



NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

Olmstead / Transitions to Community Living

Transitions to Community Living Housing Guidelines

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Purpose and Use of Guidelines

The TCL Housing Guidelines provide a blueprint for implementing, funding, and operationalizing the housing component of the Department of Justice (DOJ) Settlement Agreement for access to community-based supportive housing. This manual serves to support Local Management Entities/Managed Care Organizations (LME/MCOs) staff or staff employed under contract with the LME/MCO to take adequate steps to assist individuals with housing slot numbers in transitioning to safe, quality, and sanitary housing in the community.

Transitions to Community Living (TCL) Overview

On August 23, 2012, the State of North Carolina signed a Settlement Agreement with DOJ concerning community integration of individuals with severe mental illness (SMI) and severe and persistent mental illness (SPMI) in, or at risk of entry into, Adult Care Homes (ACHs). As outlined in the Settlement Agreement, the State has agreed to 1) develop and implement effective measures to prevent inappropriate institutionalization and 2) provide adequate and appropriate public services and supports identified through person-centered planning in the most integrated setting appropriate to meet the needs of individuals with SMI or SPMI. The responsive program in North Carolina is known as Transitions to Community Living (TCL) which provides eligible adults living with SMI and SPMI the opportunity to choose where they live, work, and play. TCL promotes recovery through providing long-term housing, community-based services, supported employment and community integration.

Affordability: Rental Assistance and Vouchers

TCL offers several mechanisms to provide access to affordable housing and rent assistance to individuals with income as low as Supplemental Security Income (SSI). The Transitions to Community Living Voucher (TCLV) provides rental assistance to assist people with SMI and SPMI disabilities to either be diverted from, or transitioned out of restrictive settings, so that they can live in the community of their choice. TCLV is not an entitlement program. Approvals and payments are based on available funding. For more detailed information about TCLV, see TCLV section on page 5.

Other rental assistance used to support individuals in TCL includes, but is not limited to, the following:

- Project Based Rental Assistance (PBRA), rental assistance attached to a property and therefore an individual must apply directly with the property to receive the assistance. Examples of PBRA are -
 - Key Rental Assistance, state funded rental assistance only available to properties participating in the Targeting Program.
 - Project-Based Section 8
 - Rural Development Rental Assistance
 - Federal 811PRA
- Tenant Based Rental Assistance (TBRA), rental assistance that is portable, and the individual may apply to any rental housing of their choice, as long as the landlord will agree to accept the voucher and meet certain program conditions. Examples of TBRA are:
 - United States Department of Housing and Urban Development (HUD) Continuum of Care Program
 - HUD Housing Choice Voucher (Section 8)

- Veterans Administration Supportive Housing Voucher (VASH)
- Emergency Housing Voucher
- Mainstream Voucher

Transitions to Community Living Voucher (TCLV)

TCLV is state funded TBRA for eligible TCL participants. TCLV is not an entitlement program. Approvals/payments are based on available funding.

The TCLV subsidy pays the difference between the tenant portion of rent and the actual unit rent, up to 120% of Fair Market Rent (FMR). FMR is determined by HUD. Permissible rent is capped at 120% fair market rent unless there is an approved waiver from the North Carolina Department of Health and Human Services (NCDHHS). Subsidy amounts that exceed 120% fair market rent require waiver approval by NCDHHS. LME/MCOs should complete a rent reasonableness evaluation to ensure that a unit that is supported by TCLV is not more expensive than a similar unit that is not supported by TCLV.

The minimum required tenant rent share is \$100, regardless of the tenant rent calculation. TCLV subsidy pays additional monthly rent fees for necessities (including trash and pest control) that are included in the rent if these fees do not cause the rent amount to exceed 120% fair market rent. However, the TCLV subsidy cannot pay for additional monthly fees for non-necessities (including pet deposits, cable/internet, and washer/dryer).

If a household signs a lease for a housing unit that exceeds 120% of fair market rent without prior approval by NCDHHS, the household and LME/MCO must assume responsibility for the full amount of rent to continue leasing the unit. NCDHHS will not reimburse the LME/MCO for the unit.

FMR Waiver Request

An FMR waiver request is required when the total monthly rental amount exceeds 120% of the fair market rent. The waiver must be approved by NCDHHS prior to the tenant signing the lease or moving into a unit. The FMR Waiver process is automated in the Community Living Integration Verification system (CLIVE), and the waiver justification must include the following details:

- Affordable housing options reviewed with TCL participant and reason(s) for non-acceptance. (This must also be thoroughly documented in the Transitions to Community Living Database (TCLD))
- Targeted Units reviewed with TCL participant and reason(s) for non-acceptance.
- Negotiation strategies with landlord to lower requested rental amount.

Locating FMR

Federal law requires that HUD publish final FMRs for use in any fiscal year on October 1 – the first day of the federal fiscal year (FY). FMRs for each fiscal year can be found by visiting HUD’s website at <https://www.huduser.gov/portal/datasets/fmr.html> and clicking on the current “FY20XX FMR Documentation” link toward the middle of the page. This page allows individuals to search for FMRs by selecting their state and county from the provided list. Clicking on “Next Screen” allows individuals to view the current and previous year FMR for the county/metropolitan statistical area (MSA).

Locating Small Area FMR

In metropolitan areas, HUD defines Small Areas using ZIP codes within the metropolitan area. Using ZIP codes as the basis for FMRs provides tenants with greater ability to move into “Opportunity Neighborhoods” with jobs, public transportation, and good schools. They also provide for multiple payment standards within a metropolitan area, and they are likely to reduce the need for extensive market area rent reasonableness studies. HUD hopes that setting FMRs for each ZIP code will reduce overpayment in lower-rent areas. LME/MCOs may utilize small area FMR, but it should be noted that the CLIVE system is set up to recognize standard FMR and any HAP payment above 120% of standard FMR would still require a waiver.

Small Area FMRs for each fiscal year can be found by visiting HUD’s website at <https://www.huduser.gov/portal/datasets/fmr/smallarea/index.html> and clicking on the current “FY20XX FMR Documentation” link toward the middle of the page. This page allows individuals to search for FMRs by selecting their state and county from the provided list. Clicking on “Next Screen” allows individuals to view the current and previous year FMR for the county/metropolitan statistical area.

Security Deposits

The Subsidy Administrator will pay the security deposits on behalf of individuals with a TCLV. Security Deposit funds will be deposited in an account specified by the owner/management agent in compliance with **NC General Statutes Chapter 42, Article 6. Tenant Security Deposit Act**. The security deposit will revert to the tenant upon move-out and settlement of the security deposit disposition. In the event of damages or unpaid rent, the security deposit will be used as a first line of payment to satisfy the balance, and if fully used, will not be returned to the member. TCL tenants are only eligible to receive one (1) security deposit payment per 12-month period and deposits are only paid upon initial move-in at the property. A tenant moving from one unit to another within the same property does not qualify for a new deposit.

Security Deposit Waiver

If a member requires another security deposit within 12 months of receipt of the first, a waiver from NCDHHS will be required. The waiver form is in the CLIVE database, under the resources tab, and then under reference documents. Staff should then select the TCL Waiver form. The LME/MCO staff must submit this TCL Waiver to NCDHHS subsidy administrator for approval. Once approved, LME/MCO should select ‘other’ for the waiver type under documents section and upload the approved waiver. The description would be that this is to pay for a security deposit for a tenant that is

being rehoused within 12 months of their most recent tenancy.

Tenant Portion of Rent Calculation

The TCL tenant portion of rent is 25% of their monthly gross household income. The size of the rental unit (1BR, 2BR, etc.) is not a factor in the tenant's rent portion. If an individual's income is \$0, the \$100 minimum tenant portion can be paid through Community Living Assistance (CLA) (see page 20). The tenant portion of rent should never exceed 25% of their income. If it does exceed 25% due to the unit exceeding FMR, LME/MCOs may request a waiver for a maximum subsidy override.

Tenant Portion of Rent Calculation with Other Household Members

If a TCL individual has a spouse who is not a TCL individual, then the *Tenant Household Composition and Income Summary form* must include their combined household income for the purpose of calculating the individual portion of rent. This form is in CLIVE, under the resources tab on the drop-down menu, and then select reference documents on the drop-down section.

If the spouse is also a TCL individual, then the Tenant Household Composition and Income Summary form should not include their combined household income. When spouses are both in TCL, they are treated as roommates with individual records and housing slot numbers.

TCL Roommates

If a TCL individual has one (1) or more non-spouse TCL roommate(s), the actual unit rent will be divided equally among the roommate(s) prior to calculating individual portions of rent. The individual's income is not combined with the income of their roommate(s) when being entered into CLIVE.

Non-TCL Roommates

TCL individuals may choose to live with individuals who do not participate in the program. The individual(s) who do not participate in TCL must have sufficient resources to pay for an equal share of the actual unit rent. This includes TLC individual's adult children (age 18 or older). Program guidelines exclude a TCL individual's minor children from this requirement. NCDHHS must approve of any other exception.

Tenant Out of Housing with a Plan to Return

NCDHHS strongly encourages individuals to seek appropriate medical care and treatment when needed.

We recognize that some TCL participants may experience extended hospital stays or other extended absences. Best practice is for the care team working with each tenant residing in TCL supportive housing to maintain a proactive relationship with the individual so the team can be aware of any planned extended absence beforehand, to the extent possible. There are circumstances when a tenant's extended absence from their unit may occur without any advance notice. In those unplanned situations, it is important for the team working with the tenant to maintain communication and connection with the individual so the team can learn of any extended absence as

soon as feasible. If a TCL participant's LME/MCO or provider receives a complaint or inquiry of concern regarding the individual's residence while they are away, they should immediately notify the individual's care team lead and the landlord/property management company.

When a tenant's care team becomes aware of an extended absence situation, they should promptly inform both the landlord/property management staff and any identified natural supports, with the individual's permission. This will allow the landlord/property management company to complete an inspection or take other appropriate steps to ensure that (1) the property remains safe, secure and well maintained while the tenant is away, and (2) there are no obvious hazards that could jeopardize the tenant's ability to return to their unit once they are able (subject to the terms of the tenant's lease).

If a TCL participant is out of their unit for more than 90 consecutive days, but there is a plan for them to return, the LME/MCO must submit a complete waiver request and obtain approval from NCDHHS for the TCLV subsidy to continue. The LME/MCO must obtain an approved waiver from NCDHHS every 30 days until tenant returns to the unit. To be complete, a waiver request must include the reason(s) the TCLV subsidy should continue, how the utilities will be maintained during this period to meet Housing Quality Standards, and how the tenant will ensure their portion of rent is fulfilled.

Tenant Out of Housing Without a Plan to Return

Failure to reside in the unit for a period exceeding 90 consecutive days and/or a disconnection of utilities may lead to termination of the TCLV subsidy if there is no plan for the tenant to return to the unit in a reasonable amount of time or to reinstate utilities.

As a best practice, LME/MCO will support the following steps for the landlord/property management company to regain possession of the unit after learning of the tenant's death.

1. LME/MCO or assigned team member should assist with, if possible, a walk-through of the unit with the landlord/property management staff to look for hazards including -
 - Is the stove turned off?
 - Are there individuals not on the lease staying there illegally?
 - Are electronics unplugged?
 - Do fire hazards exist?
 - Is food left out?
 - Does refrigerated food need to be thrown out?
 - Does the tenant have a pet that needs to be removed?
2. LME/MCO or assigned team member should work with tenant to request that the landlord permit an early termination of the lease and return keys if possible. If the tenant has left possessions in the unit, refer to <https://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter42> .

The TCLV subsidy program does not pay for removal of possessions and cleanup. Reimbursement for removal of possessions or cleanup may be available to the landlords through the TCLV Special Claims process if the expense is more than the security deposit.

Note:

The move-out date entered in CLIVE should be the date the individual gives verbal or written notice of relinquishment of possession of the premises OR the date the LME/MCO learns that the tenant is no longer paying rent and/or utilities have been disconnected utilities OR the date the guardian informs the LME/MCO that the individual is not returning to the unit.

Preferred Unit Size and Cost

The preferred unit size is one (1) bedroom per household member/roommate. Units exceeding one bedroom per household member require a waiver from NCDHHS. If a one (1) or two (2) bedroom unit cannot be identified for a single person household and a waiver for a three (3) or more bedroom unit must be requested, the request must:

- Be approved by the LME/MCO TCL or Housing Manager.

AND

- Not exceed 120% of the two (2) bedroom FMR for that county. If the rent exceeds 120% of the two (2) bedroom FMR, a waiver will be required

Live-in Aides

An individual participating in TCL may require a live-in aide. A live-in aide is an individual who meets all the following criteria:

- Resides with one (1) or more elderly individuals, near-elderly individual(s), or individual(s) with disabilities.
- Is determined to be essential to the care and well-being of the individual(s).
- Is not obligated for the support of the individual(s).
- Would not be living in the unit except to provide the necessary supportive services to a specific individual.
 - The live-in aide was not part of the household prior to receiving program assistance.
 - There is no other reason for the aide to reside in the unit (e.g., the individual can demonstrate they have a previous residence they left in good standing). (A spouse, domestic partner and or similar relation cannot be a live-in aide because of this requirement.)
 - The aide and the individual maintain separate finances.

A relative of the tenant who was not part of the household prior to the tenant receiving TCL housing assistance may serve as a live-in aide if that relative:

- 1) meets all the above requirements and
- 2) completes live-in aide affidavit and verifications forms.

Generally, live-in aides, whether or not they are a relative of the tenant, may not bring other family members with them to live in the unit. NCDHHS may allow exceptions on a case-by-case basis. In these situations, NCDHHS approval for any additional family member(s) to live in the unit must be obtained prior to adding the live-in aide to the household. One (1) additional bedroom, to be shared by the live-in aide and any NCDHHS-approved family member(s), is allowed; however, NCDHHS may approve the tenant to have more than one (1) extra bedroom in limited circumstances; further documentation may be required. The live-in aide qualifies for occupancy only as long as the individual

needing supportive services requires the aide's services and remains a tenant. Live-in aides do not qualify for continued occupancy if these requirements are not met.

Property management companies/landlords are encouraged to use lease addendums that deny occupancy to live-in aides after the tenant is no longer living in the unit. The addendum must establish that a live-in aide is not eligible to remain in the unit once the tenant moves out, regardless of the circumstances of the tenant's departure. The live-in aide addendum may give the property manager the right to evict a live-in aide who violates any of the lease terms. The *Live-in Care Attendant Affidavit* and *Live-in Care Attendant Verification* forms are available in CLIVE.

The screening of live-in aides at initial occupancy, and of aides added to the household after initial occupancy, involves the same screening activities. Live-in aides should be screened for the same criteria established for other applicants except for criteria regarding the ability to pay rent on time because live-in aides are not responsible for rent payments.

Live-in aides are not considered household members when calculating total gross household income. Under TCL guidelines, however, live-in aides are considered household members when determining the unit size the household is eligible for and the FMR.

Deceased Head of Household (Single Person Household)

TCL Voucher subsidy payments will continue for up to 30 days after landlord reports the death of the tenant to LME/MCO, assuming notification is timely, and landlord has gained possession of the unit. The maximum 30-day grace period allows time for the deceased's family to remove the individual's belongings from the unit.

As a best practice, LME/MCO will support the completion of the following steps for the landlord/property management company to regain possession of the housing unit when the LME/MCO learns the member is away from the unit for an extended period and will not be returning.

1. LME/MCO or assigned team member should assist in, if possible, a walk-through of the unit with the landlord/property management staff to look for hazards including:
 - Is the stove turned off?
 - Are electronics unplugged?
 - Do fire hazards exist?
 - Is food left out?
 - Does refrigerated food need to be thrown out?
 - Does the tenant have a pet that needs to be removed?
2. If there is no family to remove tenant's possessions in the unit, refer to <https://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter42> Landlord may file a special claims request for any other eligible expenses associated with the death of the tenant/move out; however, death of a tenant does not constitute abandonment of unit. LME/MCOs may seek approval from NCDHHS for reimbursement of HAP beyond 30 days if the unit has not been placed in lawful possession of the landlord/property management company. For more detailed information on risk mitigation claims, see Risk Mitigation Claims section starting on page 15-18.

Note:

The move-out date entered in CLIVe should be the date the tenant is no longer living in the unit.

‘250 Unit Exception’ Policy

Housing units within the Settlement Agreement are expected to be scattered site housing, where no more than 20% of the units in any development are occupied by individuals with a disability known to the State, except as set forth below, which is referred to as the ‘250 unit exception:’

1. Up to 250 Housing Slots may be in disability-neutral developments, that have up to 16 units, where more than 20% of the units are occupied by the individuals with a disability known to the State.
2. More than four (4) tenants with a disability known to the State will be residing in the housing location; e.g., a 10-unit apartment complex with five (5) tenants with a disability known to the State; a five-plex with all units occupied by tenants with a disability known to the State.

Individual Housing Review Criteria

To qualify for the ‘250 unit exception’ in rental housing, NCDHHS housing staff would assess the housing unit for the requirements above as well as the following criteria:

- Desired residence of the prospective tenant, with all rights of tenancy.
- May not require participation in services as a condition of tenancy, to obtain housing, or to receive rental subsidy.
- Current documentation that the unit has passed a standard HQS inspection or, after October 1, 2026, meets NSPIRE standards, and has NCDHHS approval documented through the standard waiver process.

Housing Development Review Criteria

To qualify for the ‘250 unit exception’ in housing developed using Community Living Housing (CLH) Funds, Integrated Supportive Housing Program (ISHP) Funds, or other housing developed utilizing State funding, NCDHHS housing staff would assess the new or proposed housing development by the threshold 250 exception criteria (above) as well as the following criteria:

- Receipt of financing commitment from CLH, ISHP, or other capital funding from NCHFA.
- Vicinity and accessibility of housing development to health care and supportive services, transportation, groceries, etc.
- Receipt of written support from the respective LME/MCO’s TCL Manager. This written approval of support shall include documented plans for services, supports, referrals, etc.
- Shall be operated as deeply affordable rental housing with some type of rental subsidy to ensure that the disabled household is charged 25-30% of their income toward rent.
- Have NCDHHS written approval.

***NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE (NSPIRE)
effective October 1, 2026***

HUD's Real Estate Assessment Center (REAC) assists in improving housing quality by performing accurate, credible, and reliable assessments of HUD's real estate portfolio. REAC's primary mission is to provide our customers with independent, actionable assessments that advance risk-informed decisions about the condition of the nation's affordable housing portfolio.

The new NSPIRE model prioritizes health, safety, and functional defects over appearance. It implements inspections that better reflect the true physical condition of the property. The NSPIRE model supports the adoption of sound, year-round maintenance practices.

Beginning October 1, 2026, NCDHHS will require a passed inspection utilizing the NSPIRE inspection tool and checklist. LME/MCOs will ensure that all inspectors (internal or external) are trained in this model and certified to complete NSPIRE inspections. More information on NSPIRE, including forms that staff use for inspections can be found at: <https://www.hud.gov/react/nspire>

Multi-Unit Assisted Housing with Services (MUAHS)

The Department does not support discharges from ACHs or State Psychiatric Hospitals (SPHs) to MUAHS. MUAHS are not licensed adult care homes or licensed assisted living facilities and are not inspected or monitored by state or county regulatory agencies. A listing of MUAHS can be found on the Division of Health Service Regulation (DHSR) website at <http://info.ncdhhs.gov/dhsr/acls/multiunitfac.html>.

While individuals may choose to reside in these settings, the intent of the TCL program is for individuals to be in permanent supportive housing in their own homes or apartments in the community. If this is a member's preference, it is expected that they can make an informed decision and that the LME/MCO transition team will need to ensure that all additional supports in the community are presented (i.e. bridge, enhanced bridge, etc.) so the individual may make an informed choice.

1915(i) Community Transitions Funding

Community Transition provides funding for a one-time initial setup of expenses for a Medicaid beneficiary with an I/DD, SMI, SPMI or severe SUD who is transitioning from an institutional or other approved setting into their own private residence where the beneficiary is responsible for their own living expenses. An institutional or other approved setting can include a state developmental center, community intermediate care facility (ICF-IID), nursing facility, licensed group home, alternative family living (AFL) facility, foster home, ACH, State Operated Healthcare Facility, or a Psychiatric Residential Treatment Facility (PRTF). Community Transition can support a beneficiary being diverted from entry into ACHs or any institutional level of care due to pre-admission, screening, and diversion efforts, provided that the Medicaid beneficiary is moving to a living arrangement where they are directly responsible for their own living expenses. Individuals must be determined to be eligible for this service by Medicaid. Funds can be used in conjunction with TYSR and MFP start-up funds. Vendors, suppliers and commercial businesses can be paid directly by the LME/MCO as appropriate.

Covered Community Transition items and services are:

1. Security deposits that are required to obtain a lease on an apartment or a home.
2. Essential furnishings, which can include:
 - A. furniture
 - B. window coverings
 - C. food preparation items
 - D. bed
 - E. bath
 - F. linens
3. Moving expenses required to occupy and use a community domicile.
4. Set-up fees or deposits for utility or service access, including:
 - A. telephone

- B. internet
 - C. electricity
 - D. heating
 - E. water
5. Services necessary for the beneficiary's health and safety, such as one-time pest eradication and one-time cleaning prior to occupancy.

Community Transition must be furnished only to the extent that the beneficiary is unable to meet such expenses, or when the support cannot be obtained from other sources or services. The following limitations or requirements apply:

- a. If a beneficiary lives with a roommate, Community Transition services cannot duplicate items that are currently available.
- b. Community Transition may not be provided to beneficiaries on the Innovations Waiver.
- c. Community Transition services may not be provided by family members.
- d. Community Transition expenses cannot exceed \$5,000.
- e. Service is available up to three (3) months in advance of a beneficiary's move to an integrated living arrangement, and up to 90 consecutive days post move in date.
- f. Service is only provided to a beneficiary once per five (5) year period.
- g. Community Transition may not be provided to a beneficiary residing in an Institution for Mental Disease (IMD) regardless of the facility type.

Additionally, 1915(i) Community Transition does not cover the following:

- a. monthly rental or mortgage expenses
- b. repairs to a property
- c. regular or recurring utility bills or fees associated with lawn care, property facilities, homeowners' associations
- d. regular or recurring pest eradication
- e. household appliances (except for a microwave)
- f. recreational items such as televisions, gaming systems, cell phones, compact disc (CD) or digital video disc (DVD) players and components
- g. food or groceries
- h. care management services or activities
- i. service and maintenance contracts and extended warranties

For additional information on this service please see Clinical Coverage Policy 8H-6:

<https://medicaid.ncdhhs.gov/providers/program-specific-clinical-coverage-policies>

Transition Year Stability Resource (TYSR) Funds

TYSR funds are intended to support individuals when moving to community-based supportive housing. TYSR funding is only available during a person's transition year and must not be identified or used as part of a person's ongoing support plan.

TYSR is modeled after the Money Follows the Person Transition Year Stability Funds Demonstration Service. TYSR is not an entitlement program, and approvals/payments are based on available funding. TYSR funding will provide reimbursement for up to \$2,500 per person for one-time start-up costs such as:

- Basic cell phone, if Lifeline is not available (not to exceed \$100)
- Basic small appliances
- Basic television (not to exceed \$250)
- Essential furnishings (Bed, mattress, sofa, etc.)
- Household items (towels, sheets, dishes, etc.)
- Moving expenses (truck rental, movers, one-time gas card purchase of up to \$50, etc.)
- One-time non-utility hookups
- Utility deposits

TYSR funding is intended to be flexible to adequately meet a person's specific living needs. If an individual has a specific transition need that is not clearly outlined above, the LME/MCO is encouraged to ask for clarification. The individual should review his or her budget and prioritize expenses to maximize the benefit of the TYSR funds. If the funds are not sufficient, the individual is encouraged to seek assistance from other organizations. Access to any remaining funds can be used to facilitate a necessary move, as determined by the LME/MCO, and approved by NCDHHS, within the one (1) year period.

Reimbursements for TYSR are subject to meeting documentation requirements established by NCDHHS. Items without documentation as to the purpose and payment may be denied for reimbursement. NCDHHS retains authority over final approval.

Documentation Requirements:

- Staff are expected to complete the Individual Expense Verification report monthly for each participant receiving assistance through TYSR
- All purchases must have a receipt
- All receipts must be signed by the individual receiving the assistance.
- The *Individual Expense Verification Report* and all receipts must be kept on file by the Tailored Plan (TP).
- Staff must complete the monthly tracking log to account for all TYSR expenses each month.
- The tracking log must be submitted to NCDHHS by the 20th of each month.
- NCDHHS may conduct a review of documentation minimally quarterly.

TYSR funding can be accessed once a housing slot number is identified and up to one (1) year after tenancy is established. All invoices must be submitted and approved by NCDHHS within 30 days of the one (1) year time limit. Invoices for TYSR received after this date shall not be paid. The maximum reimbursement for any individual shall not exceed \$2,500.

TYSR funding cannot be used for:

- Gift cards
- Initial Security Deposit
- Ongoing living expenses (rent, utility bills, cable bills, etc.)
- Recreational electronics (DVD/Blu-ray players, smartwatches, wireless headphones, video game consoles, etc.)
- Previous debts, judgments, or liens

All tangible items (furnishings, etc.) acquired using this funding become the personal property of the individual.

TCL Risk Mitigation Tools

The risk mitigation tools outlined below are available to all landlords/owners/agents who rent housing to TCL individuals regardless of rental assistance type.

Once the tenant permanently vacates the unit, the landlord/owner/agent may file a claim to be reimbursed for the following:

- Damages
- Unpaid tenant rent
- Rent loss due to unit abandonment
- Successful eviction costs

The landlord/owner/agent must submit all claim types on a maximum of one *Risk Mitigation Claims Requisition Form* after tenant move out. The claim must be submitted and approved no later than 12 months from the tenant's move out date to be eligible for reimbursement. All risk mitigation claims are subject to approval by the LME/MCO.

Please see the Risk Mitigation section within the *TCL Housing Policy and Procedure Manual* located in the CLIVE System Reference Documents library for more detailed on information documentation requirements.

Reimbursement of Damages After Tenant Move Out

The landlord/owner/agent must have a policy of conducting unit inspections at least annually to be eligible for reimbursement of unpaid damages. Reimbursement caps and rates of reimbursement are subject to whether the landlord files an insurance claim. See below.

Damages

When a tenant permanently vacates the unit and the landlord/owner/agent does not file an insurance claim, the landlord/owner/agent can file a risk mitigation claim at a reimbursement rate of 100% of the documented damages caused by the individual, minus normal wear and tear, security deposit funds, and tenant repayment-plan payments (see Repayment Plan below), not to exceed \$3,500.

If the cost of damages exceeds \$3,500 (minus normal wear & tear, security deposit funds and tenant repayment plan payments) and it is determined that the excessive damages are due to lack of ongoing

clinical and tenancy support, NCDHHS may request the LME/MCO assume responsibility for up to 10% of the unreimbursed cost (deductible, disallowed cost).

Repayment Plans

If the claim is \$500 or less, the landlord/owner/agent should establish a repayment plan with tenant.

If the claim exceeds \$500, the landlord/owner/agent should establish a repayment plan with tenant for unreimbursed costs after a tenancy preservation claim and/or insurance claim is paid.

Repayment plans should be reasonable based on tenant income.

Please see the Tenancy Preservation section within the *TCL Housing Policy and Procedure Manual* located in the CLIVE System Reference Documents library for more detailed information on documentation requirements.

Reimbursement of Unpaid Tenant Portion of Rent and Late Fees

If a tenant permanently vacates the unit, the landlord/owner/agent can file a reimbursement claim for any uncollected tenant portion of rent and late fees during the period of occupancy minus the security deposit, not to exceed three (3) months of the tenant portion of rent plus late fees. The reimbursement is contingent on the landlord having notified the LME/MCO within seven (7) days of issuing each delinquency notice to the tenant.

Reimbursement for Vacancy Due to Tenant Abandonment of Unit

If the tenant abandons a unit, the landlord/owner/agent can file a reimbursement claim for the full unit rent for the rent obligation during the remaining lease period after tenant/participant abandonment of the unit, or until the unit is re-rented, whichever is sooner, not to exceed two (2) months' rent. If the tenant has a roommate and the roommate abandons the unit, the remaining TCLV individual will have their subsidy recalculated as a single person household. A tenant death or eviction does not constitute abandonment.

Reimbursement for Successful Eviction Costs

If the tenant has repeated property rules infractions and/or lease violations, the landlord/owner/agent must provide three (3) opportunities for intervention to correct infractions/violations, prior to eviction proceedings. To be eligible for reimbursement of eviction costs, the landlord/owner/agent must timely notify the LME/MCO of tenant property rules infractions and/or lease violations. The reimbursement claim cannot exceed \$1,000 and will only be paid if the landlord prevails in the eviction action.

TCL Tenancy Preservation

Tenancy preservation aims to preserve the tenancy of an individual and/or the existing relationship with a landlord. The landlord/owner/agent may request funding by filing a Tenancy Preservation Claim to address concerns related to the tenancy.

Tenancy Preservation Claims may be filed for the following:

- Repairs to the unit above normal wear and tear
- Replacement of missing or tenant-damaged appliances
- Damage to common areas
- Utility restoration
- Pest treatment

Landlords/owners/agents should exhaust all potential remedies prior to utilizing this funding, including having the tenant seek other resources to pay for the repairs, or establishing repayment plans with the tenant.

Tenancy Preservation Claims Eligibility

- Claim must be above \$500
- Landlord/owner/agent should establish a repayment plan with tenant for damages for \$500 or less
- One-time claim during a tenancy for each tenant/household
- Landlord/owner/agent must have a policy of conducting unit inspections at least annually
- Landlord/owner/agent must provide the tenant an opportunity for remediation
- Landlord/owner/agent must promptly notify the subsidy administrator of tenant damages
- Reimbursement caps and rates of reimbursement are subject to whether the landlord/owner/agent files an insurance claim (see below)

Examples of Claim Eligibility

Example 1

\$300 in damages
+ 150 appliance replacement
<hr/> \$450
Not eligible for Tenancy Preservation Claim-Landlord/owner/agent should establish a repayment plan with tenant

Example 2

\$1050 in damages
- 500 tenant *repayment plans
<hr/> \$ 550
Eligible for Tenancy Preservation Claim-Landlord/owner/agent should submit a claim for \$550

Reimbursement for Damages Related to Preserving Tenancy/Landlord Relationship

Claim (No Insurance Claim Filed)

When preserving the tenancy and the landlord/owner/agent does not file an insurance claim, the landlord/owner/agent may file a tenancy preservation claim for reimbursement at a rate of 75% of the documented damages caused by the individual (minus normal wear and tear, and minus tenant *repayment plan payments) not to exceed \$1,250.

Claim (Insurance Claim Filed)

When preserving the tenancy and the landlord/owner/agent files an insurance claim, the rate of reimbursement is 100% of the total unreimbursed portion (including deductible and disallowed costs), minus normal wear and tear and minus tenant repayment-plan payments, not to exceed \$1,250.

Reimbursement for Utility Restoration Related to Preserving Tenancy/Landlord Relationship

When preserving the landlord/owner/agent relationship, a landlord/owner/agent may file a Tenancy Preservation Claim for reimbursement at a rate of 75% of the documented utility restoration not to exceed \$600.

Reimbursement for Pest Treatment Related to Preserving Tenancy/Landlord Relationship

When preserving the landlord/owner/agent relationship, a landlord/owner/agent may file a Tenancy Preservation Claim for reimbursement at a rate of 75% of the documented pest treatment expense not to exceed \$600.

Hold Fees

The Subsidy Administrator may make payment to an owner in exchange for taking a unit off the market for up to two (2) months if a participant has a short-term barrier to entering a lease, but the lag time is unacceptable to the landlord. Hold fee reimbursement cannot take place before a hold fee is provided to a landlord.

Please see the *TCL Housing Policy and Procedure Manual* in the CLIVE System Reference Documents library for more detailed information about payment and reimbursement of hold fees.

12-Month Window to Request Reimbursement for Subsidy Payments

Reimbursements for ongoing subsidy payments and landlord's special claims must be submitted and approved within 12 months of the event type entered in CLIVE.

HAP reimbursement requests submitted more than 12 months after the payment due month will not be paid (e.g., if a requisition is submitted in January 2023 for 14 months of Ongoing Subsidy payment [November 2021 through December 2022], the LME/MCO will not receive payment for November 2021 or December 2021 because these months are outside of the 12-month payment window for

submittal and approval).

LME/MCOs should contact NCDHHS staff if LME/MCOs would like to request reconsideration due to extenuating circumstances. Requests must be received by NCDHHS within 15 months of date of claim.

Data Entry Timeframes

LME/MCO staff must enter household information and upload required documents related to unit events within 30 days of the event, for review and approval by North Carolina Housing Finance Agency compliance staff to document program compliance. Failure to upload all documents and enter necessary data in CLIVE within 30 days of event, will result in noncompliance and possible subsidy payment suspension.

Annual Rent Increase

Landlords must submit a request for rent increases to LME/MCOs in accordance with the terms of the lease and HAP Agreement. Approved rent increases are effective and implemented in accordance with the terms of the lease and the HAP agreement. LME/MCOs are encouraged to negotiate the amount of the rent increase proposed by the landlord. Approved rent increases should not impact the tenant rent portion unless there has been a determination of a change in tenant (household) income, or if the subsidy is already at FMR. LME/MCOs must provide notice to the tenant and landlord of a change to the total rent, tenant portion of rent or subsidy amount at least 30 days before the effective date of the rent increase.

Review and Approval of Rent Increase Requests

LME/MCOs may approve rent increases of 3% or less without review or approval from NCDHHS. Rent increases greater than 3% require an additional review of rent reasonableness and FMR. Provided the rent increase does not exceed 120% FMR and rent reasonableness, the increase may be approved by the LME/MCO without further review or approval by NCDHHS. NCDHHS requires a waiver request when a rent increase exceeds 3% and exceeds 120% FMR and rent reasonableness.

Community Living Assistance (CLA)

CLA is intended to assist individuals who do not qualify, or have not yet qualified, for Special Assistance – In Home (SA-IH) – to assist with ongoing community living health and safety expenses, including rent. CLA is not an entitlement program, and approvals/payments are based on available funding.

CLA support can begin on or after the individual has moved into permanent supportive housing or into a TCL Bridge/Enhanced bridge location. The combination of the individual's income plus CLA shall not exceed the rate set by the legislature for the SA-IH Program. When calculating a member's CLA benefit, income from child support or a minor's SSI is not counted as income if these payments are made to the child.

Anyone applying for CLA MUST have an application on file for SA-IH. If the individual is determined not eligible for SA-IH, the LME/MCO shall document the reason and document appeal of the decision and outcome. If SA-IH is approved, the CLA stops once those payments begin. If there is an overlap of CLA and SA-IH funding, the individual must pay back the excess CLA funds. If a member is approved

for mainstream benefits (i.e., SSI) that would affect the amount CLA received before an update is made, the individual would also pay back any excess CLA funds greater than \$1,228 for any given month there was an overage.

The individual should have an active application or pending appeal for Social Security, Veterans benefits, Survivors and Disability Insurance (RSDI), Railroad Retirement, Black Lung, Worker's Compensation, a union or private employer pension, a civil service pension or other entitlements for which they may be eligible. Failure to apply or appeal denials may result in ineligibility for CLA funding. There should be an update every six (6) months of where the individual is in the application or appeal process for SSDI, SSI or other funding sources. The update should be detailed with dates and an explanation in the comments section of the *TCL Economic Worksheet*.

CLA is intended to support the individual in a community setting by providing funding to meet health and safety needs including rental assistance for permanent housing, but an individual may, on rare occasions, use his/her CLA funds for temporary housing if necessary. Use of CLA for temporary housing shall be time limited, not to exceed 28 days, and shall require NCDHHS approval every seven (7) days that the individual occupies temporary housing. Justification as to why temporary housing is needed, including evidence of permanent housing efforts, shall be provided in writing at every review. Individuals participating in the Bridge Housing Program are not subject to the NCDHHS approval every seven (7) days as they have been approved for the period they are in the Program. Reimbursements for CLA are subject to meeting documentation requirements established by NCDHHS. Items without documentation as to the purpose and payment may be denied for reimbursement. NCDHHS retains authority over final approval.

Temporary housing can include creative short-term housing arrangements, including the following:

- RV rental
- Short-term apartment lease
- VRBO/Airbnb
- Staying with family or friends

Note: CLA funds for temporary housing should only be used if Bridge Housing or Enhanced Bridge Housing is not available.

CLA funding may be suspended if the individual is away from the program for longer than 90 days. Temporary leave (short term hospitalization, incarceration, etc.) can be granted. If the leave lasts longer than 90 days, the LME/MCO must alert NCDHHS to review for possible termination of CLA funding.

CLA funding shall not be used for:

- Alcohol, tobacco products or illegal drugs
- Cable bills
- Debt/purchase repayment
- Life insurance not designed as irrevocable for burial expenses

- Non-essential home repairs or modifications
- Purchase of automobiles
- Purchase of entertainment items such as televisions, stereos, etc.
- Purchase for others (gifts, bail bonds, etc.)

CLA funding may be suspended or terminated if the individual receiving funding uses the funding for ineligible items or misrepresents income and/or expense information on the *TCL Economic Worksheet*.

Documentation Requirements:

- Staff must complete the *TCL Economic Worksheet* for any participant receiving CLA assistance.
- The worksheet shall be updated on the status of any pending benefits.
- For individuals that have received benefits and are not experiencing any changes from one month to the next, the worksheet can be updated once every six (6) months.
- The participant receiving CLA assistance and the staff completing the worksheet must sign the worksheet each time.
- Copies of the signed worksheets shall be kept on file by the TP.
- The monthly tracking log must be completed to include all individuals receiving CLA each month and submitted to DHHS by the 20th of each month.
- The monthly tracking log will include information on pending benefits and be updated no less than every six (6) months.
- NCDHHS may conduct a review of documents minimally every four (4) months.

Emergency Housing Funds

Emergency housing funds are part of an allocation to LME/MCOs and are intended to assist with emergency situations for individuals who have a supportive housing slot. Emergency funds are not an entitlement program, and approvals/payments are based on available funding.

Emergency funds are to be used for one-time payments in emergency situations for each participant each fiscal year. There is no all-encompassing definition for “Emergency Situation.” The LME/MCO is responsible for managing the emergency funds; however, the LME/MCO shall have written NCDHHS approval for expenditures totaling more than \$1,500 for any one individual. These funds can be used for up to an additional \$500 per TCL member for technology purchases, as well to preserve a tenancy.

Pre-Tenancy Emergency Funding

Pre-Tenancy Emergency Funding is to be used for one-time payments for barriers identified prior to an individual moving into supportive housing. The fund may only be used for housing-related expenses which, if not resolved, will result in the individual being unable to obtain or maintain housing. There is no all-inclusive list of housing barriers. Pre-Tenancy Emergency Funds may be used for items posing a barrier to obtaining/maintaining housing, such as, but not limited to, the following.

- Cost associated with obtaining needed information and documents (government-issued ID, birth certificate, etc.)
- One-time home preparation such as allergen control, application fee, criminal record check (one), credit check (one)
- Occupational therapy evaluations (not otherwise covered)
- Rehabilitation engineering evaluation and assistive technology (not otherwise covered).

Pre-Tenancy Emergency Funds shall not be used to fund non-housing related barriers including the following.

- Credit card debt
- IRS payments
- Liens
- Past due liabilities
- Previous civil judgments
- Restitution

The LME/MCO can pay up to \$600 for the sole purpose of paying off directly related housing barriers (such as outstanding utility bills resulting in the utility provider refusing to establish new services or prior rents owed resulting in a denied application) which if not paid will prevent the person from moving into a new unit. There must be documentation of the barrier. An LME/MCO must receive a waiver from NCDHHS to exceed the \$600 limit.

Post-Tenancy Emergency Funding

Emergencies in which Post-Tenancy Emergency Funding may be expended are limited to situations which may result in the individual losing housing within the following 30 days if the situation is not remedied. Post Tenancy Emergency Funding situations may include moving expenses due to loss of housing through no fault of the tenant, remedies for uninhabitable housing (not paid by the landlord and/or renter's insurance), unpaid rent due to loss of employment/disability benefits. Post-Tenancy Emergency Funding may also be used during a disaster with a declared State of Emergency and NCDHHS approval.

Emergency Funding Documentation

Reimbursements for Emergency Funding are subject to meeting documentation requirements established by NCDHHS. Items without documentation as to the purpose and payment may be denied for reimbursement. NCDHHS retains authority over final approval.

Emergency funds are not intended to support ongoing needs. Emergency funds do not take the place of TYSR or CLA and are not meant to cover expenditures made more than TYSR or CLA limits. LME/MCOs shall not exceed the limit of emergency funds specified in the allocation letter.

Bridge Housing

Bridge Housing provides short-term housing opportunities to individuals participating in the TCL program who are awaiting transition to permanent supportive housing and who are in immediate need of interim housing. The goal of the Program is to increase utilization of integrated, community-based, independent housing for TCL participants.

Basic Eligibility

1. The individual must have a documented SMI or SPMI diagnosis.
2. The individual must need immediate housing, discharging from or at risk of entering an ACH, family care home, SPH, or other institutional setting or residing in a place not fit for human habitation/substandard housing/precariously housed.
3. The individual must have an approved initial housing slot prior to accessing the Program.

Program Requirements

1. Services for the individual shall be established prior to the individual moving into interim housing to a high degree of weekly frequency with the majority of those services occurring outside the interim location to expedite housing transition and connect the individual into a support network.
2. The interim location chosen should have basic food preparation and storage facilities or there will be a plan in place to address how the individual will obtain food.
3. The individual shall be assisted in signing up for SA-IH and CLA.
4. Tenancy supports {Transition Management Services (TMS), Individual and Transitional Supports (ITS), Community Support Team (CST), Peer Support, Assertive Community Treatment (ACT)}, and any other needed support or mental health services shall begin upon the individual entering the Program.
5. The individual should apply for any housing opportunities they may qualify for, including their local Housing Choice Voucher Program, HUD Continuum of Care Supportive Housing Program, Veterans Administration Supportive Housing, NCDHHS-funded housing options, etc.
6. Data for the individual in the Program shall be documented in the NCDHHS TCL Database (TCLD) as bridge housing.

Timelines

1. The LME/MCO should be focused on moving the individual into permanent supportive housing within 90 calendar days.
2. The initial period authorized is for up to 90 calendar days of interim housing.
3. Within five (5) days of the 75th day, LME/MCO will assess the status and request approval from NCDHHS by the 75th day if additional time beyond the 90 days is necessary. This request is for a one-time extension of up to 30 calendar days.

4. NCDHHS will send notification of the approval/denial within two (2) business days of receipt of the extension request.
5. Once an individual moves into supportive housing, the LME/MCO shall immediately cease using Bridge Housing funds for housing.

Allowable Housing Types:

90-day interim housing can include the following: traditional hotel, extended stay hotel and short-term lease apartment.

Note:

Bridge Housing funds may not be used to fund permanent supportive housing.

Financials

1. The LME/MCO can authorize the base cost of the interim housing up to \$500 per week per individual. Any amount over \$500 per week requires written justification and NCDHHS approval.
2. LME/MCO can use these funds for cost of interim housing. Additional expenses (such as cell phone, Wi-Fi, technology fees, food, etc.) incurred while at the interim housing locations shall be reimbursed through TYSR funds.
3. The LME/MCO will keep receipts and other documentation to justify the utilization of funds.

Enhanced Bridge Housing

The Enhanced Bridge Housing model is short-term housing with no predetermined minimum set stay, and targeted maximum stay of up to 180 days {with one (1) 30 day extension with NCDHHS approval} when an individual is transitioning from or is being diverted from an institutional setting (e.g. ACH, hospital, etc.) and has agreed to a permanent housing option but could benefit from community inclusion planning and skill building activities due to complex needs (i.e., long-term institutional stays, medically fragile).

Basic Eligibility

- The individual must be TCL eligible and have a documented SMI or SPMI diagnosis.
- The individual must need immediate housing, discharging from or at risk of entering an adult care home, family care home, State Psychiatric Hospital, or other institutional setting or residing in a place not fit for human habitation/substandard housing/precariously housed
- The individual must have an approved initial housing slot prior to accessing the Program.

AND

- The individual is in the process of obtaining permanent housing but needs assistance and/or extra time for skill-building activities (i.e., managing health status) to better foster their success in the community as determined by the DLA-20.

OR

- The individual needs time to resolve symptomatic behavior through intensive community-

based interventions to move in or be re-housed into permanent housing.

Timelines

1. The LME/MCO should be focused on moving the individual into permanent supportive housing within 180 calendar days.
2. Within five (5) days of the 165th day, the LME/MCO will assess the status and request approval for an extension by the 165th day.
3. If additional time beyond 180 days is needed, the LME/MCO shall request approval from NCDHHS for a one-time extension of up to 30 calendar days. The request must include the following:
 - Date individual entered Enhanced Bridge Housing
 - List of Rental Subsidies for which the individual applied (application dates, denials, reasonable accommodations, pending status)
 - Support Services referrals (dates referred for each service and current status)
 - Unique situations needing to be addressed/Barriers (actions, status, and dates)
 - Re-Assessment through the Daily Living Activities – 20 (DLA-20) between the 150th and the 180th day.
4. NCDHHS will send notification of the approval/denial within two (2) business days of the extension request.
5. Once an individual moves into supportive housing, the LME/MCO should immediately cease using Program funds for housing.

Allowable Housing Type

There must be an established written agreement for set-aside units in apartment style, single-family homes, Single Room Occupancy (SRO) building, or extended-stay hotel model. There must be basic food preparation and storage facilities that foster the individual's ability to function in an independent living situation.

Suggested Staffing (Onsite)

- Qualified Professionals (Part-Time) for each program:
 - One (1) Program/Logistics Coordinator – schedules community activities & skill building activities; lead weekly team meetings; addresses program/tenancy issues.
 - Two (2) Housing Navigation Coordinator – assist individuals with housing plans, housing location, housing barriers; review weekly progress for continuation in program.
 - Two (2) FTE Peer Supports for each program-facilitate individual and group skill building activities – money management; activities of daily living; personal health, wellness and recovery; community integration.

Contract Agency Capacity

- Assess potential for success in independent housing with access to support and services determined necessary, appropriate, and available.
- Provide individuals with access to support and services on an ongoing basis with the Enhanced

Bridge Model.

- Coordinate appropriate support and services through community providers to meet the individual's needs.

Expected Outcomes

- The individual should demonstrate improved proficiency in skills required for the IADL(s) as outlined in the individualized service plan.
- The individual successfully transitions to permanent supportive housing with adequate individualized services in-place.
- Decreased rates of separation from permanent housing.
- Decreased number of members returning to adult care homes.
- Improved whole-person health and community engagement.
- Increased number of members receiving supported employment (competitive employment).
- Higher percentage of transition into permanent housing for one year or longer.

Onsite Skill Building Activities/Services:

- Intensive Person-Centered Services (in-place upon entry) and skill building activities that are accessible 24 hours per day along with housing to create a more stable environment.
- Home & Self Care (ex. personal hygiene, housekeeping, pest management, medication management, disability-informed room organization.).
- Community Inclusion Planning (ex. transportation training, relationship development, health/wellness activities).
- Food & Nutrition Management (ex. cooking safety, food preparation and storage, food resources, comparative grocery shopping)
- Money Management (ex. creating budget, debit/credit card utilization, understanding federal benefits, smartphone usage).
- Employment and Education Development (ex. career interest, skills identification, virtual job sampling, volunteer training, GED, professional skill certifications and degrees)
- Self-Advocacy & Empowerment (ex. communication skills, managing feelings/triggers, tenancy rights, medical self-advocacy).
- Community Activity selection, sampling, virtual engagement, and in-person community activity

Reimbursement

LME/MCOs will be reimbursed for the following:

- Cost of housing/utilities
- Start-Up
- Skill building activities (individual or group)
- Training materials (e.g., curriculum, computers, notebooks)
- Transportation (e.g., bus passes, Uber/Lyft)
- Technology (i.e., internet, phone)
- Assistive technology

- Home modifications
- Unit damage/cleaning (up to \$2,500 per unit)

The LME/MCO will submit Enhanced Bridge Housing Plan outlining activities and cost to NCDHHS prior to implementing Enhanced Bridge Housing model.

1. NCDHHS will review the Enhanced Bridge Housing Plan within two (2) business days for housing setting, skill-building activities, staffing, and cost approval.
2. If documentation is incomplete or inaccurate, this timeframe may be extended.
3. The LME/MCO can use these funds for the cost of interim housing. Additional expenses (such as cell phone, Wi-Fi, technology fees, food, etc.) incurred while at the interim housing location shall be reimbursed through TYSR funds.
4. The LME/MCO will keep receipts and other documentation to justify the utilization of funds.

Appendix

Revision Summary

Date	Comments
12/1/2018	<ul style="list-style-type: none"> • Transition of Bridge Housing Transitional Program funding from North Carolina Housing Finance Agency (NCHFA) to Local Management Entities-Managed Care Organizations (LME/MCOs) • Documentation of transition date for historical purposes
4/4/2019	Updated Community Living Assistance (CLA) Process <ul style="list-style-type: none"> • Definitions and limitations for CLA ongoing or CLA temporary • Included Active application with other entitlements requirement • CLA funding should not be used for guidance updated • Minor updates in CLA sections
4/4/2019	New Bedroom Size Policy <ul style="list-style-type: none"> • Process to request waiver • Limits to waiver requesting larger units • Automatic denial of waiver
10/2022	Transition Year Stability Resource (TYSR) Funds <ul style="list-style-type: none"> • Update cost of eligible items • Expanded to cover re-housing cost
10/2022	Transition to Community Living Voucher (TCLV) Voucher Calculation <ul style="list-style-type: none"> • Increase in allowable rental rate • Yearly Fair Market Rent (FMR) Comparison
10/2022	Risk Mitigation Tools <ul style="list-style-type: none"> • Tenancy preservation
10/2022	Bridge Housing <ul style="list-style-type: none"> • Increased weekly cost
11/15/2022	TYSR for Rehousing-Incentive Plan
11/15/2022	Live In Aide language
8/29/2024	Small Area FMR <ul style="list-style-type: none"> • Identified how to find
8/29/2024	Security Deposit language
8/29/2024	Risk Mitigation updates <ul style="list-style-type: none"> • Increased from \$3000 to \$3500
8/29/2024	Tenant out of housing language updated
8/29/2024	<i>National Standards for the Physical Inspection of Real Estate (NSPIRE)</i> , Housing Inspections and Quality assurance checks
8/29/2024	CLA language update

8/29/2024	TYSR language update on restricted items to purchase and clarified TIP rehousing
8/29/2024	(b)(3) Community Transitions Funding and 1915(i) Community Transitions Funding
8/29/2024	Subsidy reimbursement Language
2/19/2025	TYSR documentation requirements
2/19/2025	CLA documentation requirements and clarification of minor benefits in calculation
2/19/2025	TCL position on Multi-Unit Assisted Housing with Services (MUAHS)
2/19/2025	Bridge Housing Guidance
2/19/2025	Registered Nurse/Occupational Therapist (RN/OT) Evaluator Team task clarification
4/28/2025	Removed b(3) funding guidance
4/28/2025	Added information from Community Living Voucher Program Portal (CLIVE) guidelines regarding rent increases
4/28/2025	Added clarifying language for Emergency Housing Funds
4/28/2025	Added clarifying language for CLA and calculating minor benefits
4/1/2026	General overall language update and structure for readability
4/1/2026	Security Deposit Language update <ul style="list-style-type: none"> • Page 6
4/1/2026	Updated language around individual being out of housing for over 90 days <ul style="list-style-type: none"> • Pages 7-8
4/1/2026	Removed Temporary and Ongoing CLA and updated reporting periods <ul style="list-style-type: none"> • Pages 20-21
4/1/2026	Removed RN/OT Evaluator Team from Enhanced Bridge section, as this is covered in other contract language / section and was repetitive. <ul style="list-style-type: none"> • Page 26
4/1/2026	Removed Housing Quality Inspection section. This ended 6/30/2025.