

Family Services Initiative Host Family

The ability to assist the Host Family provides an additional resource for System Navigation (SN) providers to work with Host families, enabling the Family Services Initiative (FSI) family to remain/stay with Host Family when no other housing options are available. The goal of the request is to prevent/avoid homelessness for the FSI family. The FSI participant must complete and sign the Host Family Affidavit in order to receive assistance with Rent/Utilities for the Host. Verbal consent for this form is not acceptable. Also, this does not serve as consent to pull and/or review any data on the Host family members. All required documentation must be uploaded into the JWB data collection system.

Host Family Assistance

Below is an outline of the process identified to request assistance for a Host family.

- 1) Providers will have the ability to assist the Host Family with rent, mortgage, utilities, food, safe sleep and/or other items, as appropriate upon confirmation that FSI eligibility criteria has been met.
 - a) Submission for rent requests are not required to be past due. The SN will have the ability to pay next month's rent provided it is close to the rent/mortgage due date and will maintain the housing for and divert the FSI family from homelessness. Assistance can only be issued one month at a time.
 - b) FSI will not pay more than the amount identified on the bill and verified with vendor as owed.
 - c) The size and dynamics of the FSI family may impact the level of assistance provided.
 - d) EC approval is NOT required for Level 1 or Level 2 requests. EC approval is required for Rent/Mortgage and/or Utilities and any requests over \$1000. (See Service Transaction section for more information on FSI Request Levels)
 - e) UM approval is required for all Level 2 requests.
- 2) The FSI System Navigator (SN) will communicate with the Host Family to confirm the FSI family can stay with the Host. SN will also obtain the necessary FSI supporting documents for the specific Service Transaction requested. Ex. utility bill for utility requests; lease and W9 for rent requests; etc.
- 3) The FSI participant will be required to sign the Affidavit in-person and the System Navigator will witness.

- 4) The signed affidavit will be uploaded to ServicePoint with the Service Transaction Request, along with the required supporting documentation for the specific service type requested. See FSI Manual for specific supporting documents required for rent and utility requests.
 - a. An affidavit will not be required for food assistance.
- 5) UM will send Host Family requests to EC for review and approval.

Host Family Referrals

If it is determined that the Host family meets FSI eligibility and is open to participating in FSI, the Host family can become a direct referral into FSI. These families should be included on the direct referral counts report.

6/9/2025