Households that meet the HUD Categories 2, 4, and At-Risk (including doubled-up/couch-surfing) are eligible for enrollment in the Connect to Home CE Homeless Prevention program. They should receive referrals to each program type for which they meet the major eligibility criteria.

<table>
<thead>
<tr>
<th>Program</th>
<th>Major Eligibility Criteria</th>
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| Emergency Solutions Grants (ESG), inc.      | • 50% Average Median Income (AMI) or less (increased from 30% AMI through Sep 2022). **Note:** Waiver not reflected in CE HP Excel Tools.  
  Coronavirus (ESG-CV)                          | • Housing loss in 21 days or less.  
  • One-time payment up to 6 months of rental arrears, including any late fees on those arrears and/or short-term rental assistance (inc. rent subsidy, security deposit, last month’s rent, moving costs, utility deposits/payments); total assistance cannot exceed 24 mos. in 3 years.                                                                                                           |
| Community Development Block Grant (CDBG)    | • 80% Average Median Income (AMI) or less.  
  • Housing loss in 21 days or less.  
  • Up to 6 months of rental arrears.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                 |
| Community Services Block Grant (CSBG), inc. | • Income at or below 200% of Federal Income Poverty Guidelines (FPIG) from all sources except food programs (increased from 125% FPIG due to COVID-19). **Note:** Waiver not reflected in CE HP Excel Tools.  
  Coronavirus (CSBG-CV)                          | • Maximum assistance $1,000/adult HH or $1,500/households w/children.                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                 |
| Homeless Assistance Program (HAP)           | • Income at or below 200% of Federal Income Poverty Guidelines (FPIG) from all sources except Medicare, Medicaid, food stamps, school lunches, LIHEAP, and housing assistance.  
  • No income restrictions for Domestic Violence survivors (based on need).  
  • HAP (not HUD) definition of homeless or near homeless.*  
  • Maximum assistance $1,000/adult HH or $1,500/households w/children.                                                  |                                                                                                                                                                                                                                                                                                                                                                                                 |
| Supportive Services for Veteran Families (SSVF) | • Veteran(s) member of household.  
  • 50% Average Median Income (AMI) or less.  
  • Housing loss in 30 days or less.  
  • Up to 9 months of rental arrears.                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                 |

*For HAP purposes, individuals or families are considered homeless if they are experiencing any of the following: 1. Reside in a group shelter; domestic violence shelter; hotel or motel paid for with public or charitable funds; a mental health, drug, or alcohol facility; jail; halfway house; or hospital with no place to reside; or living in a home, but due to domestic violence, needs a safe place to reside; 2. Have received verification that they are facing foster care placement of their children solely because of lack of adequate housing, or need housing to allow reunification with children who are in foster care placement; 3. Live in a “doubled-up” arrangement for six months or less on a temporary basis due to an emergency; 4. Live in a condemned building; 5. Live in housing in which the physical environment presents life and/or health threatening conditions (e.g. dangerous structural defects; lacks plumbing, heat, or utilities); 6. Live on the streets, in cars, doorways, etc. HAP considers individuals or families near homeless if they are facing eviction. An individual or family is facing eviction if they have received either written or verbal notification from the landlord that they will lose their housing unless some type of payment is received.
Connect to Home Coordinated Entry Specialist Procedures - CE Homeless Prevention Enrollment

Steps for CE Homeless Prevention Program Enrollment in PA HMIS

1. If the Head of Household presents as needing rental assistance to avoid becoming literally homeless, even if they are doubled-up, begin by searching for an existing client record in PA HMIS by asking for their full name, SSN, and/or date of birth.

   a. If the client is not in HMIS, add a new client record by selecting/beginning an Intake from the Client menu. Add the basic client information for the Head of Household (HoH) and all family members. The workflow will then take you to Program Enrollment.

   b. If the HoH is already in HMIS, check their client dashboard to see if they are already enrolled in Connect to Home CE Homeless Prevention and/or check their client notes to see if they have been screened for HP recently and for the county that they are currently residing in. If they have not been screened and referred for HP recently, then select Intake from the Client Menu, and select Use the current client.
2. For a new household, complete the Basic Client Information for the Head of Household and all Family Members. For an existing household, review their answers with them to ensure the information is accurate and up to date.

**NOTE:** While not a required field, make every effort to record at least one telephone number for the client/participant that is “safe to call” (and check the “Safe to Contact” check box if it is). Recording an email address (and checking if “Safe to Contact”) is also very helpful.

**NOTE:** CE Specialists should always strive to complete all required Client Information questions with complete answers (except for DV Anonymous intakes). Complete answers improve HUD reporting scores and reduce the need for data clean-up later on. For DV Anonymous Intakes, use the DV Anonymous name procedure (i.e., First Name is DV, last name is client/participant generated passcode). For DV Anonymous name Data Quality, select “Partial, street name, or code name” from the Name Quality pull-down menu. For other DV Anonymous Intake Personally Identifiable Information (PII), select “Client Refused”.

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**Connect to Home Coordinated Entry Specialist Procedures – CE Homeless Prevention Enrollment**

**NOTE:** While not a required field, make every effort to record at least one telephone number for the client/participant that is “safe to call” (and check the “Safe to Contact” check box if it is). Recording an email address (and checking if “Safe to Contact”) is also very helpful.

**NOTE:** CE Specialists should always strive to complete all required Client Information questions with complete answers (except for DV Anonymous intakes). Complete answers improve HUD reporting scores and reduce the need for data clean-up later on. For DV Anonymous Intakes, use the DV Anonymous name procedure (i.e., First Name is DV, last name is client/participant generated passcode). For DV Anonymous name Data Quality, select “Partial, street name, or code name” from the Name Quality pull-down menu. For other DV Anonymous Intake Personally Identifiable Information (PII), select “Client Refused”.
3. Enroll the household in the new CE Homeless Prevention Project. (Do *not* enroll the household in the Eastern PA Coordinated Entry project, which is only for households that are literally homeless according to HUD Category 1 and 4 definitions.)

4. For a new household, complete the Universal Data Assessment for the Head of Household and all Family Members. For an existing household, review their answers with them to ensure the information is accurate and up to date. You will have to answer the Health Insurance question to proceed. It is acceptable to simply choose “Data Not Collected” instead of asking the client/participant if you wish.
5. After you save the Universal Triage Assessment, the CE HP workflow is complete. You can now close the workflow.

6. Leave PA HMIS open in your web browser and create a new HP Screening Tool in Excel from one of the Excel HP templates. You can download the templates here: https://drive.google.com/drive/folders/12fhc5eL0YCVvGyqw72q0YNR6eKVj71?usp=sharing. You must use the template for the county that the HoH currently resides in (or wishes to live in if they are doubled-up). The HoH cannot be screened and referred to multiple counties.

NOTE: It is essential to screen them for the appropriate county since the Average Median Income is different for each.
NOTE: Due to the COVID-19 Pandemic, the income eligibility criteria for the following project types are increased (easier to qualify for) as follows. These are not reflected in the Excel screening tool formulas, so please apply your knowledge to making eligible referrals.

- ESG: Accepts households up to 50% AMI until September 30, 2022.
- CSBG (and CSBG-CV): Accepts households up to 200% FPIG indefinitely.

7. Complete and save a copy of the HP Screening Tool for the HoH unless they are actively fleeing Domestic Violence.
   a. If the HoH is actively fleeing DV, do not complete the screening tool. Instead, make a warm handoff to a VSP/DV provider. If they already have contact with an VSP/DV provider, proceed with the screening.
   b. The date field should be entered as day/month/year as the following example: 1/29/21
   c. After you have populated all the fields in the Excel sheet, any programs for which the HH is eligible will be highlighted in Green.

8. Using the most recent Connect to Home Coordinated Entry Specialist Procedures - Making Referrals (find the most recent procedures here: https://drive.google.com/drive/folders/1oxXPaBvw_F7kX3ORJSKerbnfbsUjKrYT?usp=sharing), refer to the CES Referral Partner Matrix to make a direct referral to one or more HP providers of each eligible type in their county. Always attempt to make the referral through PA HMIS if the provider agency is in the system.

NOTE: Always refer Veterans to the closest SSVF provider, even if there is not one in their current county.

NOTE: ESG, ESG-CV, and HAP prevention programs serve HUD Categories 2, 4, and At-Risk of homelessness, including households that are doubled-up/couch surfing as long as the doubled-up household is living in the home of another because of economic hardship and has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance. A written notice from the leaseholder that they must vacate the residence will suffice to provide financial assistance.
9. Save the HoH’s completed Excel HP Screening Tool and upload it to their Client Files in their Profile in PA HIMS.

NOTE: Do not attach the client’s Excel worksheet to any email, not even to an HP provider you are referring to that is not participating in PA HMIS.
Connect to Home Coordinated Entry Specialist Procedures - CE Homeless Prevention Enrollment

10. From the Client Menu, scroll down to Profile and select Case Notes. Click Add New Case Note. Add the new Case Note to the Client’s record in PA HMIS whose subject uses the following format: [Current] County HP Screening x/y/21. For example, “Adams County HP Screening 2/1/21”.

This completes the Enrollment.