Colbert and Williams Consent Decree Programs
Policies and Procedures:
Bridge Subsidy Opt Out

Policy Number:	P4.07
Subject:	Bridge Subsidy Opt Out
Section:	P4 Housing Search
Scope:	Comprehensive Program, Front Door Diversion Program
Effective Date:	4/1/2020
Last Revision:	8/22/2025

POLICY STATEMENT

Class Members and Front Door Diversion Program (FDDP) Participants who are receiving the Bridge Subsidy may decline this subsidy assistance at any time while they are living in the community. The Class Member's or FDDP Participants' assigned Care Management Agency and IDHS Housing Coordination Unit staff will collaborate to address and explore the participant's decision to opt out of subsidy assistance and confirm that the participant has safe alternate housing.

Opting out of the Bridge Subsidy is a permanent decision, and IDHS is not obligated to reinstate the Bridge Subsidy for a Class Member or FDDP Participant after it has been declined. However, Class Members or FDDP Participants may request reinstatement if their circumstances change, and they become:

- homeless
- at risk of homelessness, as defined at 42 USC 11360; or
- at risk of readmission to a long-term care facility.

This request for reinstatement should be made through the Care Management Agency or the assigned Bridge Subsidy Administrator. Before IDHS will consider reinstatement, all alternative options for housing (including SRN, Section 811, and other permanent housing subsidies, etc.) must be exhausted and documented.

It is the expectation that all agencies develop and follow internal operating procedures surrounding consent decree activities. However, these internal procedures must align with IDHS policies and procedures.

PROCEDURES FOR CLASS MEMBERS AND FDDP PARTICIPANTS RECEIVING CARE MANAGEMENT SERVICES

1. Class Members and FDDP Participants can request to opt out of the Bridge Subsidy by informing their Care Management Agency.
2. The Care Management Agency will inform the IDHS Housing Coordination Unit DHS.CWCDHousing@Illinois.gov and complete form 4.9 Bridge Subsidy Opt Out with the subsidy recipient.
3. The Care Management Agency will forward the completed Bridge Subsidy Opt Out form to the IDHS Housing Coordination Unit DHS.CWCDHousing@Illinois.gov.
4. The IDHS Housing Coordination Team is responsible for scheduling a conference to discuss the opt out request that includes the Class Member or FDDP Participant, the Care Management Agency care manager, and the IDHS Housing Coordinator. The goal of the conference is to ensure that the Class Member or FDDP Participant will continue to be stably housed without using the Bridge Subsidy, and that they understand the impact of declining the subsidy.

5. The Housing Coordinator will send a written notice to the Bridge Subsidy Administrator to inform them of the Bridge Subsidy discontinuation.

PROCEDURES FOR CLASS MEMBERS AND FDDP PARTICIPANTS NO LONGER RECEIVING CARE MANAGEMENT SERVICES

1. Class Members and FDDP Participants who are no longer receiving care management services can request to opt out of the Bridge Subsidy by informing the Bridge Subsidy Administrator directly.
2. The Bridge Subsidy Administrator will direct the Class Member or FDDP Participant to contact the IDHS Housing Coordination Unit.
3. The assigned Housing Coordinator will complete form 4.9 Bridge Subsidy Opt Out with the Class Member or FDDP Participant.
4. The IDHS Housing Coordinator is responsible for scheduling a conference to discuss the opt out request that includes the Class Member and the IDHS Housing Coordinator. The goal of the conference is to ensure that the Class Member or FDDP Participant will continue to be stably housed without using the Bridge Subsidy, and that they understand the impact of declining the subsidy.
5. The Housing Coordinator will send a written notice to the Bridge Subsidy Administrator to inform them of the Bridge Subsidy discontinuation.

REVISION & APPROVAL HISTORY

Revision Number	Revision Date	Nature of Revision	Approved By
1	5/12/2021	New Procedure	A. Johnson
2	7/14/2023	Reviewed and updated for FY24 procedures. Definitions removed from policy and added to CCMTP Policy Definitions document	V. King
3	7/19/2024	Annual Updates. Incorporated FDDP Participant language	T. Fuller
4	8/22/2025	Updated email contact and removed 'DMH' in reference to IDHS	M. Miller-Attang