Illinois Department of Human Services

Bridge Subsidy Program Overview

This document provides an overview of the Illinois Department of Human Services (IDHS) Permanent Supportive Housing Bridge Subsidy Program. This document reviews the critical elements of the subsidy application and administration process for care managers and housing locators. Further details are in policy P4.03 Housing Search and Bridge Subsidy.

The next page includes contact information for the IDHS Housing Coordinators and the Bridge Subsidy Administrators.

The Transition Coordination Guide (formerly known as Document #7) is also included in this document.

Other necessary housing documents are available separately and are available on the Colbert & Williams Training Website at https://colbert-williams.nursing.uic.edu/forms-policies/forms/.

Housing Documents:

- 4.2 Bridge Subsidy Overview *(this document)*
- 4.3 Bridge Subsidy Administrator Referral
- 4.4 Bridge Subsidy Participation Agreement
- 4.4a Bridge Subsidy Renewal Participation Agreement
- 4.6 Bridge Subsidy Information for Landlords
- 4.6a Bridge Subsidy Information for Landlords (no income)
- 4.7 Bridge Subsidy Inspection Request
- 4.7a Bridge Subsidy Pre-Inspection Notice
- 4.8 Bridge Subsidy Tenant Tips
- 4.8a Bridge Subsidy Participant Handbook
- 4.9 Bridge Subsidy Opt-Out
- 4.10 Bridge Subsidy Waiver Request
- 4.10b Bridge Subsidy Waiver Determination Form – Appeal
- 4.11 Certification of Zero Income
- 4.12 Bridge Subsidy Employment Incentive Program
- 4.14 Bridge Subsidy Additional Bdrm Housing Agreement
- 4.15 Bridge Subsidy Instructions for Property Managers
- 4.16 Bridge Subsidy Deeper Dive
- 4.17 Bridge Subsidy Flyer
- 4.18 Bridge Subsidy Housing Retention Financial Assistance Request
- 4.19a Bridge Subsidy Reinstatement Request
- 4.19b IDHS Bridge Subsidy Opt Out Review
- 4.20 Williams Colbert Initiative Referral Form

IDHS Office of Olmstead Compliance Housing Coordination Unit

Contacts		Phone / Fax / Email	Mailing Address Only
Housing Coordination Unit	**Team Email**	312-814-3342 (voicemail only) DHS.CWCDHousing@Illinois.gov	401 S. Clinton, 2nd Floor Chicago, IL 60607
Monica McCarthy	Housing and Recovery Support Administrator *(Unit Supervisor)*		
Ivan Lopez	Housing Coordinator		
Donna O'Connor	Housing Coordinator		
Leon Gilmore	Housing Coordinator		

Subsidy Administrator Contact Information

Location	Name of Agency	Contact Person	Phone	Email
Cook County & Lake County	Catholic Charities of Chicago	**Leticia Sanchez**	(312) 655-7466 (main) (312) 948-6503 Fax: (312) 906-8265	Bridgesubsidy@catholiccharities.net (for Inspection Requests and Income Documents only)
Illinois outside Cook/Lake Counties	Illinois Association of Community Action Agencies	**Jacob (Jake) Yard, Steven Helfers**	(217) 279-8712 Fax: (866) 211-8514	DMHbridge@iacaanet.org

Illinois Department of Human Services: Bridge Subsidy Program
Checklist for Transition Coordination

This document is designed to capture transition coordination activities that are vitally important to the success of a Class Member or Front Door Diversion Program (FDDP) Participant who is applying for a Bridge Subsidy. Please ensure that activities 1-6 are completed in order and activities 7-10 are completed if necessary.

1. **Submit income verification documentation to the Subsidy Administrator.**
    a. Immediately upon receiving official notification that the participant intends to use a Bridge Subsidy, submit income verification documentation to the Subsidy Administrator for your region (see above for contact information). The Subsidy Administrator will verify the participant's income and conduct other checks to identify potential barriers to receiving a Housing Choice Voucher (Section 8) in the future.
    b. Income verification documentation includes, but is not limited to, Supplemental Security Income (SSI) letter, benefits letter, proof of income letter or proof of award letter, and signed client participation form.
        i. If the participant is the head of a household with multiple members, the Subsidy Administrator will inform you of the maximum allowable unit size given the household's composition.
    c. Medicaid Enrollment is an eligibility requirement for the Bridge Subsidy, you will provide your Recipient Identification Number at Bridge Subsidy application.
    d. You may begin working with the participant to identify housing before completing this process with the Subsidy Administrator. **However, they CANNOT sign a lease before completing steps 1 – 3 of this document**.

2. **Conduct a thorough housing search with the participant.**
    a. When looking for a housing unit with a participant, it is important to ensure that the monthly rent plus utilities (heat, water, lights) is less than the Fair Market Rent (FMR) value for the unit size and community in which the unit is located. If over FMR limit, approval from IDHS is required. If you are unsure of the FMR for your community, please visit: https://www.huduser.gov/portal/datasets/fmr.html
    b. In many cases, it will be vital to the participant that the utilities for their chosen unit are included in the rent. This is particularly important when working with a participant who currently has no or very little income. Many landlords may be willing to include the utilities in the rent even if they do not typically do so.
    c. Landlords can be provided with basic information about the Bridge Subsidy program using optional form 4.6 Bridge Subsidy Information for Landlords. The care manager or housing locator should fill in the appropriate contact information for the Bridge Subsidy Administrator and care manager before use. The participant must also sign a release of information authorizing the provider to share the document with the prospective landlord.

3. **Once the participant has identified and been approved for a housing unit, complete the for 4.7 "Bridge Subsidy Inspection Request Form" and email it to the Subsidy Administrator as indicated.**
    a. The participant cannot sign a lease nor move into the unit until it has passed HQS inspection.
    b. The Subsidy Administrator will scan the form back to you with the inspection results once the inspection has been completed.

4. **After the unit has passed the HQS inspection, the participant may sign the lease and schedule a move-in date.**
    a. **<u>NOTE:</u> Subsidy payment cannot begin before the landlord has returned the signed HAP contract along with W9 and a signed copy of the lease to the Subsidy Administrator. It is best practice to ensure all documents are submitted and complete prior to move in.**

5. **Work with the landlord to ensure they return the signed HAP contract along with W9 and a signed copy of the lease to the Subsidy Administrator.**

6. **If at any time a Bridge Subsidy participant decides to relocate, you must contact the subsidy administrator (listed above) so an appropriate plan can be developed prior to any relocation activity.**

7. **All family members that intend to reside with the Bridge Subsidy recipient must be pre-approved by the Bridge Subsidy Administrator.**
    a. This approval should ideally occur during the application process. If a participant is requesting to add a household member after the application process has concluded, the Care Manager must notify the IDHS Housing Coordinator Unit in writing at DHS.DMHCWCDHousing@illinois.gov.

8. **Participants must report any changes in household members or income to the Subsidy Administrator (in person, in writing, or by phone) immediately. Their provider may assist them in reporting the income change and requesting a rent adjustment by contacting the Subsidy Administrator.**

9. **If a participant decides to withdraw or exit from the Bridge Subsidy at any point, report the exit/withdrawal to the assigned IDHS Housing Coordinator by the next business day.**
    a. Please note that only IDHS can terminate a Bridge Subsidy. An agency cannot terminate a Bridge Subsidy due to a participant's non-compliance with recommended services.

Additional resources and forms related to Bridge Subsidies and Housing are available on the Colbert & Williams Training Website at https://colbert-williams.nursing.uic.edu/processes-and-tools/housing/.