

AL TSA Bridge Referral and Application Process

AL TSA Bridge is a state and or federally funded rental subsidy providing an opportunity for skilled nursing facility clients to transition into a community setting.

Referrals and applications are processed by NFCMs, Contracted Providers and AL TSA Housing Program Managers (HPMs).

1. Initial referral process

- A. HPM's send availability announcements to NFCMs monthly via the [NFCM Workspace](#) email
- B. NFCMs use the *AL TSA Bridge Referral* form to determine if a client is eligible for a Bridge referral. This form can be found at the bottom of Chapter 5b.
- C. NFCMs submit the completed Referral form to HPMs to initiate the process.
- D. HPMs will accept and further review the Referral and upon approval, the HPM sends the Bridge application packet to the NFCM and cc's the Supervisor.
- E. NFCM's should make a referral to a CCG if they have not already.
- F. If a client is interested in Foundational Community Supports – Supportive Housing (FCS-SH) services, NFCM should discuss eligibility with HPM.

2. Applying for Bridge subsidy

- A. NFCMs or CCG/FCS-SHs complete the application packet with the client to submit it to the HPM, along with a copy of the client's photo ID and Social Security card.
- B. HPMs will provide a DSHS income verification letter for the application packet via ACES. Clients typically need income verification from the income source for rental applications.
- C. HPMs will submit the completed application packet to Spokane Housing Authority (SHA). Application processing may take anywhere from 2-10 business days. Please note that SHA processes all Bridge applications for the entire state.
- D. Please note that clients need to remain in the SNF until the Housing Search Packet is issued in order to be eligible to receive it.

3. Housing Search

- A. When SHA issues the Housing Search packet, the HPM forwards it to the CCG/FCS-SH, NFCM, NFCM Supervisor so all will be aware the Search Packet has been issued. Housing searches vary in time depending on apartment unit availability, the client's needs, and any barriers they may have.
- B. Once the subsidy voucher has been approved and issued to the client, it will be valid for 6 months from the date on the voucher. Extensions may be permitted.
- C. As a best practice, HPM, NFCM and CCG/FCS-SH should communicate regularly regarding updates on the housing search.

4. Finalizing Transition

- A. Once an apartment unit has been found and the client has been accepted, the HPM will work with the SHA, CCG/FCS-SH and Landlord to initiate and complete the lease-up process. Again, this step may vary in length of time depending on the situation.
- B. NFCM along with client will prepare for the transition.
 - o Review sustainability plans, ensure everything is in place for successful move
 - o Other steps finalized as needed (e.g. arrange and coordinate personal care, deposit, behavioral care, etc.)
 - o If client is in need of Community Transition items, make sure appropriate funds are authorized
 - o If the client has decided they would like FCS-SH, for more intensive tenancy support, NFCM should notify HPM.
 - o Add Housing Subsidy treatment to the treatment screen in CARE.
- C. After the lease has been signed and a move-in date established, the client is able to transition to unit with needed supports and services in place.

5. After Move-in

- A. NFCM and NFCM Supervisor ensures that the client’s approved Bridge subsidy is noted in case transfer to AAA, including:
 - o The importance of supports and services in place in order to continue receiving the Bridge subsidy, and
 - o The level of need for tenancy support.

Forms:

- 1. AL TSA Bridge Referral form
- 2. AL TSA Bridge Transition Assessment form
- 3. AL TSA Bridge Application packet

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