



Nevada Office of HIV

Nevada Ryan White Part B Program

Housing Services

I. HRSA Service Definition

Housing services provide transitional, short-term, or emergency housing assistance to enable a client or family to gain or maintain outpatient/ambulatory health services and treatment. Housing services include housing referral services and transitional, short-term, or emergency housing assistance.

Transitional, short-term, or emergency housing provides temporary assistance necessary to prevent homelessness and to gain or maintain access to medical care. Housing services must also include the development of an individualized housing plan, updated annually, to guide the client's linkage to permanent housing. Housing services also can include housing referral services: assessment, search, placement, and advocacy services; as well as fees associated with these services.

Eligible housing can include either housing that:

- Provides some type of core medical or support services (such as residential substance use disorder services or mental health services, residential foster care, or assisted living residential services); or
- Does not provide direct core medical or support services, but is essential for a client or family to gain or maintain access to and compliance with HIV-related outpatient/ambulatory health services and treatment. The necessity of housing services for the purposes of medical care must be documented.

RWHAP recipients and subrecipients must have mechanisms in place to allow newly identified clients access to housing services. RWHAP recipients and subrecipients must assess every client's housing needs at least annually to determine the need for new or additional services. In addition, RWHAP recipients and subrecipients must develop an individualized housing plan for each client receiving housing services and update it annually. RWHAP recipients and subrecipients must provide HAB with a copy of the individualized written housing plan upon request.

RWHAP Part A, B, C, and D recipients, subrecipients, and local decision making planning bodies are strongly encouraged to institute duration limits to housing services. The U.S. Department of Housing and Urban Development (HUD) defines transitional housing as up to 24 months and HRSA/HAB recommends that recipients and subrecipients consider using HUD's definition as their standard.

Housing services cannot be in the form of direct cash payments to clients and cannot be used for mortgage payments.

The Ryan White HIV/AIDS Program must be the payer of last resort.

II. Service Goals and Objectives

To assist Persons Living with HIV in securing housing so that they can access and maintain health care and supportive services.



Nevada Office of HIV Nevada Ryan White Part B Program Housing Services

- A. Provide housing and/or utility assistance to RWPB clients
- B. Retain RWPB clients receiving housing and/or utility assistance in HIV treatment and care.

III. Housing Assistance Services

- A) Initial Assessment/Development (Initial)
- B) Reassessment/Redevelopment
- C) Rent Assistance
- D) Housing Attainment Fees
- E) Emergency Financial Assistance Rental Gap

IV. Housing Services Eligibility

Before services are provided under this Service Category Provider Agency staff must ensure current Ryan White Part B enrollment through CAREWare's Eligibility and Enrollment Fields tab.

The following eligibility criteria are specific to Housing Services: Client has been referred to a RWPB Housing Services Provider from another RWPB funded program, has sought out assistance of the agency through self-referral, or has received a referral from an outside RWPB provider. If the client is referred to the Housing Services Provider from a non-RWPB provider, the Housing Services Provider is responsible for notifying the originating non-RWPB provider that the client is now accessing services and the Housing Services Provider is responsible for logging the referral in CAREWare.

Additionally, in order to be eligible, the person or a member of the resident household must present evidence that he/she is a named tenant under a valid lease, rental agreement, or he/she is a legal resident of the premise.

V. Service Delivery

Initial Assessment/Development and Reassessment/Redevelopment

Clients receiving Housing assistance must have a Housing Plan documented in the client chart.

It should, at a minimum, include the following:

- Identified issues
- Goal/objective
- Service provided
- Monthly and total cost
- Service start date
- Check amount
- Date the check was mailed
- Recipient of check



Nevada Office of HIV Nevada Ryan White Part B Program Housing Services

- Signature of client and case manager

The client's Housing Plan also includes a personal budget that will be created and revisited at each assessment period. If a client is receiving rental assistance through the HOPWA program, and they are eligible for services through a local Housing Authority, or other community housing resources; they are asked to apply for, and provide documentation of applying within 30-days after initially receiving HOPWA funding. The client is required to provide the following documentation: proof of rent/mortgage, income, and expenses. This can include bank statements, payroll stubs, bills, letter from employer, etc. Proof of all income and expenses will be requested. This includes a lease or rental agreement and a W-9 for the person being paid the rental assistance.

The periodic review and revision of the Housing Plan is must be completed no less than twice within a benefits year.

Referral and Related Activities

Referral and related activities to help the eligible individual obtain needed services, including activities that help link the individual with medical, social, and educational providers or other programs and services that are capable of providing needed services to address identified needs and achieve goals specified in the care plan.

General Monitoring

The case manager should engage in continuous contacts to assess the client's response to the care plan. This can be collaboration with the client, family or caregiver, or providers of services. The case manager should be in contact regularly with the client to be aware of any changes in the client's service needs or life events.

Rent Assistance

Short-term housing payments must be carefully monitored by the provider to assure limited amounts, limited use, and for limited periods of time. In addition, funds received under the Ryan White HIV/AIDS Program must be used to supplement, but not supplant funds currently being used from local, state, and federal agency programs. Ryan White HIV/AIDS Program Grantees must be capable of providing HAB with documentation related to the use of funds as the payer of last resort and the coordination of such funds with other local, state, and federal funds.

Prior to receiving Housing assistance the provider shall assist the client in seeking at least two (if in Clark County) or one (if elsewhere in Nevada) alternate funding sources in the community.

This program is meant for short-term assistance needed due to a financial hardship. An individual may not have more than 24 lifetime months of rental assistance starting October 1, 2017. Rent Assistance may be provided up to \$100 over the [HUD Fair Market Rent](#) for the



Nevada Office of HIV

Nevada Ryan White Part B Program

Housing Services

county in which the consumer is living. It is the program's preference that options for Efficiency Rooms are found before One-Bedroom units for individuals.

Housing Attainment Fees

Housing Attainment Fees are application fees, background check fees, and non-refundable move-in fees are fees that must be paid by the tenant before they are allowed to move in. Only non-refundable fees can be covered by the Ryan White HIV/AIDS Program. Rental Deposits are not allowable per [HRSA-HAB Housing Services Frequently Asked Questions for Policy Clarification Notice 16-02](#).

Emergency Financial Assistance Rent Gap

An emergency rental gap is created when there is a difference between the full rent amount and the subsidized rental assistance. When a consumer is receiving housing assistance through another program and has a cost-sharing portion but if the consumer is unable to pay their cost-share then EFA Rental Gap may be used. This service can only be used once within a grant year by the consumer. If the consumer needs EFA Rent Gap assistance for more than one month, then the case manager review less expensive rental units with the client.

VI. Licensing, Knowledge, Skills, and Experience

Minimum HS Diploma; college graduate preferred. Should have HIV related experience. If qualified individuals do not have HIV related experience they must receive HIV specific training within six months of hire.

VII. Summary

These service specific standards shall be followed by all funded providers that provide Part B funded Housing Services. It is expected that all providers follow these standards as well as the universal programmatic and administrative National Monitoring Standards. Provider organizations and staff may exceed any of these standards as part of the program delivery.

VIII. Recommendations

All Part B funded providers are to adhere to these service category specific standards, program standards, the primary program standards and ensure that they are familiar with their individual Part B subgrant to meet the expectations of their deliverables.

IX. References and further reading

All Part B funded providers should read their individual Part B contracts as well as but not limited to the Quality Management Plan and all local policies and guidelines set forth by the Part B office regarding the Part B program statewide. All referenced materials for standards are listed under the Universal Programmatic and Administrative National Monitoring Standards.



Nevada Office of HIV Nevada Ryan White Part B Program Housing Services

[HIV/AIDS Bureau – Policy Clarification Notice: 16-02: Housing Services Frequently Asked Questions for Policy Clarification Notice 16-02](#)

[Nevada Office of HIV/AIDS Policy 15-15 Standard of Care for Referral to Health Care and Supportive Services: Eligibility & Enrollment for Ryan White Part B, October 6, 2017](#)

[Ryan White HIV/AIDS Program Service Report Instruction Manual, June 25, 2021](#)

X. Revision Schedule

Published	October 6, 2017	Located at dpbh.nv.gov
Published	September 17, 2021	Located at endhiv.org
Published	August 11, 2022	Located at endhiv.org

XI. Contact

For further information or clarification please contact the Nevada Office of HIV Prevention and Care, Ryan White Part B Program Care Services Specialist at NVRWPB@health.nv.gov.