DEPARTMENT OF CORRECTIONS

Policy Number:	**205.130**
Title:	**Adult Halfway House/Rental Assistance Use**
Effective Date:	**6/11/25**

PURPOSE: To enhance public safety by providing limited financial assistance for eligible clients to be housed in adult halfway houses or other housing.

APPLICABILITY: Minnesota Department of Corrections (DOC) adult facilities, field services, participating counties, hearings and release unit, financial services unit, grants and subsidies unit, and reentry services unit

DEFINITIONS:
Adult Halfway House – a community-based residential facility that provides services to adults accused of, charged with, or convicted of a criminal offense.

Rental assistance – temporary funding for a client who is or will become homeless if financial assistance is not available.

PROCEDURES:
A. Reentry Services Unit Responsibilities
1. The director or designee of the reentry services unit must:
a) Consult with the field services unit and the hearings and release unit to establish priorities for both rental assistance and halfway house funding.

b) Use funds in a fiscally responsible manner to ensure their availability throughout the fiscal year

c) Establish multiple contractual agreements with adult halfway houses and vendors that accept rental assistance from the DOC.

2. Reentry services housing supports unit staff must:
a) Review requests based on client eligibility and available funding, approve or disapprove each request, and notify the caseworker or assigned agent of the decision.

b) Review invoices, approve payments, and submit the invoices to the financial services unit for processing.

B. Adult Halfway House Placement
1. The caseworker and agent must:
a) Determine whether a client needs a DOC-funded adult halfway house placement as part of an approved release plan.

b) Review the eligibility criteria outlined in the adult halfway house placement and rental assistance fund eligibility guidelines (attached). If the client is eligible, contact the adult halfway house to verify and obtain a bed availability date.

c) Complete the housing referral form (attached) and submit it the reentry services housing support unit.

2. The vendor must submit an invoice to the reentry services housing support unit in order to receive payment.

3. Initial funding availability is limited to 60 days.
   a) If the client has not found an alternative approved residence within 60 days, the supervising agent may request an extension using the housing referral form (attached) for DOC funding for an additional 30 days.

   b) Reentry Unit Housing Supports Unit reviews extension requests.
      (1) The client must be compliant with release conditions and working towards securing an approvable residence.
      (2) If the request is denied, the client is responsible for payment arrangements.

C. Rental Assistance
1. The agent/caseworker must:
   a) Determine if the client is eligible for funding based upon eligibility criteria as outlined in the adult halfway house placement and rental assistance client eligibility guidelines (attached).

   b) Complete the housing referral form (attached) and forward the form to the reentry services housing supports unit.

2. The Caseworker or agent notifies the vendor that DOC is providing rental assistance as part of approving the suitable and available release address.

3. The vendor must submit the housing funds invoice form (attached) directly to the reentry housing supports unit to receive payment.

INTERNAL CONTROLS:
A. Approved Housing Referral Forms and invoices are retained by the Reentry Housing Supports unit.

REFERENCES: None

REPLACES: Policy 205.130, “Adult Halfway House/Emergency Housing Fund Use” 09/03/2019.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:

Adult Halfway House Placement and Rental Assistance Client Eligibility Guidelines (205.130E)
Adult Housing Referral form (205.130F)
Housing Funds Invoice form (205.130H)

APPROVALS:
Commissioner of Corrections