

 Corrections and Community Supervision DIRECTIVE	TITLE Emergency Housing - Community Supervision		NO. 9222
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SUPERSEDES DIR# 9222 Dtd. 10/27/16	DISTRIBUTION A B	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) NYS Mental Hygiene Law Article 10	APPROVING AUTHORITY 		

- I. PURPOSE:** To provide Community Supervision staff with a means to support housing on an emergency basis for certain eligible parolees in order to assist in the parolee’s reintegration and transition to the community and to address public safety concerns. This directive will assist staff in determining eligibility for emergency housing assistance, processing requests for assistance, and performing related case activities.
- II. POLICY:** It is the policy of the Department of Corrections and Community Supervision (DOCCS) to make financial assistance available on an emergency basis to assist Community Supervision staff who must manage an urgent, temporary housing need presented by a parolee who meets certain specified criteria, in order to address public safety and supervision needs. Each Community Supervision Region will have access to funding for emergency housing payment rates, as determined on a regional basis, in accord with case needs, local rates, and housing availability. Emergency housing funds are to be used on an emergency basis. It is not to be used for advance reservations or long-term housing. Emergency housing funds cannot be used to pay for substance abuse training or housing at a substance abuse program.
- Emergency housing assistance may only be used for a period of up to 15 days. In any instance where extended assistance is required, a case conference must occur and if approved, a request for renewal must be submitted for a period up to an additional 15 days. Regional Re-Entry Operations staff is responsible to assist field staff with the identification of appropriate temporary and permanent housing options for parolees, assist with case referral to services, and where applicable, seek to remedy barriers that impede parolee access to housing services. Regional Re-Entry Operations staff is responsible to track and report on regional use of emergency housing assistance funds, as well as the completion of, and timely submission of emergency housing vouchers to the Division of Budget and Finance.
- NOTE: References to “parolee” and “releasee” are intended to refer to individuals released to Community Supervision and presently under the jurisdiction of DOCCS. References to “parolee”, for purposes of this directive, shall also include any NYS Mental Hygiene Law Article 10 identified respondents who are presently under the jurisdiction of DOCCS.

III. PROCEDURE

A. Case Eligibility, Request, and Approval

1. Responsibilities of Bureau Chief, Senior Parole Officer, Parole Officer, and Re-Entry Operations Staff
 - a. During the course of a community preparation investigation, or upon the initial arrival of a parolee newly released to Community Supervision, or where the lack of housing becomes an issue during the course of supervision, the Parole Officer (PO) will identify the need for referral of the case for housing assistance. Any DOCCS contracted housing programs as well as other community-based resources must be explored as an option, when possible. Where a case requires housing assistance and all other housing options, having been explored, are not feasible, and where parolee appears to meet social services eligibility criteria, the PO will, as appropriate, contact the local social services office, or will instruct the parolee to report to the local social services office immediately to apply for emergency housing assistance.
 - b. Where contact with the local social services district has resulted in the parolee being deemed ineligible for emergency housing assistance, or where the local social services office is closed at the time of the parolee's arrival, and therefore application for services is delayed, the PO will review the case with regional Re-Entry Operations staff to ensure that all other available housing options have been considered. The parolee's ability to pay for his or her own housing must be considered where appropriate. Additionally, the potential for parolee to receive entitlements, veteran benefits, pension, or any other financial benefits must be explored. Where the PO and Re-Entry Operations staff agree that DOCCS assistance is required in order to secure emergency housing on a temporary basis, the case should be brought to the attention of the Senior Parole Officer (SPO) for further review. The PO will ensure that a chronological entry is made in the Case Management System (CMS) to detail the case review with Re-Entry Operations staff.
 - c. The PO will conference the case with the SPO and will make a chronological entry in CMS regarding the case conference and rationale for the emergency housing request. If the case is recommended for DOCCS emergency housing funds assistance, and it is determined that the case meets at least one of the following criteria, the SPO will request the Bureau Chief (BC) to approve and submit a request for emergency housing assistance funds to regional Re-Entry Operations staff:
 - (1) Public safety and supervision structure is jeopardized by the parolee's lack of residence; or
 - (2) Other available housing resources are not immediately accessible due to the emergency nature of the need; or
 - (3) The parolee is not eligible for available emergency housing resources through the local social services district; or
 - (4) Existing housing resources are not available until a future date/time and interim, temporary housing is required.

Emergency housing assistance will not be approved for items including, but not limited to, the following:

- (1) Housing costs to supplement social services or other party housing costs;
 - (2) Reservations or security deposits;
 - (3) Food;
 - (4) Utilities;
 - (5) Counseling or treatment services; and
 - (6) Any housing for which a third party will provide reimbursement.
- d. The BC will review the case and after conferencing with Re-Entry Operations staff, will determine whether the request of emergency housing assistance is approved.
 - e. Where a case is approved for emergency housing assistance, the BC will forward [Form #CS9222A](#), "Request for Payment for Emergency Housing," to regional Re-Entry Operations staff.
 - f. The assigned SPO, PO and regional Re-Entry Operations staff will collaborate to identify and secure a provider willing to provide residential services at a fair rate. Re-Entry Operations Staff, upon engaging the vendor, must inform the vendor that if the vendor gets reimbursed from any other party, such as retroactive DSS, the vendor cannot bill DOCCS for any days for which they have already gotten reimbursement from another source.

NOTE: If the emergency housing vendor is also a DOCCS contracted community-based housing program, Re-Entry staff must verify that the vendor is not charging emergency housing stay for days during which parolee is in a contract bed.

B. Approval of use of Emergency Housing Funds

1. Request for Emergency Housing Payment, Case Tracking, and Recertification of Need
 - a. Re-Entry Operations staff will make a chronological entry in CMS and keep a record of any written requests received from a BC for emergency housing funds. The chronological entry in CMS must be accurate, and detail the reason for request, approval, and expected duration. Re-Entry Operations staff will submit requests to the Regional Director (RD) for approval, advise the BC/SPO/PO of the decision, and will keep a log of all approved emergency housing cases, timelines, costs on [Form #CS9222B](#), "Monthly Emergency Fund Tracking Form," and report regional usage of funds on a quarterly basis to the RD and the Division of Budget and Finance or when so directed.
 - b. The SPO and PO will ensure that any case approved for emergency housing assistance for a period up to 15 days is tracked and updates reported to the BC.
 - c. The BC will develop and maintain controls to monitor the length of stay and to ensure timely movement of the parolee into permanent or transitional housing.
 - d. The SPO and PO will review any entitlements or income that parolee may be entitled to or receiving, subsequent to the emergency housing approval, and determine if parolee is able to pay for his or her own housing.
2. Voucher Processing/Vendor Reimbursement
 - a. All vouchers for emergency housing assistance payment are to be reviewed by the regional Re-Entry Operations staff to verify the accuracy of the charges submitted for payment by the emergency housing vendor.

- Vendors, through the request for payment voucher, attest that they are not getting any other type of reimbursement from any other source for the housing of the parolee on the dates for which they are requesting payment reimbursement from DOCCS. Vouchers will be submitted to the Division of Budget and Finance by the regional Re-Entry Operations staff, after RD or designee has signed and approved voucher.
- b. Approved vouchers will be forwarded to the Division of Budget and Finance. Vouchers must be original and have a [Form #CS9222A](#), "Request for Payment for Emergency Housing," for each case attached. Vouchers must be legible, must include the NYS vendor ID (this number must match the name used by the vendor in the submission). The vendor must complete the dates and services provided and sign with their name and title/position.
 - c. Re-Entry Operations staff must sign approved vouchers in the "Merchandise Received" box on the voucher with first initial, last name, and title. Vendors should be advised by Re-Entry Operations staff that DOCCS has 30 days to pay the vendor once the original voucher and attachments are received in the Division of Budget and Finance, provided there are no issues with the submission.
 - d. Any case identified as requiring an emergency housing assistance extension will be resubmitted by the SPO to the BC for case conference. If approved, a request for renewal must be submitted to Re-Entry Operations by the BC, and CMS updated accordingly. Re-Entry Operations staff will submit the request to the Regional Director (RD) for approval, advise the BC/SPO/PO of the decision and track any approved case. This process must repeat itself until such time as the parolee is transitioned into transitional or permanent housing where DOCCS emergency funds are not utilized.
3. Regional Responsibilities
- a. The Regional Director (RD) will be informed of the total amount of funding allocated to their region. The RD will be responsible for all disbursements made.
 - b. The RD and Re-Entry Operations staff is responsible to ensure that all staff requesting to access Emergency Housing assistance correctly applies the criteria specified above. In any case where a sanction longer than 60 days is imposed by social services, emergency housing assistance will not be dispensed until both the RD and Re-Entry Operations staff have had a case conference, and made a joint decision to approve use of funds.