

FIVE COUNTY MENTAL HEALTH AUTHORITY: Shelter Plus Care Participant Responsibilities

The Five County Mental Health Authority's Shelter Plus Care Rental Assistance Program is designed to assist participants in moving from homelessness to permanent affordable housing with maximum independence and self-sufficiency. The program provides tenant based rental assistance that pays the difference between 30% of the participant's adjusted income and a reasonable rent and utility cost in the private rental market. In addition, Shelter Plus participants are offered a full array of supportive services and referrals to assist them in maintaining their housing, managing their illness, and increasing skills and income to achieve long-term stability.

Successful operation of the Shelter Plus Care Program depends upon your understanding the rules and your responsibilities. Below is a listing of your responsibilities as a participant in the Shelter Plus Care program:

- **Changes in income must be immediately reported to your case manager.** Not reporting all income, from all sources, is fraud against a Federal program and can lead to termination of your assistance, possible payback and/or criminal prosecution.
- **Only those persons listed on the lease are allowed to live in your unit.** Letting other persons live with you is a violation of program rules and can lead to termination of your assistance.
- **Changes in your household must be immediately reported to your case manager.** Any additions to your household must be added to the Lease. The incomes of all adults living in an assisted unit must be used in calculating your share of the rent. Failure to report changes in your household or their incomes can result in termination of your assistance.
- **Certification of eligibility must be done annually or if there is a change in income or household composition.** Failure to provide necessary documentation or to sign necessary paperwork in a timely manner can result in termination of your assistance.
- **Housing assisted with Shelter Plus Care funds must be kept in a decent, safe and sanitary manner.** HUD requires an annual housing inspection, it is your responsibility to maintain the housing in a decent, Clean and safe manner. It is also your responsibility to maintain the utilities in your home. Five Co. SPC Is not obligated to make any rental payments on housing in which the utilities has been turned off.
- **Shelter Plus Care participants are expected to be enrolled in case management services and actively participate in a plan of care.** The case manager and the plan of care are the "Care" part of the Shelter Plus Care program. These services are necessary; to provide supports to help maintain your housing placement; to have an active plan in place to help you achieve self-sufficiency, long-term stability, and permanent housing.

Shelter Plus Care participants are expected to refrain from unlawful behavior. Unlawful behavior that results in incarceration will be grounds for eviction from the Shelter Plus Care program. Shelter Plus Care funds will not be utilized for rent payments if you are incarcerated.

Shelter Plus Care participants are expected to refrain from use of illegal substances.

Five County MHA Shelter Plus Care program has a zero tolerance policy regarding the use of illegal drugs. A participant that willfully chooses to participate in illegal drug activity will jeopardize their continuation in The Five County MHA Shelter Plus Care Program, which will result in the termination of their rental assistance.

If you have any questions about your responsibilities as a Shelter Plus Care participant, please discuss them with your case manager.

I have read and understand my responsibilities as a Shelter Plus Care program participant.

Signature: _____ Date: _____

Print: _____

Program representative: _____