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**State of Wisconsin
Governor Jim Doyle**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No: 09-69					
DATE: NOVEMBER 11, 2009					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>
W-2	<input checked="" type="checkbox"/>	FSET	<input type="checkbox"/>	EA	<input checked="" type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
EP					
PRIORITY: HIGH					

SUBJECT: Coordination between the Emergency Assistance (EA) program and Homeless Prevention and Rapid Re-housing Program (HPRP)

CROSS REFERENCE: W-2 Manual Chapters 3 and 17

EFFECTIVE DATE: Immediately

PURPOSE

This memo provides guidance to W-2 agencies regarding coordination of EA and HPRP to best meet the emergency housing needs of families. There are a number of instances in which the HPRP and the EA program will serve a common population. This memo will guide the W-2 agency in that coordination.

BACKGROUND

Wisconsin's Department of Commerce has received a one-time allocation of \$17M to address the increased need for housing resources in this economic downturn. These additional funds have been provided through the Department of Housing and Urban Development (HUD) under the American Recovery and Reinvestment Act. In August, the Department of Commerce distributed these funds through two-year contracts with local housing providers. In some areas it is likely, based upon local need, that the funds may be exhausted before the two-year contract has ended.

POLICY

Every individual that requests Emergency Assistance (EA) must be allowed the opportunity to complete the EA application. Potential EA applicants must not be turned away without the opportunity to apply.

EA and HPRP are both considered to be safety net resources. There will be times, however, when one is more appropriate than the other. For example, HPRP funds can serve single individuals without minor children but EA cannot; EA can assist with mortgage payments and HPRP cannot.

In addition, HPRP funds cannot be provided for the same period of time (month) and for the same purpose in which assistance is being provided through another housing subsidy program, such as Section 8, FHA subsidized housing, or TANF Emergency Assistance, WiHEAP, etc. For example a household cannot utilize both EA and HPRP to pay for an energy crisis in the same month. However, the EA and HPRP can be combined if they cover different purposes, such as:

- EA could be used to prevent or stop an eviction and HPRP could be available in the subsequent months to provide longer term housing assistance.
- In the same month HPRP funds could be used for security deposit and EA could be used for the first month's rent.
- A family could be receiving ongoing rental assistance from HPRP and could access EA for utility assistance.

ACTION REQUIRED

A list of HPRP providers has been provided as an attachment to this memo. The list provides contact information for the executive representative of the HPRP provider. W-2 agencies are instructed to contact the HPRP provider in their local service area to gather information about the specific target population and services provided under the local HPRP program. With this information the W-2 agency must assist the participant in obtaining the most appropriate assistance available including making referrals to those resources on behalf of participants seeking housing related services.

HPRP funding does not affect W-2 eligibility. According to 3.2.9.1, the W-2 agency must disregard vendor payments, such as rent paid by a community organization on the household's behalf and any gain or benefit that is not in the form of money paid directly to the household such as, meals, clothing, housing and garden produce.

CONTACTS

For Policy Related Questions: BWF Regional Office Staff

For CARES Processing Questions: W-2/CC Help Desk

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, *Other EP – Other Employment Programs.

DCF/DFES/BWF/RMP