**DHHS SPC Application Procedure**

**Effective April 5, 2023 until further notice**

During previous periods when a DHHS rental assistance program was fully subscribed or was compelled to implement a waitlist due to a lack of funding availability, it was routine practice for LAAs to continue accepting and processing applications. If the LAA deemed the program application and supporting documentation to be “complete,” it would be submitted to the CAA for review and, if they concurred, the data would be entered into the Statewide Subsidy Database. The CAA would then notify the LAA to add the applicant to their waitlist, as well as to notify the applicant in writing of their waitlist status.

As the DHHS Shelter Plus Care program is fully subscribed at this time and the program will not be implementing a waitlist, we advise that the following procedures be used.

**DHHS Shelter Plus Care Program Fully Subscribed but Still Accepting Applications**

During this time period in which the DHHS SPC program is fully subscribed and vouchers are unavailable, the LAAs will continue accepting and collecting program applications. DHHS SPC applications will be reviewed by the LAA according to their routine practices and the application will be submitted to the CAA for review if deemed “complete.” If the CAA concurs, they will notify the LAA of this determination and direct the LAA to notify the applicant in writing that their application is complete; however, DHHS SPC vouchers are currently unavailable to be awarded. The LAA will be further directed to inform the applicant that, while their application was complete, the DHHS SPC program does not maintain a waitlist and receipt of a complete application by the CAA does not mean a voucher will be awarded to the applicant once DHHS SPC again has capacity. When that occurs, for any application deemed complete but not awarded prior to or after the program being fully subscribed, the LAA will utilize the submitted DHHS SPC application and request updated supporting documentation (including but not limited to: homelessness documentation, disability verification, and/or income verification).

It is our hope that, when DHHS SPC vouchers are once again available, we will be able to utilize the DHHS SPC CoC Referral Process as part of MCES. This process will allow for Hub Coordinators to be notified of DHHS SPC program openings in their area and then the Hubs can fill those openings with referrals prioritized in case conferencing from their Hub’s By-Name-List. If vouchers become available prior to MCES statewide implementation, the CAA will utilize referrals from those Hubs that are case conferencing at the time. However, if MCES case conferencing has yet to be implemented in a particular Hub, the CAA will review DHHS SPC applications received by the LAA for that Hub and make an award determination based on applicant need and length of time homeless (as was the practice in previous years), or on some other eligibility criterion(a) agreed upon by DHHS and MCoC Leadership.

Any complete application received by the LAA but not awarded prior to and after the program becoming fully subscribed will be processed in accordance with the above procedure.