Documentation***

***Rapid Resolution Assessment and Plan***

Documentation must demonstrate an assessment of YYA household needs and efforts taken by YYA and staff to identify resources to resolve homelessness crisis. Documentation in the client file must demonstrate a plan for how the use of the funds could divert YYA away from or rapidly exit YYA from the homeless services system.

***Inspections***

When providing financial assistance for rent or utilities a Habitability Inspection must be completed on the unit prior to incurring costs.

***Lease***

When providing financial assistance for rent or utilities, a lease must be obtained in the participant record.

***Case Notes***

All interactions with participants must be documented in the participant record. Case notes should include participant identifier, date, description of services provided, record of costs (when applicable).

*Examples of eligible expenses include but are not limited to:*

**● Financial Assistance**

○ Covering a portion of **rent** or **utilities**; e.g. offset cost of staying with family and friends, resolving imminent risk of homelessness costs

**● Transportation**

○ Transportation for households to live with family and friends; this could include bus tickets, plane tickets, etc.

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○ Vehicle repair; e.g. repairing a vehicle so a household can maintain employment and will remain housed

**● Provisions**

○ Providing **food** or other **provisions** to offset cost; e.g. offset the cost of staying with family and friends.

**● Stability**

○ Expenses related to obtaining and retaining employment (uniforms, ID, etc.).

○ Expenses related to childcare

○ Expenses related to health/ mental health

**● Damage Repairs**

○ Expenses related to repairs to maintain housing

***Capacity***

The pilot project is not sufficient to meet the needs of all YYA at imminent risk of or experiencing homelessness in the CoC. Modeling projections suggest that the Housing Problem Solving Targeted Rapid Resolution *Flex Fund* could be utilized quickly and not have sufficient funds to serve YYA every month of a 12 month year. The project was designed to serve on average 12 YYA households at a time and must do so. However, The project may serve the minimum amount of households required [24] and have no remaining funds to continue serving YYA all year. Should this occur the subrecipient in partnership with the recipient and the CoC must communicate to all access points 90 days in advance that the project will pause and can no longer accept referrals until annual funding is released/replenished. The subrecipient in partnership with the recipient and the CoC must communicate to all access points 90 days in advance when the project will no longer be paused and begin enrolling YYA each new year. The project may not turn away eligible YYA to conserve funds. The project may only deny referrals if the project is at caseload capacity and cannot provide adequate supportive services to YYA households and/or the project is paused due to funding constraints.

**Crisis Peer Host Homes**

The YHDP Pilot Crisis Peer Host Homes (HH) project is a HUD SSO project. HH provides an emergency shelter alternative, especially in regions where site-based TH and hotel/motel are not feasible, appropriate, or chosen by the YYA. HH projects must serve persons who meet category 1, 2 or 4 of HUD’s homeless definition. Crisis Peer Host Homes are operated by subrecipients. The subrecipients work with the community and YAB to develop and evolve the

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host home model as they test, learn and scale up. The HH project must serve at least 22 YYA households annually. Where possible, the HH project should be targeted to YYA who are unable to resolve their homelessness on their own. Within this targeted population, the HH project should prioritize for assistance those YYA with greater vulnerabilities. The HH project should strive to serve as many appropriate participants as possible, adjusting the duration and amount of assistance in order to meet the individualized needs.

***HH Coordination***

When a YYA connects with an access point, and diversion is not possible, and crisis housing is needed, YYAs are presented with a menu of crisis housing options in their region such as site-based TH and hotel/motel TH. YYAs are also given the choice to identify a host that can provide safe, short-term, appropriate housing accommodations, while the YYA works with the navigation team to operationalize permanent housing such as RRH and/or FYI.

***Hosts***

All hosts will be verified as safe and stable quickly (within 72 hours). All hosts must participate in low-barrier safety screenings (e.g. violent offense checks, stalking and protection order violation checks, etc.) and sex offender registry checks. Hosts who meet the threshold to provide crisis housing will receive a stipend of up to $500 every 30 days. Hosts must be identified by the YYA. There are no provider-identified hosts or host-matching processes, only YYA-identified hosts are eligible. For more information on YYA selected hosts: Building the Host Home Model around Chosen Family and Kin | Chapin Hall

***Project Design***

The kinship host home model rejects the assumption that because youth don’t have a stable place to stay, they don’t know any people who might be willing to house them. Programs identify, affirm, and resource youths’ natural supports to foster both housing stability and permanent connections. Youth identify their host or enter the program already staying informally with a host. Given the pre-existing relationship, programs are flexible with hosting requirements. Program staff help the youth assess the health of the relationship and may request the host undergo a background check. Kinship hosting also recognizes that sometimes caring adults in a youth’s network want to offer hospitality but are themselves struggling with financial difficulties, rental housing restrictions, or other barriers. Rather than pulling youth away from that connection and placing them with a host they don’t know, the service provider helps make the hosting arrangement work. Because of segregation in our social networks, kin or chosen family hosts are more likely to share youth’s racial, ethnic, or socioeconomic background (McPherson et al., 2001). In turn, since youth of color and youth from low-income households are more likely to face homelessness (Morton et al., 2018), youth-identified hosts are more likely renters, people of color, or low income. Programs may not require preparatory training, instead tailoring support to individual host and youth needs as they arise. If the youth is a new arrival to the area, their support network may live elsewhere. In some cases,

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programs provide transportation support to help youth reconnect to their support network. Successful exits from the program may include youth continuing to stay with their host. As natural supports, hosts are expected and encouraged to stay connected to the youth after

program participation ends, sometimes as a continued housing option. YYA may also exit to TH-RRH through CE.

Project Outcomes

● YYAs chosen permanent connections are realized as viable crisis housing and permanent housing options.

● HHs are leveraged as a bridge to permanent housing.

● More YYAs have access to permanent housing in alignment with YHDP principles.

**Services and Aftercare**

***Supportive Services Provision***

All homeless assistance projects in the MO BoS CoC must have policies and procedures that outline how they will provide individualized supportive services to their clients, following the Housing First model as noted above, and in compliance with funder requirements. At minimum, individualized service planning must be offered to every YYA equitably, must include the plan for obtaining and/or maintaining housing and the plan for securing any needed mainstream benefits. The service plan focused on mainstream benefits should include an assessment of the current mainstream benefits received by the household and identification of any additional benefits the household is not yet receiving but may be eligible for.

The service plan must also include details about the action steps the client and project staff will take to secure benefits, and the specific types of assistance the project can help with, such as providing transportation assistance to appointments or helping secure appointments. The mainstream benefits that must, at minimum, be considered in service plan development include: Food stamps (SNAP), SSI, SSDI, Temporary Assistance for Needy Families (TANF), substance use disorder programs, and employment assistance programs.

Where possible, YHDP projects are strongly encouraged to have program staff certified to use the SSI/SSDI Outreach, Access, and Recovery (SOAR) model to assist eligible clients to apply for SSI/SSDI benefits they may be eligible for. You can find more information about SOAR [here].

Arrangements shall be made as appropriate and available with community agencies and individuals for the provision of education, employment, and training; schools and enrichment programs; healthcare and dental clinics; mental health resources; chemical dependency assessments and treatment; legal services; budgeting and credit repair; and other assistance requested by the participant, which are not provided directly by the program.

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● Other homeless and mainstream resources for which, if eligible, a client may be assisted in obtaining, include: Emergency Financial Assistance; domestic violence shelters; local Housing Authorities, public housing, rent subsidies and subsidized housing; temporary labor agencies; childcare resources and public programs that subsidize childcare; consumer credit counseling service agencies; youth, development and child welfare; Community Support Programs; WIC, SNAP; Unemployment Insurance; Social Security benefits; Medicaid/Medicare; Victims of Crime Act Compensation.

The YHDP projects offer services that address the special needs of the program participants. **Supportive services must be necessary to assist program participants obtain and maintain housing**. Supportive services must be in alignment with eligible activities and costs outlined in 24 CFR 578.53. If the supportive services are provided in a supportive service facility not contained in a housing structure, SSO projects may pay the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service budget line item. All supportive services costs must be reasonable per 2 CFR 200.404.

● Annual assessment of service needs

● Assistance with moving costs

● Case management

● Child care

● Education Services

● Employment assistance and job training

● Food

● Housing search and counseling services

● Legal services

● Life skills training

● Mental health services

● Outpatient health services

● Outreach services

● Substance abuse treatment services

● Transportation

● Utility deposits

● Direct provision of services

***Annual Assessment***

Service needs of youth in programs will be assessed every year, and services for the youth will be adjusted accordingly with and following that assessment.

***Assistance with Moving Costs***

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Reasonable moving costs including truck rental and hiring a moving company. YHDP projects have a special activity 1.C.1a(8) to provide moving costs more than one time. Recipients and subrecipient must have policies outline how assistance with moving costs is delivered. YHDP projects have a special activity 1.C.1a(10)(c) to provide the costs of providing household

cleaning supplies to YYA. YHDP projects have a special activity 1.C.1a(10)(d) to provide housing start-up expenses for program participants (not to exceed $300 in value per program participant). Housing start-up expenses for program participants including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed $300 in value per program participant.YHDP projects have a special activity 1.C.1a(10)(f) to provide the cost of internet in a program participant’s unit (costs of the service is reasonable per 2 CFR 200.404.)

***Case management***

The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of YYA(s). Services and activities consists of: counseling; developing, securing, and coordinating services; using the centralized or coordinated assessment system as required under CFR 578.23(c)(9); obtaining federal, state, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual violence, and stalking; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

***Childcare***

The costs of establishing and operating childcare site, and providing child-care vouchers, for children from families experiencing homelessness, including providing meals and snacks, and comprehensive and coordinated developmental activities. The children must be under the age of 13 unless they are disabled children. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates for its costs to be eligible. YHDP projects may not operate a childcare site without approval from the CoC. Projects seeking to operate a site must submit a request in writing including (but not limited to) costs, feasibility and outcomes.

***Education services***

The costs of improving knowledge and basic educational skills. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources. YHDP projects have special activity 1.C.1a(5) Project administrative funds to attend conferences, learning opportunities and training that are not HUD-sponsored or HUD-approved, provided that the subject matter is relevant to youth homelessness.

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***Employment assistance and job training***

The costs of establishing and operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The costs of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. YHDP recipients and subrecipients have a special activity **1.C.1a(6)** and may employ youth who are receiving services, including housing, from the recipient/subrecipient organization. Projects must maintain documentation that discloses the nature of work that the youth does, and that the youth is not in a position that creates a conflict of interest.

***Food***

The costs of providing meals or groceries to program participants. Food must be provided directly to the household and cannot be delivered in bulk.

***Housing search and counseling services***

Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Component services or activities are tenant counseling; assisting individuals and families to understand leases; securing utilities; and making moving arrangements. Other eligible costs are: mediation with property owners and landlords on behalf of eligible program participants; credit counseling, accessing a free personal credit report, and resolving personal credit issues; and the payment of rental application fees. YHDP providers have a special activity 1.C.1a(10)(b) Pay for damage to units (not to exceed 2 months of rent) The costs to pay for any damage to housing due to the action of a program participant, which may be paid while the youth continues to reside in the unit. The total costs paid for damage per program participant may not exceed the cost of two months’ rent. YHDP projects have a special activity 1.C.1a(10)(g) Payment of rental arrears (for up to 6 months of rent in arrears). 1.C.1a(10)(h) Payment of utility arrears (up to 6 months per service) payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

***Legal services***

Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with the homeless individual or family’s ability to obtain or maintain housing. Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the

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resolution of outstanding criminal warrants. YHDP projects have special activity 1.C.1a(10)(k) Payment of legal fees including court fees, bail bonds, and required courses and equipment.

***Life skills training***

The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

***Mental health services***

Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Component services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

***Outpatient health services***

Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including: providing an analysis or assessment of an individual’s health problems and the development of a treatment plan; assisting individuals to understand their health needs; providing directly or assisting individuals to obtain and utilize appropriate medical treatment; preventative medical care and health maintenance services, including in-home health services and emergency medical services; provision of appropriate medication; providing follow-up services; and preventive and non cosmetic dental care.

***Outreach services***

The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants. Eligible costs include outreach worker’s transportation costs and a cell phone to be used by the individual performing the outreach. Component activities and services consists of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.

***Substance abuse treatment services***

The costs of program participant intake and assessment, outpatient treatment, group and 51

individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

***Transportation***

The costs of program participant’s travel on public transportation or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, childcare, or other services eligible under this section. Mileage allowance for service workers to visit program participants and to carry out housing quality inspections; the cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants; the costs of gas, insurance, taxes, and maintenance for the vehicle; the costs of recipient or subrecipient staff to accompany or assist program participants to utilize public transportation; and car repairs under special conditions (more information on conditions). YHDP projects have special activity 1.C.1a(10) to pay gas and mileage costs for a program participant’s personal vehicle for trips to eligible activities and may pay gas and mileage costs for a program participant’s personal vehicle for trips to and from medical care, employment, childcare, or other services eligible under this section.

***Utility deposits and Utilities***

May pay utility deposits must be a one-time fee, paid to utility companies. YHDP projects have special activity 1.C.1a(10)(i) allowing them to pay utilities (up to three months) of utilities for a program participant, based on the utility costs schedule for the unit size and location additionally YHDP projects have special activity 1.C.1a(10)(h) Payment of utility arrears (up to 6 months per service).

**After-Care**

YHDP projects will work hard to provide a continuity of services as necessary to all participants following their exit from the program. These services can be provided directly and/or through referrals to other agencies or individuals.

● YHDP projects develop exit plans with the participant to ensure continued housing stability and connection with community resources, as desired.

● It is recommended YHDP projects follow up with phone or written contact at least once per month for six months after the YYA exits the program, having received their final month of rental assistance or supportive services.

● A YHDP project may provide follow-up services that include on-going eligible housing focused supportives services, connection to mainstream benefits and referral to other agency or community resources in order to prevent future episodes of homelessness.

○ YHDP projects have a special activity I.C.1b(2) that they may continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, transitional housing or

after the end of housing assistance. YHDP subrecipients must have an

approved after-care policy to provide after-care supportive services

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beyond 6 months. YHDP projects are encouraged to provide after-care

beyond 6 months when YYA requests it and services are housing focused. MO BoS CoC will provide policy technical assistance to interested

subrecipients.

**Termination, Grievances & Due Process**

Termination is expected to be limited to only the most severe cases. YHDP projects will exercise judgment and examine all extenuating circumstances when determining if violations are serious enough to warrant termination. In terminating assistance to a program participant, the agency must follow the due process provisions set forth in 24 CFR 578.91(b), as well as the following process:

1. providing the program participant with a written copy of the program rules and the termination & grievance policies at intake, before the participant begins to receive assistance;

2. written notice to the program participant containing a clear statement of the reason for termination;

3. providing a review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and 4. providing prompt written notice of the final decision to the program participant.

**● Termination does \*not\* bar the program from providing further assistance at a later date to the same YYA. Youth can reapply to the program within 3 days of termination.**

● Programs are encouraged to re-house, rather than terminate assistance to households that are evicted from their housing while participating in the TH-RRH and HH program.

● Programs are encouraged to attempt to transfer clients to another TH-RRH program within the CoC if termination cannot be avoided. Refer to the MO BoS CoC Coordinated Entry Written Standards for information on Project to Project Transfers.

**Other**

**Educational Policies**

Under Subtitle VII-B of the McKinney-Vento Act, children, including unaccompanied youth, who experience homelessness have the right to a stable school environment and access to teachers, programs, peers, and support. More specifically, students have the right to: ● Receive a free, appropriate public education.

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● Enroll in school immediately, even if lacking documents normally required for enrollment.

○ Enroll in school and attend classes while the school gathers needed documents.

○ Enroll in the local attendance area school or continue attending their school of origin (the school they attended when permanently housed or

the school in which they were last enrolled)

● Receive transportation to and from the school of origin, if requested ● Receive educational services comparable to those provided to other students, according to the student’s need. To ensure that families with children experiencing homelessness and unaccompanied youth are able to exercise these educational rights, all MO BoS CoC homeless assistance projects serving families with children and/or unaccompanied youth are required to maintain P&P that are consistent with and do not restrict the exercise of rights provided by the McKinney-Vento Act and other related laws. These policies should include the following, at minimum:

○ Designation of staff to ensure children are enrolled in school and

connected to the appropriate services in the community, including early

childhood programs such as Head Start and McKinneyVento education

services. Staff responsibilities include:

● Lead the agency’s effort to collaborate with local education

agencies and school districts to assist in the identification of

homeless families and to inform those families of their eligibility for

McKinney-Vento educational services, including identifying the local

McKinney-Vento liaison for all school districts in the agency’s

service area. Developing formal partnership agreements between

local liaisons, local education providers and programs, local school

districts, and local homeless services agencies that outline how all

parties will coordinate to ensure homeless families and children can

exercise their rights to educational services procedure for

monitoring staff compliance with this policy

**Child Welfare Policy**

YHDP Projects are required to notify YYA immediately upon program interest that they are mandated reporters and clearly explain YYAs rights around choosing and refusing to disclose information, e.g. abuse and neglect. YHDP projects must comply with MO mandated reporter laws. YHDP projects must coordinate with MO Children's Division when YYA are former foster YYA and wish to apply/enroll [give consent] in MO Children’s Division programs. YHDP projects should be knowledgeable and make regular use of the MO Children’s Division FYI referral process more information:

https://dss.mo.gov/cd/older-youth-program/housing-services.htm:

**Special Activities**

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YHDP projects are authorized by HUD to rate with the following special activities in place. All applicable projects must utilizeope the special activities listed below.

| **Special Activities - HUD Flexibilities** |
| --- |
| **1.C1.a** |
| **C.1.a(1)** Leases under 12 months with a minimum of 1 month |
| **C.1.a(2)** Use of leasing, Sponsored Based Rental Assistance (SRA) and Project Based Rental Assistance (PRA) in Rapid Rehousing |
| **1.C.1.a(3)** Use 10% of total YHDP funding for Planning grants |
| **1.C.1.a(4)** In addition to the eligible costs listed in 24 CFR 578.59(a), YHDP recipients may use project administrative funds to support costs associated with involving youth with lived experience in project implementation, execution, and improvement. |
| **1.C.1a(5)** Project administrative funds to attend conferences and training that are not HUD-sponsored or HUD-approved, provided that the subject matter is relevant to youth homelessness. |
| **1.C.1a(6)** Recipients may employ youth who are receiving services, including housing, from the recipient organization. Recipients that utilize this special YHDP activity must maintain documentation that discloses the nature of work that the youth does, and that the youth is not in a position that creates a conflict of interest. **1.C.1a(7)** Recipients may use habitability standards in 24 CFR 576.403(c) rather than Housing Quality Standards in 24 CFR 578.75 for short or medium-term (up to 24 months) housing assistance. Recipients implementing this special YHDP activity must keep documentation of which standards are applied to the units and proof that the units complied with the standards before assistance is provided for every unit funded by YHDP. **1.C.1a(8)** Recipients may provide moving expenses more than one -time to a program participant. |
| **1.C.1a(9)** Recipients may provide payments of up to $500 per month for families that provide housing under a host home and kinship care model in order to offset the increased costs associated with having youth housed in the unit. |
| *YHDP grant funds may be used for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly* |
| **1.C.1a(10)(a)** Security deposits for units (not to exceed 2 months of rent) |
| **1.C.1a(10)(b)** Pay for damage to units (not to exceed 2 months of rent) *The costs to pay for any damage to housing due to the action of a program participant, which may be paid while the youth continues to reside in the unit. The total costs paid for damage per program participant may not* |

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| *exceed the cost of two months’ rent.* |
| --- |
| **1.C.1a(10)(c)** The costs of providing household cleaning supplies to clients. |
| **1.C.1a(10)(d)** Housing start-up expenses for program participants (not to exceed $300 in value per program participant). *Housing start-up expenses for program participants including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed $300 in value per program participant.* |
| **1.C.1a(10)(e)**Purchase a cell phone and service (cost must be reasonable and housing related) *The one-time cost of purchasing a cellular phone and service for program participant use, provided that access to a cellular phone is necessary to obtain or maintain housing and the costs of the phone and services are reasonable per 2 CFR 200.404.* |
| **1.C.1a(10)(f)** The cost of internet in a program participant’s unit (costs of the service is reasonable per 2 CFR 200.404.) **1.C.1a(10)(g)** Payment of rental arrears (for up to 6 months of rent in arrears) *Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.* **1.C.1a(10)(h)** Payment of utility arrears (up to 6 months per service) **1.C.1a(10)(i)** Payment of utilities (up to three months) of utilities for a program participant, based on the utility costs schedule for the unit size and location. *Payment of utilities up to three months of utilities for a program participant, based on the utility costs schedule for the unit size and location.* **1.C.1a(10)** pay gas and mileage costs for a program participant’s personal vehicle for trips to eligible activities. *In addition to transportation costs eligible in 24 CFR 578.53(e)(15), a recipient may pay gas and mileage costs for a program participant’s personal vehicle for trips to and from medical care, employment, childcare, or other services eligible under this section.* |
| **1.C.1a(10)(k)** Payment of legal fees *Legal fees, including court fees, bail bonds, and required courses and equipment.* |

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| **1.C.1a(10)(l)** Payment of insurance, registration and past driving fines *Program participant’s past driving fines and fees that are blocking a young person from being able to obtain or renew a driver’s license and impacting their ability to obtain or maintain housing. Additionally, recipients may pay for program participants costs for insurance and registration for personal vehicles, if the personal vehicle is necessary to reach medical care, employment, childcare, or other services eligible under this section*. |
| --- |

| **Innovative Activities Approved by HUD** |
| --- |
| **C.1.b.** |
| **I.C.1b(1)** A recipient may provide up to 36 months of Rapid Rehousing rental assistance to a program participant if the recipient demonstrates (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance. |
| **I.C.1b(2)** YHDP recipients may continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: 1) the proposed length of extended services to be provided; 2) the method it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the YHDP program participant \*YHDP recipients may continue providing supportive services to program participants for up to 36 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensure continuity of case workers for program participants. **I.C.1b(3)** Recipients will not be required to meet the 25% match requirement if the applicant is able to show it has taken reasonable steps to maximize resources available for youth experiencing homelessness in the community. |
| **I.C.1b(4)** Rental assistance may be combined with leasing or operating funds in the same building, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy. |
| **Other Innovative Activities** |

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| **I.C.1b(4)(6)** In addition to the specific activities authorized above or in 24 CFR part 578, other innovative activities to reduce youth homelessness may be carried out using YHDP funds, provided that the recipient can demonstrate that the activity meets the following criteria: a) The activity is approved by both the Youth Action Board and the Continuum of Care, as evidenced by letters of support from each organization; b) That activity will be testing or likely to achieve a positive outcome in at least one of the four core outcomes for youth experiencing homelessness (stable housing, permanent connections, education/employment, and well-being);1 c) The activity is cost effective; and d) The activity is not in conflict with fair housing, civil rights, or environmental regulations. |
| --- |
| **1.) CTH-RRH Hotel/Motel** The CoC requested approval to utilize hotel/motel rooms as a crisis TH part of the joint component project. YYA are expected to utilize crisis hotel/motel TH for an average of 30 days. All units/rooms must pass a safety inspection designed for units/rooms of this type. All hotel/motels must enter into a formal agreement with YHDP providers and/or the CoC which outlines responsibilities in alignment with YHDP principles and eligible activities. All units/rooms must be cost effective and be at or below the local market rate. This project helps to begin to address the shortage of emergency housing options for YYA in the BoS CoC. a) Provided YAB & CoC letters of support b) Stable housing - immediate access to safe and secure emergency housing with a direct connection to RRH when YYA want and need it. c) All units/rooms must be at market rate for the community or county FMR for total occupancy per month. d) All projects will operate in accordance with fair housing, civil rights,or environmental regulations.These operations will be detailed in required formal written agreements with hotel/motels. |
| **2.) Rent Reasonable instead of Fair Market Rent** The CoC requested approval for the use of rent reasonable standards in place of Fair Market Rent (FMR) for the RRH component of the YHDP TH-PH:RRH project. The rural and isolated communities in the BoS have severely limited and aging housing stock. In order to maximize RRH and truly rapidly re-house YYA the CoC must creatively overcome the lack of affordable housing across communities. With the combination of co-location and rent reasonable standards in tandem with landlord recruitment, retention and education the CoC strives to permanently house YYA in safe/stable units that are eligible and appropriate. This waiver was made available during the CARES Act HUD waivers package and presents a viable option for scaling up RRH in the difficult housing market. a) Provided YAB & CoC letters of support b) Stable housing – increased access to limited housing stock with rental assistance c) All units will meet the rent reasonable standards, the same eligibility as some other CoC and HUD projects d) All projects will operate in accordance with fair housing, civil rights, or environmental regulations. |

**Changelog**

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The change log captures all **CoC approved** (not proposed) changes to the YHDP Standards. The change must include the date of the change, the change and the purpose/context of the change. The change is essential to understanding and tracking the learnings of YHDP and must be updated regularly.

● 07.03.2024 - YHDP Standards approved and adopted by the MO BoS CoC 59