

DSS Policy and Procedure Guide	
Division 03: Child Welfare	Chapter 04: On-going
Item 037: Family Unification Program (FUP)	
Suggested changes send to: DSS PSOA Mailbox	Issued: 06-28-13
References: HUD Notice PIH 2011-52(HA) HCV Program Regulations, 24 CFR Part 982 HUD Notice of Funding Availability Fiscal Year 2010 Docket No. FR-5415-N-15 MOU between Fresno County Housing Authority and Fresno Department of Social Services (AGT.# 09-594)	Replaces Issue: New

Policy

Fresno County Department of Social Services Child Welfare, in partnership with Fresno County Housing Authority (HA), is responsible for referring Family Unification Program eligible families and youths to the HA for determination of eligibility for rental assistance via the Housing Choice Voucher (HCV) Program.

Purpose

To provide social workers, supervisors, and community partners of the Family Unification Program (FUP) with the qualifications, referral process, and case management responsibilities of the program.

Forms/Letters

- [FUP Referral Form](#) (CWS0040)
- [ILP FUP Acceptance Letter](#) (CWS0041)
- [ILP FUP Pre-Application Form](#) (CWS0045)
- [ILP FUP Denial Letter](#) (CWS0042)
- [ILP FUP HCV Terms & Conditions Agreement](#) (CWS0043)
- [ILP FUP Interview Questions](#) (CWS0044)
- [ILP FUP Receipt & Interview Notification](#) (CWS0046)

FUP Housing Choice Voucher is intended to provide housing assistance for the following target populations:

- Families for whom the lack of adequate housing is a primary factor in either:
 - The imminent placement of the family's child or children in out of home care, or
 - The delay in the discharge of the child or children to the family from out of home care.
- Youths at least 18 years old and not more than 21 years old who left foster care at age 16 or older and who lack adequate housing.
- Families or youth displaced by intimate partner violence.
- Families or youth in imminent danger of losing their housing (defined as a family/youth who will be evicted within a week from a private dwelling unit, with no subsequent residence identified, and lacks the resources and support networks needed to obtain housing).

In addition to the above target population requirement, families/youth referred to FUP must meet the following requirements:

- The family's/youth's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. Median income levels are published

by HUD and will vary by location. The income limits for Fresno County can be found here (insert link).

- At least one person in the household must be a U.S. citizen or has eligible immigration status. The amount of financial assistance is based on the number of people in the household who have citizenship/eligible immigration status.
 - An eligible immigrant is a person who qualifies for one of the immigrant categories in Table 5-1.
 - Must have appropriate immigration documents, which must be verified by the PHA through the Immigration and Naturalization Service (INS).
 - Must sign a certification for every household member either claiming status as an eligible alien.

Priority should be given to those families/youth that are chronically homeless. Chronically homeless is defined as:

- Individual/family that is homeless and lives in a place not meant for human habitation, a safe haven or emergency shelter and
- Has been homeless or living in the above mentioned locations for at least 1 year or on at least 4 separate occasions in the last 3 years and
- Has an adult head of household with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.

Exclusions

Households are not eligible for the FUP if the household includes a person who:

- Is subject to a lifetime registration requirement under a state sex offender registration program or
- Has ever been convicted of manufacturing or producing methamphetamines on the premises of federally assisted housing.

Youth must be emancipated from the child welfare system and cannot be participating in AB12.

Additional Requirements for Families based on DSS internal criteria

In addition to the above requirements, families referred to FUP must have at least one of the following barriers to receiving other housing resources:

- Families that do not have sufficient income to support their own housing.
- Families with large sibling groups of four or more.
- Families with children over the age of 12.
- Families who do not qualify for other housing opportunities.

In addition, families must:

- At a minimum have liberal visits with discretion for extended visits.
- Be in compliance with their case plan, and if applicable, their CalWORKS case plan.
- Have the ability to pass a criminal background check.

Additional Requirements for Youth based on DSS internal criteria

In addition to the above requirements for youth, youth referred to FUP must have at least one of the following barriers to receiving other housing resources:

- Single youth with their own children
- Unmarried youth living together as a family unit and parenting their own children.
- Hard to place due to behavior and mental health history/diagnosis.
- Unable to qualify for other housing opportunities.

In addition, youth must:

- Be ILP eligible,
- Willing to participate in ILP services,
- Under the age of 21 and
- Be emancipated from the Child Welfare System. (Youth participating in AB12 are not eligible.)

Please note:

- The housing choice vouchers for families have no time limitation. Once the voucher is received, it remains with the family regardless of their child welfare status.
- The housing choice vouchers for youth are time limited to 18 months. After 18 months the youth is no longer eligible to receive the housing subsidy.
- Fresno County HA has their own requirements for the program that they will review and monitor.

FUP Waiting Lists

- Those who qualify for the FUP at a time when there are no Housing Choice Vouchers available will be placed on the FUP Waiting List.
- The waiting list for the Intimate Partner Violence and Family paths will be limited to three times the number of vouchers received from the prior fiscal year. This list will be held as a closed listing until 33% of the list has been removed then families may be added to the list. Slots on the waiting list will be filled on a first come first serve basis only.
- The waiting list for the Youth path will be limited to thirty. This list will remain open and will be added to as slots become available.
- There will be two waiting lists that will be maintained for the HCV's. One will be for the Domestic Violence and Family paths Designee and the other for the Youth.
- Family & Intimate Partner Violence Paths Waiting List
 - Will be monitored by DSS Designee
 - Names will be kept on the waiting list for six months.
 - Designee will run or have run a report of those cases on the waiting list to see if they are still in open cases. Closed cases will automatically be removed from the list.
 - The Designee will send a letter to the family and email the SW a copy of the letter informing them that due to their case closure they are being dropped from the waiting list.
- Youth Waiting List
 - Will be monitored by ILP Staff
 - Names will be kept on the waiting list as needed.
 - ILP Staff will keep a spreadsheet of the youth who are on the waiting list that will include their birthdates. A report will be run monthly and will remove any children or have run a report of those cases on the waiting list to see if they are still in open cases. Closed cases will automatically be removed from the list.
 - The Designee will send a letter to the family and email the SW a copy of the letter informing them that due to their case closure they are being dropped from the waiting list.

Procedure

Please see the attached flowcharts for each of the paths (pages 5-7).

Case Management Requirements

Families referred and accepted into the program must be case managed by the referring social worker for a minimum of 6 months after the family is issued a voucher. Case management is at minimum to include:

- A needs assessment to identify all of a family's needs (not just housing related).
- Referrals to services to address the family's needs.
- Assistance locating housing.
- Regular contact with the family to follow up on these referrals and provide new referrals as necessary.
- Narratives must be completed regarding describing the case management services provided.

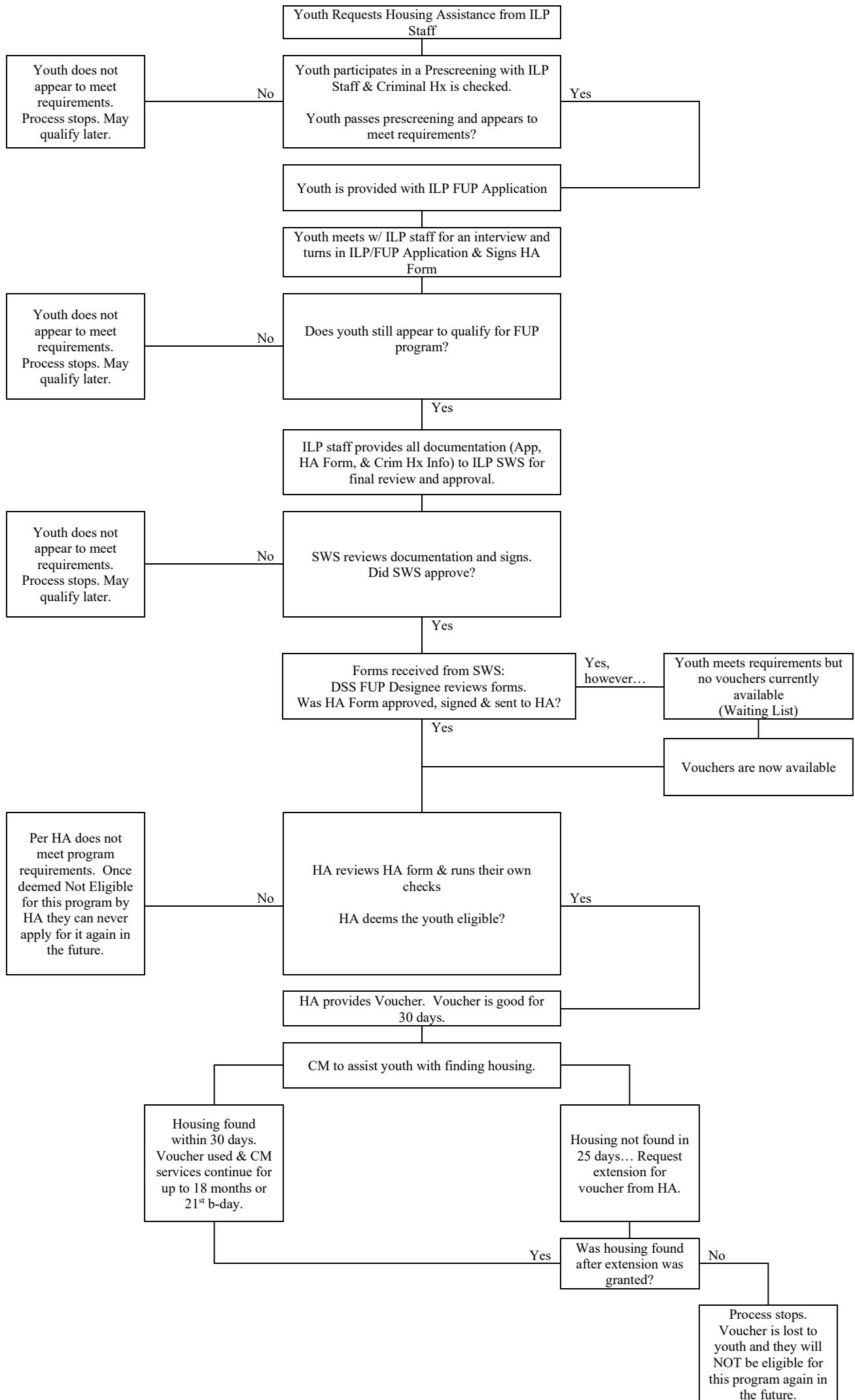
Families are not required to accept case management services and cannot be terminated from the program due to failure to participate in case management. If a family fails to participate in case management services, the social worker must document in the narrative attempts to engage the family and their ultimate refusal to participate.

Youth referred and accepted into the program must be case managed by the referring social worker (or designated case management service) for a minimum of 18 months the youth is receiving rental assistance through the use of a FUP voucher. The following services must be provided for that time period:

- Basic life skills information/counseling on money management, use of credit housekeeping, proper nutrition/meal preparation; and access to health care.
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.
- Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.
- Participation of FUP-eligible youths in the assessment and implementation of actions to address their needs, including the development of an individual case plan on each youth for services to be received, and the youth's commitment to the plan (youth required to sign a service plan agreeing to attend counseling/training sessions and to take other actions as deemed appropriate to the youth's successful transition from foster care).

Youth are required to participate in case management services and failure to participate will result in termination of the youth's housing voucher.

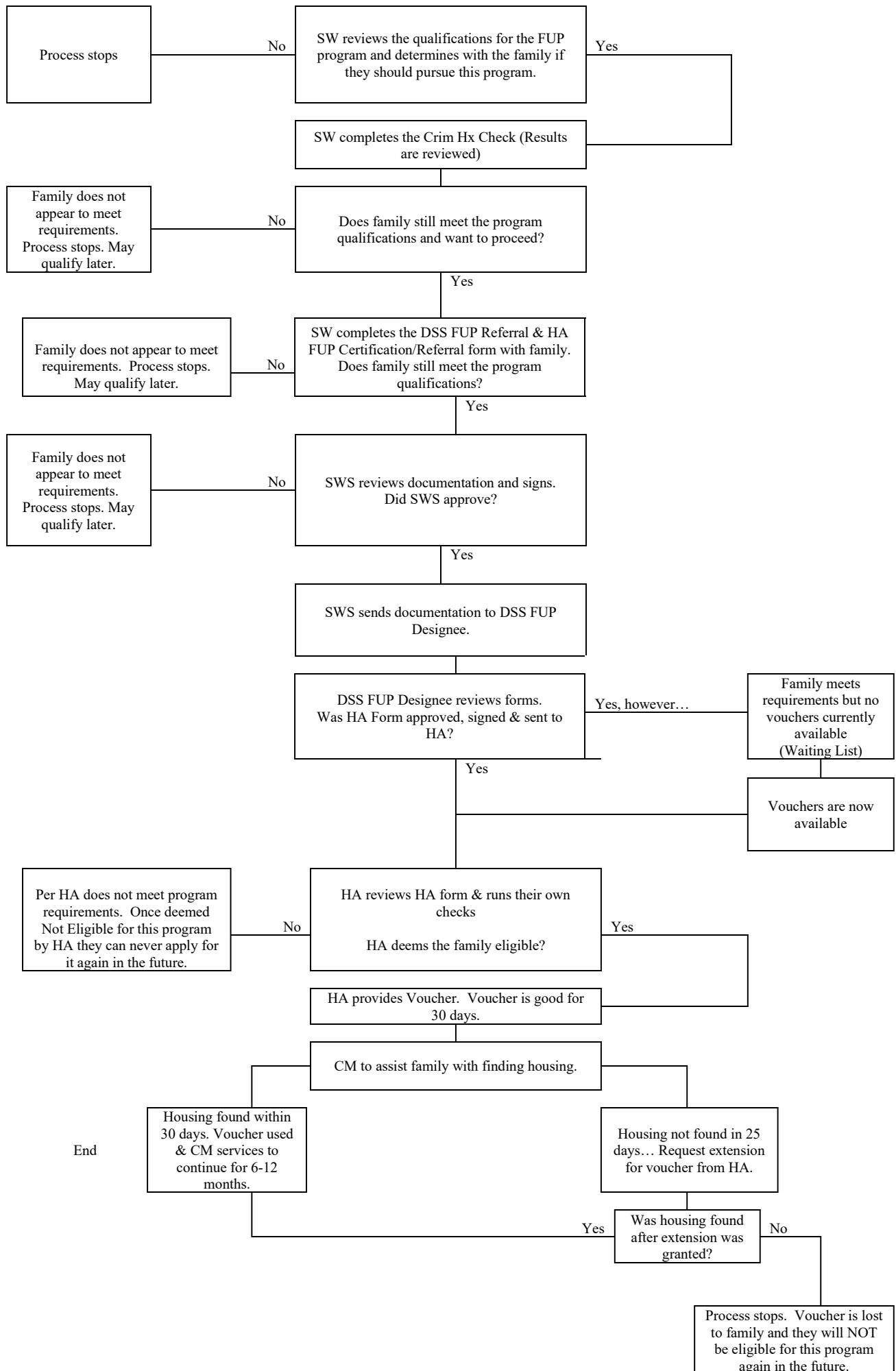
Youth Path Family Unification Program



PLEASE NOTE:

A referral to this program does not guarantee acceptance into the program. Fresno County Housing Authority has the final determination of acceptance into the Family Unification Program (FUP).

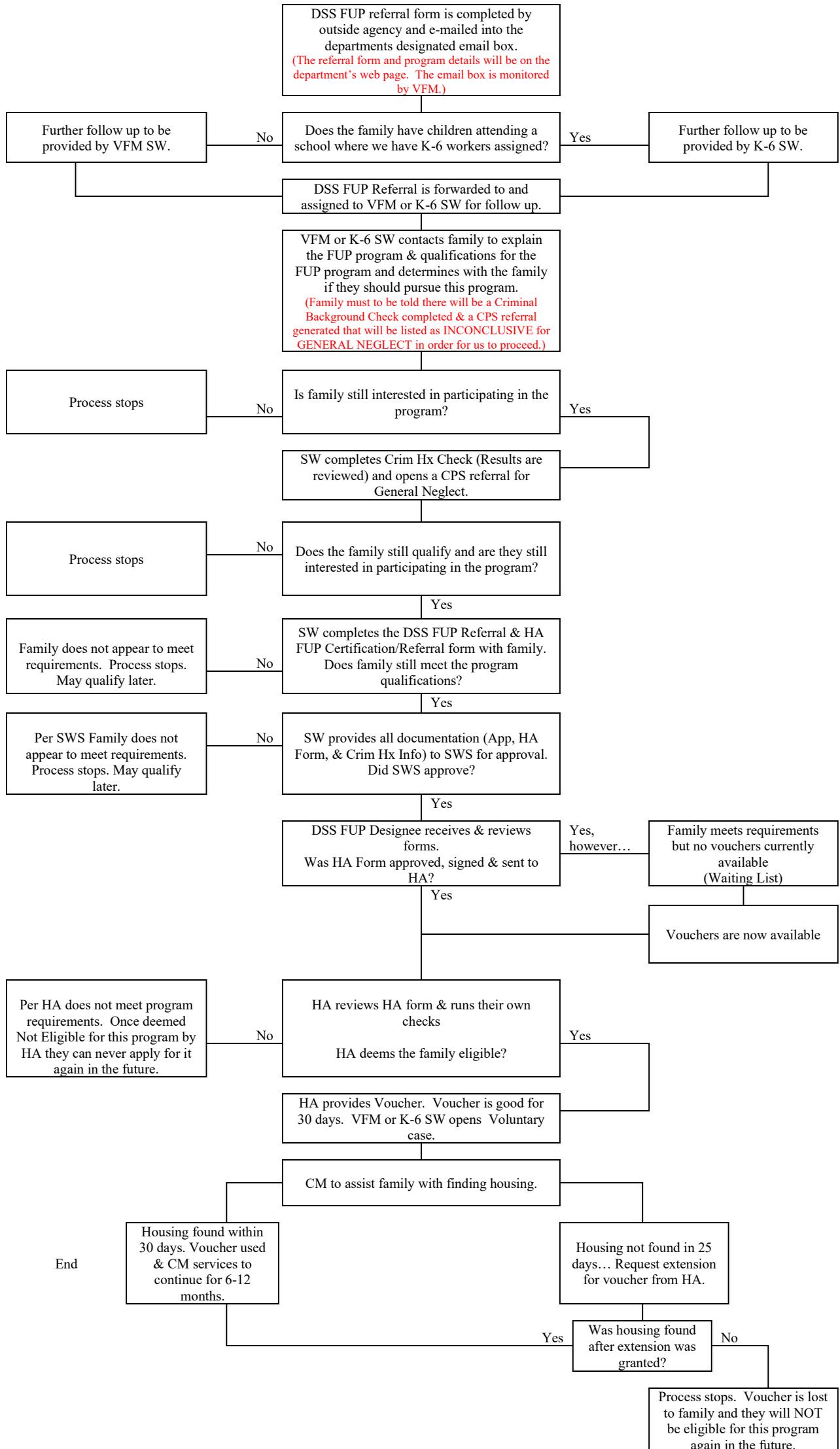
VFM-ER-FR-PP Path Family Unification Program (FUP)



PLEASE NOTE:

A referral to this program does not guarantee acceptance into the program. Fresno County Housing Authority has the final determination of acceptance into the Family Unification Program (FUP).

Intimate Partner Violence Path Family Unification Program (FUP)



PLEASE NOTE:

A referral to this program does not guarantee acceptance into the program. Fresno County Housing Authority has the final determination of acceptance into the Family Unification Program (FUP).