



Procedures Manual

Supported Living Services (SLS) Rental Exceptions

Definition

Rental Exception: A rental exception is a time-limited exception to Title 17 Regulations that prevent regional centers from funding any costs incurred by a client receiving SLS.

A rental exception can only be made for clients who receive SLS when the Executive Director of the regional center, or their designee, has determined that:

(1) Payment of the cost would result in savings to the state with respect to the cost meeting the consumer's overall services and support needs.

or,

(2) The costs cannot be paid by other means, including available natural or generic supports. In these situation the costs are limited to the following:

- Rental or utility security deposits;
- Rental or lease payments;
- Household utility costs;
- Moving Fees; and
- Non-adaptive and/or non-assistive household furnishings, appliances, and home maintenance or repair costs.

Authority

California Code of Regulations, Title 17, Division 2 Chapter 3 Community Services, Subchapter 19-Supported Living Services, Article 2-General Provisions, State Statute 58611(b)(1).

Generic Resources/Natural Resources

ACRC will identify and pursue all possible sources of funding for clients receiving regional center services and will not pay for a service when another source may be required to pay upon application and request.

As a condition of receiving SLS, the client will access all generic resources available to them with the assistance of the identified SLS vendor.

Key Considerations for Services

To be considered for a rental exception, it is determined that SLS is the most appropriate

setting to meet the needs of the client and one of the following consideration would apply:

1. Client cannot live with other individuals and share living costs due to documented, significant challenges that place themselves or others at risk [commonly due to behavioral issues (severe property destruction, severe aggression causing injury), but could be medical in nature (client is medically fragile)].
2. Client has no income.
3. Client is coming out of an institutional setting and temporarily has limited access to funds.

Amount of Service

SLS Rental Exceptions are authorized for six months at a time and must be reviewed quarterly by the Service Coordinator (SC). The Vendor must reapply every six months as determined by the Planning Team.

Service Initiation Process

At the Planning Team meeting, mitigating factors are identified that prevent the client from meeting their financial obligations to live in their own home.

1. The SC consults their Client Services Manager (CSM) to determine the appropriateness of requesting a rental exception.
2. The SC and CSM will consult with their Director and CSM of the SLS unit as needed to determine the necessity of requesting a rental exception.
3. With direction, the SC provides the SLS vendor with the ***Supported Living Services (SLS) Rental Exception Request Requirements*** and the ***SLS Client Personal Monthly Spending Budget*** documents (found in PolicyManager), to prepare the documentation needed and instructs them to send the completed packet, via email to the SC and cc to the CSM of SLS.
 - The rental request is prepared by the SLS Vendor and must be presented in the form of a formal letter to include the following:
 - Date of last planning team meeting to discuss ongoing need for the exception
 - Current IPP/IPP addendum where this was discussed and agreed upon by the planning team
 - Amount being requested
 - Identification of what the request is for (ie. rental or utility security deposits; Rental or lease payments; Household utility costs; moving fees; or non-adaptive and/or non-assistive household furnishings, appliances, and home maintenance or repair costs).
 - Client overview and history
 - Identifications of health and safety concerns that has presented the need for an exception.
 - Explanation of why other more cost effective arrangements are not appropriate/available at this time (peer roommate, subsidized housing, congregate living setting etc.)
 - Previous living arrangements and outcomes
 - Current living situations and environmental factors that poses a health and safety risk to the clients and or surrounding communities

- Explanation of medical, behavioral, or psychiatric condition that presents a health and safety risk to the client or others.
- Overview of what the SLS agency has done to assist the client in accessing all sources of generic and natural supports consistent with the needs of the client.
- Explanation of how the payment of the cost would result in savings to the State of California with respects to the client's overall services and support needs.
- Explanation of future plans to assist the client with accessing generic resources so the regional center would no longer have to pay any costs associated with the client securing, occupying or maintaining a home that is leased, rented or owned by the client.

For Rental Request Reviews:

- Date of the last quarterly meeting that was held whereby the service coordinator assessed the necessity of the continued need for the exception.
- Explanation of future plans to assist the client with accessing generic resources so the regional center would no longer have to pay any costs associated with the client securing, occupying or maintaining a home that is leased, rented or owned by the client.

The following attachments must be submitted with the request:

- Completed **SLS Client Personal Monthly Spending Budget**
- Copy of current signed lease agreement
- SSI verification of income
- Two months' worth of utility bills (SMUD, PG&E, Phone, etc.)
- Proof of other forms of income (i.e. pay stub if working)
- Copy of completed application for housing assistance pursued to include filing date of submitted application. (i.e. low income apartments, section 8 housing, etc).
- Any documentation that will provide proof that other generic resources have been pursued (i.e. cash aid, food stamps, utility bill assistance, housing assistance, etc.)

Please Note: *Alternative methods of verification for both income and expenses may be accepted on a case by case basis.*

4. Upon receipt of the completed letter and packet, the SC and the CSM of SLS will review it and request any additional information needed to complete the process.
5. SC will schedule Best Practice staffing for the following: all Initial requests, requests with missing or inadequate available documentation, significant increase in ongoing rental exception request, emergency requests.
6. Once complete, the CSM for SLS will send the request for rental exception packet, (include documentation of Best Practice staffing as applicable), via email, to the **SLS Rental Exceptions** mailbox in Outlook that is monitored by the CSS Vendor Coordinator.
7. The CSS Vendor Coordinator will forward the request to the CSS Manager to be assigned to a CSS Specialist.
8. The CSS Specialist will review all documentation and ask the CSM of SLS for any additional documentation or staffing as needed.

9. Once the SLS rental request is supported by documentation, the CSS Specialist will complete the **SLS Rental Exception Internal Communication Sheet** and forward it, along with the packet, to the CSS Manager for final processing.
10. The completed packet and communication sheet is returned to the CSM of SLS for preparation of the rental exception outcome letter.
11. CSM of SLS forwards the draft outcome letter to the Executive Secretary of the COO for final processing:
 - a. Sends completed letter to the SLS vendor
 - b. Returns a copy of everything to the CSM of SLS via email, who in turns forwards a copy of everything to the SC with instructions to write the POS.
 - i. If the SLS vendor is not already vendored for a rental exception subcode (EXC), the SC must submit an electronic Vendor Request Form (592) from the ACRC intranet, for processing.
12. The SC sends the documentation to be filed in the financial section of the client's e-DOC. The packet and cover letter are to be filed together.

Emergencies

An emergency rental exception may be granted on a case by case basis.

Termination of Service

An SLS rental exception will be reviewed every three months by the SC and a new request will be submitted by the vendor every six months as needed. If at any time, the Planning Team is made aware that the client's financial circumstances change, the need for a rental exception must be reviewed.

At the time of the rental exception review, if the planning team determines that these contributions are no longer appropriate or supported by the documentation, a reasonable time for transition, not to exceed six months shall be permitted.