

**Transitional Housing**Frequently Asked Questions

For additional questions, please contact Lacey Sinn [lacey@engagingvoices.org](mailto:lacey@engagingvoices.org) or (208) 384-0419 ext. 314

**ELIGIBILITY FAQs**

**Q: What are the eligibility requirements for a survivor to access transitional housing funds?**

**A:** Short-term housing will be available for adult survivors and their children and/or dependents who is/are homeless and in need of transitional housing or other housing assistance as a result of fleeing a situation of domestic or dating violence, sexual assault, and/or stalking, and for whom emergency shelter services are not available or sufficient.  
  
*\*\*\* please review question referencing “can checks be written out to survivor who is receiving housing assistance?” under the* ***Payments and Reimbursement FAQ*** *section below for who may receive payment and reimbursement. \*\*\**

**FUND AND EXPENDITURES FAQs**

**Q: What can transitional housing funds be requested for?**

**A:** Transitional housing funds may be requested for qualifying survivors to pay for rental payment, application fees, credit report fees, related expenses, utilities, and in very limited cases, security deposits (after completing Agreement & Certification Form). Funds may not be used to help directly pay for mortgages or to pay late payments or related late fees. Funds may not be used to pay for hotel stays.

**Q: What is the maximum amount of funding a survivor can receive through transitional housing funds?**

**A:** The current maximum is $6000 per individual.

**Q: What is the maximum amount a survivor can access per month?**

**A:** $1000 – keep in mind that the survivor must receive a minimum of six months of assistance.

**Q: What are examples of unallowable expenses under TH?**

**A:** Unallowable uses of transitional housing funds include:

1. Property: Transitional housing funds may not be used for the purchase of property or mortgage payments.
2. Purchase and/a lease of vehicles: Transitional housing funds may not be used for the purchase and/or payment of a vehicle for private ownership.
3. Late payments and associated fees: Transitional housing funds may not be used to pay late payments on rentals, utilities, or the like, nor may they be used to pay for fees related to late payments.

**PAPERWORK AND DOCUMENTATION FAQs**

**Q: Do I need to submit the** [**Supplemental Information Form**](https://origin.library.constantcontact.com/doc200/1109987088761/doc/luhyh6u0uAhQOf9.docx) **(demographic information sheet) on a monthly basis?**

**A:** No. The Supplemental Information Form is required to be submitted only once per survivor. It does not have to be submitted on a monthly basis. The form is also optional. If survivor opts to not complete the form, please indicate “unknown.”

**Q: What supporting documentation should I submit with the Initial** [**Amount Request Form**](https://origin.library.constantcontact.com/doc200/1109987088761/doc/owxM8b6yypgbPqi.docx)**(s)?**

**A:** Requests for initial payment should include all relevant documents substantiating requested costs, including:

1. Lease agreements (submit only once if it’s the same residence every month); please redact occupant names prior to submission.
2. Documentation verifying utility costs, application fees, and security deposit (after completing Agreement & Certification Form) as applicable.
3. Receipts for prior paid costs (you are not guaranteed reimbursement under this program. We advise you request transitional housing funds prior to paying for the costs directly.
4. Check stubs or payment verification.

**Note: All identifying information must be redacted on these copies and write the transitional housing ID # given by the Idaho Coalition for easy identification.**

**Q: My program already has an ID # for the survivor who is receiving transitional housing assistance. Do I have to use the transitional housing ID # provided by the Idaho Coalition or can I use the ID # the individual uses at my program?**

**A:** For confidentiality purposes, the transitional housing ID # provided by the Idaho Coalition should be the **only** ID # written on any forms and supporting documentation. No other ID # should be written or disclosed to the ID Coalition.

**Q: Is it our program’s or organization’s responsibility to track and return all security deposits made for survivor/victim upon their exit from the transitional housing program?**

**A:** Yes. All security deposits made with transitional housing monies must be returned to the Idaho Coalition upon survivor/victim’s exit from the program. Transitional housing funds may go directly to the survivor who is receiving housing assistance and therefore security deposits are required to be returned to the Idaho Coalition instead of returned to the survivor. For this reason, security deposits should rarely be requested through the transitional housing program. Security deposit payments will only be approved and reimbursed once the submitting program or organization completes the Agreement & Certification Form, which must be must be signed by Executive Director/CEO (or equivalent staff).

**Q: Do I need to submit exit documentation upon a survivor’s exit from the transitional housing program?**

**A:** Yes. The Survivor Exit Form is required to be submitted once the individual leaves, withdrawals, or is terminated from the program (please contact the Idaho Coalition prior to terminating any survivor from the transitional housing program). The Exit Form must be completed and submitted only after the survivor/victim has exited because they completed the program, no longer needed transitional housing, reached the maximum length of stay allowed, or if survivor was evicted or asked to leave the program prior to completion.

**GENERAL FAQs**

**Q: Can my program or organization provide housing assistance to someone who lives outside of Idaho?**

**A:** Yes. Transitional housing assistance may be used to help a survivor who lives outside of Idaho but must reside within a reasonable geographical distance from your program or organization. All support services must be accessible (regardless if they are used or not) to the individual who is receiving transitional housing assistance—if program services require an individual to travel hours to receive any of the support services, they are not considered “accessible.”

**Q: Are support services mandatory?**

**A:** Support services must be made available to the survivor who receives transitional housing assistance; however, the survivor may choose which services to access, if any. Support services (counseling, support group, case management, etc.) must be **voluntary** and cannot be made a condition for receiving housing assistance.

**PAYMENT AND REIMBURSMENT FAQs**

**Q: Will the Idaho Coalition send my program a reimbursement check or can we receive ACH deposits?**

**A:** Your program or organization has the option to receive reimbursement payments via mail. However, we encourage all vendors and partners to sign up to receive invoice payments through ACH (Automated Clearing House). Using ACH, the reimbursement will be deposited directly into a checking account specified to your program or organization. This is a convenient and fast form of invoice payment. To set up an ACH direct deposit, click [here](https://idvsa.org/wp-content/uploads/2019/06/ACH-Vendor-Enrollment-Form.pdf). NOTE: All payments for reimbursements must be approved prior to payment. You are not guaranteed reimbursement under this program; please contact the Idaho Coalition prior to initial payment to ensure you will be reimbursed for the payments you make on a survivor’s behalf.

**Q: What identifying information should be redacted on document copies submitted to the Idaho Coalition?**

**A:** For confidentiality purposes, survivor names or other identifying information **should be removed** from any documents sent to the Idaho Coalition—only the transitional housing ID # given to you by the Idaho Coalition should be written on submitted documentation. Other identifying information that **should not** be visible on submitted documents include:

* Survivor’s initials, social security number, phone number or email address
* ID # given to survivor by your program/organization (only use transitional housing ID # given to you by the Idaho Coalition)

**Q: Can payment be made to the survivor who is receiving housing assistance?**

**A:** No. All payments from the Idaho Coalition will be made directly as reimbursement to program or organization working with the survivor. When needed and appropriate, with prior approval by the Idaho Coalition, checks may be made to utility companies, landlords, rental companies, etc. In no case will programs be reimbursed for payments made to a survivor, survivor’s family member, or other related individual.

**Q: Our program or organization made a check out to landlord and utility company in June but submitted the Transitional Housing Request Invoice Form in July. What month do I indicate on forms?**

**A:** All forms submitted must indicate the month and year the funds were paid not the month forms were submitted. For example, if checks were made out in June and forms were submitted in July, all forms should indicate “June” and “[year]”.

**ADDITIONAL RESOURCES**

[**National Housing Law Project Resources**](https://www.nhlp.org/initiatives/protections-for-survivors-of-domestic-and-sexual-violence/)

Protections for Survivors of Domestic and Sexual Violence

* VAWA 2013’s Housing Protections
* Webinars
* Newsletters
* Manuals, Guidebooks, and Reports
* National Resource Packets
* California Resource Packets
* HUD Memos and Guidance
* Cases and Conciliations
* Other Resources

[**Safe Housing Partnerships**](http://safehousingpartnerships.org/)

The website for the Domestic Violence and Housing Technical Assistance Consortium that provides resources and tools to advance work at the intersection of domestic violence, sexual assault, homelessness, and housing.

[**ACLU Women’s Rights Project**](https://www.aclu.org/issues/womens-rights)

The ACLU Women’s Rights Project website contains litigation documents, fact sheets and other materials regarding survivors’ housing rights.

[**Legal Momentum**](https://www.legalmomentum.org/violence-against-women-act)

Legal Momentum’s website contains a variety of materials on survivors’ housing rights, including statistics and litigation documents.

[**National Law Center on Homelessness and Poverty**](http://www.nlchp.org/)

National Law Center on Homelessness and Poverty’s website contains policy documents, reports and information on state law housing protections for survivors of domestic violence.

[**National Network to End Domestic Violence**](http://nnedv.org/)

NNEDV’s Housing Project supports transitional housing programs across the country, through training, program development, and policy advocacy. This website includes a toolkit for transitional housing providers.

**[National Online Resource Center on Violence Against Women](http://www.vawnet.org/)**

This website contains a number of fact sheets, statistics, reports, and advocates’ guides on the intersection between housing, homelessness, and sexual violence.

[**Community Based Advocates Toolkit: A Resource Guide for Professionals Helping Domestic Violence, Sexual Assault, Stalking and Dating Violence Survivors (2019)**](https://www.nhlp.org/wp-content/uploads/Survivor-Housing-Protections_NonLegalAdvocateToolkit-Final-5-14-19.pdf)

This Toolkit helps survivor advocates and homeless shelter and housing program advocates understand the basic housing rights of survivors and provide information to help survivors get assistance accessing their housing rights. The scenarios in the Toolkit are directly connected to laws that provide housing protections for survivors. This Toolkit also provides overviews of the laws that may apply, and offers sample demand letters that advocates and survivors can use to advocate for their rights.

[**State Law Compendium: Housing Rights of Domestic Violence Survivors (2017)**](https://www.nhlp.org/wp-content/uploads/2017-NHLP-DV-and-Hsing-State-Compendium-FINAL.pdf)

This Compendium compiles state and local laws that affect domestic violence survivors’ housing rights. It is designed to serve as a starting point for advocates seeking to conduct research on the housing protections that their state and local laws offer for domestic violence survivors. Examples of such protections include early lease termination provisions for domestic violence survivors, lock change laws, and affirmative defenses for evictions related to acts of domestic violence committed against a tenant.

[**Housing Rights for Survivors with Disabilities Webinar by NHLP (2015)**](https://www.nhlp.org/webinars/november-10-2015-housing-rights-survivors-disabilities/)

Domestic and sexual violence survivors with disabilities may face additional barriers to admission or continued occupancy due to a rule, policy or practice of the housing provider. Survivors may seek a reasonable accommodation, which is a change in such rule, policy, or practice that may be necessary to allow the survivor with a disability the equal opportunity to use and enjoy a dwelling. This webinar provides a basic review of the law regarding reasonable accommodation and how it may be used to assist survivors who have disabilities.

[**Federal Housing Rights of Survivors with Limited English Proficiency (2015)**](https://nhlp.org/files/01%20LEP%20Info%20Packet%20FINAL10.20.15.pdf)

Public housing authorities (PHAs) and other federally-assisted housing providers have obligations under the Violence Against Women Reauthorization Act of 2013 (VAWA 2013), Title VI of the Civil Rights of 1964, and other federal legal authorities to ensure that LEP individuals have access to safe, affordable, and decent housing. This information packet gives an overview of the federal housing rights of LEP individuals and discusses how these protections apply to survivors.

[**Q and A for Survivors with Criminal Records: What You Should Know When Applying for Federally Subsidized Housing (English and Spanish)**](https://www.nhlp.org/factsheets-and-brochures/q-and-a-for-survivors-with-criminal-records-what-you-should-know-when-applying-for-federally-subsidized-housing-english-and-spanish/)

This Q and A has basic information for survivors that have a criminal record and are applying for federally subsidized housing. Issues covered include matters related to permanent and temporary bars from certain housing programs; housing denials due to criminal records, criminal convictions and arrests; and improving your chances of being admitted.

[**Pennsylvania Coalition Against Domestic Violence — Housing Part 1: Addressing Discriminatory Evictions (2019 webinar)**](https://www.youtube.com/watch?v=1sLEtkC-i2M&feature=youtu.be)

[**Pennsylvania Coalition Against Domestic Violence — Housing Part 2: Understanding and Asserting Federal Housing Protections (2019 webinar)**](https://www.youtube.com/watch?v=ETl_ILYVetw&feature=youtu.be)