

Child Welfare Housing Assistance: Eligibility and Entry



PRE-STEP A:

The client or referral source becomes aware of the Child Welfare Housing Program (CWHF) for families or the Foster Care Housing Program (FCHP) for former foster youth and those leaving foster care within 180 days and plans to make a referral to DCYF for housing assistance¹.

PRE-STEP B:

The client or referral source gets a copy of the DCYF Consent for Release of Information (ROI) form (Form 14-012 https://dcyf.wa.gov/forms?field_number_value=14-012&title=) from a DCYF staff person or from the DCYF website and provides info for the DCYF Referral Form.

STEP 1: Client Submits ROI and info for Referral Form to DCYF Designee

ROI is signed in ink or electronically; allows DCYF to certify child welfare eligibility to the Public Housing Authority (PHA)² and to share client contact information with the contracted Housing Supportive Services Provider (HSSP).

STEP 2: DCYF Housing Designee Review

DCYF Housing Designee (*Regional Housing Liaison or Regional Housing Lead*) receives ROI and checks the client's eligibility.

STEP 3: Child Welfare Eligibility Certification

DCYF Housing Designee sends a **child welfare** eligibility certification email to the **PHA** who determines **HUD** eligibility for a federal housing voucher.

Upon certification, **DCYF Housing Designee** sends a certification email to the **HSSP** so they can offer support (i.e. housing navigation, case management, and logistical and/or financial support) to the client.

STEP 4: Assistance Eligibility Determination

Any child welfare eligible client will be referred to the PHA, and will need to meet HUD eligibility for a voucher. If the client is HUD eligible, they will:

- Receive a voucher application packet to complete and submit.
- Collect and submit required documents along with application. These include:
 - Valid ID for all adults
 - Birth certificates for all children
 - Social Security cards for household members
 - Proof of income (last three months, ex: paystubs, benefits award letters etc.)

If the client does not meet HUD's eligibility for a voucher, or if there is no voucher available to the client, DCYF can connect them with the **HSSP** to help them build their housing plan and access other help (this service is available in Regions 1-3 and 5-6).

Step 5: Identifying and leasing a housing unit

The Public Housing Authority (PHA) will hold an orientation which clients will need to participate in to receive their housing voucher.

- Client will begin work with HSSP to build a housing service plan built on their strengths as a successful and sustainable client.
- Once the PHA issues the voucher, clients may then begin searching for and applying for available housing units.
- Once a client and landlord agree, the housing unit will need to pass an inspection. If the unit passes inspection, the client may move forward to sign a lease and move in.

1. Can include Family Unification Program (FUP) or Housing Choice Voucher (HCV) for families and FUP-Youth or Foster Youth Independence (FYI) for youth, and/or other non-voucher assistance

2. PHAs and other housers, including nonprofits that offer apartments



Throughout this process, the client's support network or "Client Team" will be called upon to provide referrals, insight, and support. These may include but are not limited to:

- The client themselves (youth or family)
- DCYF Caseworker
- Attorney
- Court Appointed Special Advocate (CASA)
- Guardian Ad Litem (GAL)
- Coordinated Entry (CE) staff person
- Parent Ally
- Court partners
- Office of Public Defense (OPD) contracted Social Services Worker or mitigation specialist
- Friends, family members, Tribe, or community connections
- Other identified supports

Questions? Need Assistance?

Email dcyf.housing@dcyf.wa.gov

TIMELINE: The child welfare housing voucher process typically takes several months and is not designed to address housing emergencies.

DCYF encourages the client's team to effectively coordinate DCYF Concrete Goods funding, vouchers, and other community funding sources to better support clients.

