DMHAS HOUSING & HOMELESS SERVICES UNIT
HOUSING STABILIZATION SERVICES

The Department of Mental Health and Addiction Services (DMHAS) developed the Housing Stabilization Services (HSS) Program to assist participants in securing or maintaining safe, decent, and affordable housing as part of their recovery. HSS funds must be used to assist persons meeting DMHAS Housing & Homeless Services target population. Advanced Behavioral Health, Inc., (ABH) will serve as DMHAS's administrative service organization to process applications and issue payments on behalf of applicants. HSS assistance may include the following services:

- **Security Deposit** – provides a security deposit payment to assist individuals in securing safe and affordable housing. Security Deposits will be capped at a maximum of two months' rent and are to be kept in escrow per Connecticut rental laws. Upon the tenant's departure, Security Deposit should be returned to the applicant pursuant to the terms of the lease.

- **Utility Assistance** – provides payment directly to utility service vendors in order to assist individuals in securing and maintaining safe and affordable housing. Please note this is not intended to cover ongoing utility supports.

HSS service approvals are limited to *a combined maximum of $5,000 per person* for the life of the program.

If approved, ABH will issue payments directly to property owner/manager or utility vendor on the applicant's behalf. Explanation(s) for denied applications will be noted on the response form and returned to the submitting provider. Reasons for denial may include the individual not meeting DMHAS target population requirements, being unable to sustain rental obligations independently, receipt of an incomplete application, or HSS budget restrictions/projections.

Agencies who wish to submit HSS applications on behalf of eligible clients must submit a Login Request Form (available at https://www.abhct.com/Programs_Services/DMHAS-Housing-Assistance-Fund-HAF-/) to ABH at (860) 471-8124. Please review the User Manual on the Forms & Resources page for more information and note that some pages of the application must be printed, signed, faxed to ABH as indicated below.

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APPLICATION CHECKLIST

Each of these items must be faxed to ABH at (860) 471-8124.
Incomplete submissions will result in a delay in processing.
Please check each box to confirm items have been included with application.

☐ **Client Application for Security Deposit (page 3)** – Attach a complete, signed copy of the client application.

☐ **Property Owner/Manager Information (page 4) & W-9** – Property owner/manager should complete this form and attach an IRS Form W-9 reflecting their mailing address.

☐ **Release of Information (page 6)** – Attach a completed, signed copy of the included Release of Information, which allows ABH to communicate with submitting agency and property owner/manager.

☐ ***Please also attach*** a copy of the lease, proof of income or other rental assistance, and a letter from referring person attesting to homelessness/risk of homelessness or the CT BOS Homelessness Verification Form.

PLEASE NOTE: Page 5 (Applicant Statements) is to be entered on the HSS Web-based application and have been included *for reference only*.

Please direct all questions regarding HSS applications to ABH, Inc.

HSS Customer Service Phone:	**(860) 704-6978**
HSS Fax Number:	**(860) 471-8124**
ABH Office Hours:	**Monday-Friday, 8:00am-5:00pm**

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Client Application for Security Deposit

INITIAL ELIGIBILITY REQUIREMENTS

Clients admitted into any DMHAS Housing and Homeless Services Program

APPLICANT'S NAME: _____ DATE: _____

Social Security#: _____-_____-_____ D.O.B: ____ / ____ / _____

Gender: [ ] Male [ ] Female **Ethnicity:** [ ] Hispanic [ ] Non-Hispanic [ ] Unknown

Race: [ ] White [ ] Black/African American [ ] Asian/Pacific Islander

[ ] American Indian/Alaskan Native [ ] Mixed or Other Race [ ] Unknown

Marital Status: [ ] Never Married [ ] Married/Cohabiting [ ] Separated [ ] Divorced

[ ] Annulled [ ] Widowed [ ] Other [ ] Unknown

Total household gross monthly income (attach verification): _____

Total household monthly expenses: _____

To be eligible for security deposit, applicant must provide proof they are able to sustain the apartment. If applicable, please list voucher type: _____

Person making referral: _____ Title: _____

Referring Agency: _____

Housing & Homeless Services Program Name: _____

Phone #: _____ Email: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

HOUSING & HOMELESS SERVICES PROVIDER'S SIGNATURE: _____ DATE: _____

Please note – original signatures are required, and electronic signatures are not accepted.

Please complete and fax this form to ABH at (860) 471-8124

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Client Application for Security Deposit

Property Owner/Manager Information

Name:	
Owner/Manager's Street Address:	
Owner/Manager's Telephone Number:	
Rental Unit Street Address:	
Apartment Size (Number of Bedrooms):	
Monthly Rent Amount:	
Tenant Portion of Monthly Rent:	
Security Deposit:	
Applicant Name:	

Please complete and fax this form to ABH at (860) 471-8124

Client Application for Security Deposit

APPLICANT STATEMENTS

Please ask applicant to answer the questions below.
These responses will be entered onto the HSS Web-based system – do not print and fax this page.

Please describe your current living situation.

Please describe how receiving Housing Stabilization Services will benefit your homelessness or housing instability:

Please describe your job searches and/or vocational program, or tell us if you're working or have other income or benefits:

Please explain how your utilities will be paid on an ongoing basis:

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Consent to Disclosure and Re-disclosure of Confidential Information and Records

I, _____ DOB: , _____
(Name of Participant) (Date of Birth)

a participant in the DMHAS Housing Stabilization Service (HSS) Program, understand my support services will be coordinated through DMHAS and the DMHAS designated Administrative Service Organization (ASO). I authorize the following individuals and organizations to release and exchange information to each other for the purpose of processing HSS requests:

1. The DMHAS Administrative Service Organization; and
2. _____
   [Requesting Treatment Provider/Program]
3. _____
   [Property Owner/Manager Name]
4. _____
   [Other service provider(s)

The purpose of the disclosure authorized herein is to facilitate the provision of Housing Stabilization Services. Information exchanged may include: my name, address, age, gender, Social Security Number, clinical assessment, progress in care, the type and outcome of mental health and addiction services I have received/am currently receiving, and such other information as is necessary to provide effective coordination of the services I receive.

I understand that my records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2 and Chapter 899 of the Connecticut General Statues, and cannot be disclosed without my written consent unless otherwise provided for in the regulations or statutes. I have received a summary of the federal law protecting this information and a statement of the intended use of this information. I understand that the federal regulations restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient, and I understand that the rules prohibiting re-disclosure to third parties without my written consent will be strictly adhered to. I also understand that I may revoke this at any time except to the extent that action has been taken in reliance on it. Unless revoked by me, this consent shall expire 30 days after signature, or:

_____
[Specific date, event or condition upon which this consent expires, only if different from above]

Date: _____ _____
[Signature of Participant or Authorized Representative where required]

This notice accompanies a disclosure of information concerning a client in alcohol/drug abuse treatment, made to you with the consent of such client. This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Please complete and fax this form to ABH at (860) 471-8124