



**LAS VEGAS TGA**  
**PART A HIV/AIDS PROGRAM**  
**POLICY & PROCEDURES**

**Las Vegas Transitional Grant Area**  
**Ryan White Part A Program**  
**Policy and Procedures**

**HOUSING SERVICES**

**Effective Date: 3/1/2013**

**Update Date: 1/25/2016**

**PURPOSE:**

To guide the administration of the Las Vegas TGA's Ryan White Part A Program's Housing Services. The administration of funds and provision of services must be consistent with the TGA's established client eligibility criteria, service category definitions and Standards of Care established by the Ryan White Part A Planning Council. It is the intention of the Las Vegas TGA to assist homeless and marginally housed Persons Living With HIV/AIDS in the Las Vegas TGA to secure housing so that they can access and maintain health care and supportive services.

The Ryan White HIV/AIDS Treatment Extension Act of 2009 defines support services as services needed by individuals with HIV/AIDS to achieve medical outcomes. Medical outcomes defined as those outcomes affecting the HIV-related clinical status of an individual with HIV/AIDS.

**POLICIES:**

Allocated Ryan White Part A Housing funds are not intended to be used to provide unlimited housing support services and are to be accessed only when it is determined that it is the payer of last resort for the eligible Part A client. All approved services and communication must be documented in each client's chart. Funded service providers and activities must meet the service category's Standards of Care as defined by the Ryan White Part A Planning Council.

Eligible Ryan White Part A clients are only able to access Housing services for financial assistance to clients that are in need of short-term rent assistance as they transition from one residence to another.



**DEFINITION: Housing Services**

1. To provide financial assistance to clients that are in need of short-term rent assistance as they transition from one residence to another.



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2. To provide financial assistance to new clients that are in need of short-term rent assistance as they transition from one residence to another.

**HOUSING ELIGIBILITY:**

The following eligibility is for any client determined eligible for Part A services but must also meet the criteria specific for this service category.

Clients are to be referred to Housing program from another Ryan White funded program after Part A eligibility is determined.

*Eligible utilization of this service category:*

Appropriate utilization for Housing Services includes the following categories:

**INELIGIBLE SERVICES:** Housing services funds cannot be in the form of direct cash payments to clients and cannot be used for mortgage payments.

**ELIGIBLE SERVICES AND COSTS:**

Clients must present the thirty-days or more past due bill notice and exhibit the inability to pay the bill in order to receive Housing assistance. 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 or he/she is a legal resident of the premise. Assistance is subject to the availability of funding.

Eligible services are defined as:

1. One housing related visit
2. One day of housing assistance

Housing Costs:

All providers must adhere to the negotiated fees as stated in the contract between the provider and the Part A grantee. Any changes to fees, specifically for an increase, must receive prior approval by the grantee in order to assure that the grant can substantiate the increase in costs as well as maintain access for eligible clients. Decrease in fees must also be reported so that expansion to serve more clients can be reviewed and implemented if applicable.

An eligible client may receive a maximum of a one month Ryan White Part A rental assistance of \$1,000.00 (cap) per year. Clients may only receive assistance one time per year from any funded Part A agency. They will not be eligible one time per year for each provider that receives Part A funding.

All approved applications should be paid on the client's behalf within ten business days and no



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payments will be made directly to a client for any reason.

**DOCUMENTATION:**

Short-term housing payments must be carefully monitored by the provider to assure limited amounts, limited use, and for limited periods of time. **An individualized written housing plan, covering each client receiving short term, transitional and emergency housing services must be included in the client file prior to payment being issued.** Prior to receiving Housing assistance the provider shall assist the client in seeking at least three alternate funding sources in the community.