DEPARTMENT OF CORRECTIONS

Policy Number:	**205.130**
Title:	**Adult Halfway House/Emergency Housing Fund Use**
Effective Date:	**9/3/19**

PURPOSE: To enhance public safety by providing limited financial assistance for eligible offenders on supervised or conditional release to be housed in adult halfway houses or other emergency housing.

APPLICABILITY: Adult facilities, community services, hearings and release unit, financial services unit, and grants and subsidies unit.

DEFINITIONS:
Adult halfway house –any community-based residential facility the primary function of which is to provide, through its own program or community resources, services to adults accused of, charged with, or convicted of a criminal offense.

Eligible housing emergency – a temporary situation in which the offender is homeless, or will become homeless, if some kind of financial assistance is not available.

PROCEDURES:

A. Grants and Subsidies Unit Responsibilities:

1. The director of the grants and subsidies unit must:

   a) In consultation with the field services unit and the director of the hearings and release unit, establish priorities for both emergency housing and halfway house funding.

   b) Use funds in a sufficiently restrictive manner to ensure availability of funds throughout the fiscal year.

   c) Maintain contractual agreements with adult halfway houses and obtain a multiple vendor purchase order for emergency housing.

   d) Review invoices, approve payments, forward invoices for payment to the central office financial services unit, and track expenditures.

   e) Review, and approve or disapprove, each request based on offender eligibility and funding availability, and notify the caseworkers of the decision.

2. Initial funding availability is limited to 60 days

   a) If an alternative approved residence is not established within 60 days, the supervising agent may request an extension on the Request for Extension form (attached) for DOC funding for up to an additional 30 days.

   b) The director of the grants and subsidies unit reviews requests for an extension on a case-by-case basis.

(1) The offender must be in compliance with release conditions and demonstrating substantial progress toward securing an approvable residence.

(2) If the request is denied, and alternative funding for continued placement at the adult halfway house is required, the offender must provide the needed funding.

B. Adult Halfway House Placement

1. The caseworker and supervising agent must:

a) Determine if an offender needs a DOC-funded adult halfway house placement as part of an approved release plan.

b) Review the eligibility guidelines and, if the offender is eligible, contact the adult halfway house to verify and obtain a bed availability date.

c) Complete the Adult Halfway House Request/Authorization (attached) and submit it to the grants and subsidies unit.

2. The vendor must submit an invoice directly to the grants and subsidies unit in order to receive payment.

C. Emergency Housing Funding

1. The supervising agent must:

a) Determine whether an offender has a need for emergency housing;

b) Determine if the offender is eligible for funding based upon eligibility criteria;

c) Complete an Emergency Housing Request/Authorization (attached) and forward the form to the grants and subsidies unit; and

d) Provide a copy of the Emergency Housing Request/Authorization and a copy of the Emergency Housing Funds Invoice form (attached) to the vendor.

2. Grants and subsidies unit staff must:

a) Review the request, approve or disapprove it, and transmit it back to the supervising agent; and

b) Review invoices, approve them for payment, and forward the invoices to the central office financial services unit for processing.

3. The vendor must submit the Emergency Housing Funds Invoice form directly to the grants and subsidies unit in order to receive payment.

4. Financial services staff must arrange for a vendor number to be assigned if the vendor does not already have a number.

D. Grants and subsidies unit staff maintain all documentation in the unit according to retention schedules.

INTERNAL CONTROLS:

A. Approved housing request authorizations, emergency housing fund authorizations, and invoices are retained by the grants and subsidies unit.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 243.05 subd. 6
Policy 203.018, "Release Planning – Agent Assignment"

REPLACES: Policy 205.130, "Adult Halfway House/Emergency Housing Fund Use," 9/1/15. All memos or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Female Offender Transition Housing Fund Request/Authorization form (205.130A)
Female Offender Transition Housing Funds Invoice form (205.130B)
Male Offender Emergency Housing Fund Request/Authorization form (205.130C)
Male Offender Emergency Housing Funds Invoice form (205.130D)
Adult Halfway House/Emergency Housing Fund Use – Offender Eligibility Guidelines (205.130E)
Adult Halfway House Request/Authorization form (205.130F)
Residential Placement Extension Request form (205.130G)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services