

## **Developmental Disabilities Resource Board Emergency Housing Assistance Policy**

Policy Origination: July 1, 2010

Revision Effective:

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### ***Scope of Emergency Housing Assistance Program***

The DDRB provides funds to assist individuals with developmental disabilities and families with a child with a developmental disability to prevent homelessness or displacement. The availability of these resources will allow individuals and families with developmental disabilities to receive assistance with rent and utility deposits; rent and mortgage payments; utility payments, moving expenses and other expenses to establish a household unit. Individuals and families will be connected to other local community services and resources to help sustain their independence. This program is designed to provide emergency/temporary assistance and not yearly ongoing assistance

### ***Eligibility***

Individuals must be eligible for services through the Department of Mental Health and a current resident of St. Charles County. Individuals and families must meet the annual income guidelines according to the AMI (Average Median Family Income) for St. Charles County. Individuals and family cannot have annual household income above 50% of the AMI with allowances for each family member. Families with a dependent may have an additional \$480 for each dependent and an additional \$400 for a family member with a disability.

### ***Guidelines***

1. If an Individual and/or family member has a case manager from DMH or DDRB his/her case manager will complete the EHAP Application. If an individual or family does not have an active case manager the DDRB administrative staff will provide assistance with completing the EHAP Application.
2. Documentation of income and expenses must be verified to ensure accuracy.
3. All payments will be made directly to the vendor and not the individual applying for funds.
4. Individuals and families are eligible for a maximum of \$1000 a year- starting July 1 and ending June 30 each year. Each individual/families has a lifetime maximum of \$3000.
5. Individuals and families are referred to community resources to meet ongoing support needs. (VR for employment services, Case management services, NECAC, Independent living services, etc.)

Reference Forms:

Emergency Housing Assistance Program Application

AMI (Average Median Family Income) Reference Sheet

**DEVELOPMENTAL DISABILITIES RESOURCES BOARD OF ST. CHARLES COUNTY**

**2009-2010 Emergency Housing Assistance Program (EHAP)**

Agency Information		
Agency Name:	County:	Date of Application:
Agency Mailing Address:	Zip:	Agency Phone (include area code):

Household Information						
LAST NAME	FIRST	RELATIONSHIP	SS#	Photo ID	BIRTHDATE <small>(mm/dd/yyyy)</small>	Person with Qualifying Disability
Applicant(Head of Household):				Applicant	Y or N	Y or N
Other Family Member or Household Occupant 1:					Y or N	Y or N
Other Family Member or Household Occupant 2:					Y or N	Y or N
Other Family Member or Household Occupant 3:					Y or N	Y or N
Other Family Member or Household Occupant 4:					Y or N	Y or N
Other Family Member or Household Occupant 5 (attach list if more than 5 to mention):					Y or N	Y or N

Does Applicant Have Telephone: <input type="checkbox"/> Y or <input type="checkbox"/> N	Adjusted Annual Household Income (attach income verification):	
Applicant Phone #:	Applicant Address:	# of People in Home:
		<input type="checkbox"/> 25% AMI <input type="checkbox"/> 50% AMI

Housing Emergency: \_\_\_\_\_

Referrals/Other Services Provided: \_\_\_\_\_

Verification Statement	
<p><b>My signature certifies the following:</b></p> <p>1. The above information is true and complete.</p> <p>2. I am at risk of becoming homeless or already homeless.</p> <p>3. Assistance will provide me with decent, safe and sanitary housing.</p>	
<p>Applicant Signature: _____</p> <p>Agency Staff Signature: _____</p>	<p>Signee's Relationship to Qualifying Individual: <input type="checkbox"/>self <input type="checkbox"/>case mngr <input type="checkbox"/>guardian <input type="checkbox"/>other</p> <p>Print Agency Staff Name: _____</p>

Type of Assistance Provided:	Cost of Service/Payment Option:	Vendor Name/Address/Phone No. <small>(Evidence of title required if applicant owns home; Tax ID required if rent &amp; paying vendor):</small>
	<p><b>Cost of Service: \$</b></p> <p>Payment Option:</p> <p><input type="checkbox"/> Pay Vendor Directly (Invoice Attached)</p> <p><input type="checkbox"/> Reimburse Agency (Proof of Pymt Attached)</p>	
	<p><b>Cost of Service: \$</b></p> <p>Payment Option:</p> <p><input type="checkbox"/> Pay Vendor Directly (Invoice Attached)</p> <p><input type="checkbox"/> Reimburse Agency (Proof of Pymt Attached)</p>	
	<p><b>Cost of Service: \$</b></p> <p>Payment Option:</p> <p><input type="checkbox"/> Pay Vendor Directly (Invoice Attached)</p> <p><input type="checkbox"/> Reimburse Agency (Proof of Pymt Attached)</p>	

FOR OFFICE USE ONLY				
Signature (initials only):	Received:	Entered:	Tot Req by Agency: \$	Tot Pd by DDRB: \$
			Payment Date:	Check #:

2009 Average Median Family Income Limits								rev
County	AMI	Income Limits	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Adair	\$45,500	25%	8,250	9,425	10,600	11,775	12,725	13,650
		50%	16,500	18,850	21,200	23,550	25,450	27,300
Audrain	\$48,600	25%	8,700	9,950	11,175	12,425	13,425	14,425
		50%	17,400	19,900	22,350	24,850	26,850	28,850
Buchanan	\$50,100	25%	9,125	10,450	11,750	13,050	14,100	15,150
		50%	18,250	20,900	23,500	26,100	28,200	30,300
Camden	\$49,300	25%	8,825	10,075	11,350	12,600	13,600	14,625
		50%	17,650	20,150	22,700	25,200	27,200	29,250
Clinton	\$67,800	25%	11,975	13,675	15,400	17,100	18,475	19,825
		50%	23,950	27,350	30,800	34,200	36,950	39,650
Cole	\$62,500	25%	11,300	12,900	14,525	16,125	17,425	18,700
		50%	22,600	25,800	29,050	32,250	34,850	37,400
Cooper	\$50,600	25%	8,975	10,250	11,550	12,825	13,850	14,875
		50%	17,950	20,500	23,100	25,650	27,700	29,750
Franklin	\$65,000	25%	11,525	13,175	14,825	16,475	17,800	19,100
		50%	23,050	26,350	29,650	32,950	35,600	38,200
Gasconade	\$49,200	25%	9,050	10,350	11,625	12,925	13,950	15,000
		50%	18,100	20,700	23,250	25,850	27,900	30,000
Greene	\$49,300	25%	9,000	10,275	11,575	12,850	13,875	14,900
		50%	18,000	20,550	23,150	25,700	27,750	29,800
Grundy	\$41,800	25%	7,850	8,950	10,075	11,200	12,100	13,000
		50%	15,700	17,900	20,150	22,400	24,200	26,000
Howell	\$37,300	25%	7,850	8,950	10,075	11,200	12,100	13,000
		50%	15,700	17,900	20,150	22,400	24,200	26,000
Jackson	\$67,800	25%	11,975	13,675	15,400	17,100	18,475	19,825
		50%	23,950	27,350	30,800	34,200	36,950	39,650
Jasper	\$44,700	25%	8,375	9,575	10,775	11,975	12,925	13,900
		50%	16,750	19,150	21,550	23,950	25,850	27,800
Jefferson	\$65,000	25%	11,525	13,175	14,825	16,475	17,800	19,100
		50%	23,050	26,350	29,650	32,950	35,600	38,200
Johnson	\$51,700	25%	9,300	10,625	11,950	13,275	14,325	15,400
		50%	18,600	21,250	23,900	26,550	28,650	30,800
Lincoln	\$65,000	25%	11,525	13,175	14,825	16,475	17,800	19,100
		50%	23,050	26,350	29,650	32,950	35,600	38,200
Livingston	\$47,900	25%	8,850	10,125	11,375	12,650	13,650	14,675
		50%	17,700	20,250	22,750	25,300	27,300	29,350
Macon	\$44,200	25%	8,075	9,250	10,400	11,550	12,475	13,400
		50%	16,150	18,500	20,800	23,100	24,950	26,800
Madison	\$37,900	25%	7,850	8,950	10,075	11,200	12,100	13,000
		50%	15,700	17,900	20,150	22,400	24,200	26,000
Marion	\$49,800	25%	8,950	10,225	11,500	12,775	13,800	14,825
		50%	17,900	20,450	23,000	25,550	27,600	29,650
Miller	\$44,100	25%	7,975	9,100	10,250	11,375	12,275	13,200
		50%	15,950	18,200	20,500	22,750	24,550	26,400
Moniteau	\$50,900	25%	9,175	10,475	11,800	13,100	14,150	15,200
		50%	18,350	20,950	23,600	26,200	28,300	30,400
Montgomery	\$46,500	25%	8,350	9,550	10,725	11,925	12,875	13,825
		50%	16,700	19,100	21,450	23,850	25,750	27,650
Osage	\$62,500	25%	11,300	12,900	14,525	16,125	17,425	18,700
		50%	22,600	25,800	29,050	32,250	34,850	37,400
Pettis	\$45,400	25%	8,200	9,350	10,525	11,700	12,625	13,575
		50%	16,400	18,700	21,050	23,400	25,250	27,150
Pike	\$46,900	25%	8,425	9,650	10,850	12,050	13,025	13,975
		50%	16,850	19,300	21,700	24,100	26,050	27,950
Platte	\$67,800	25%	11,975	13,675	15,400	17,100	18,475	19,825
		50%	23,950	27,350	30,800	34,200	36,950	39,650
St. Charles	\$65,000	25%	11,525	13,175	14,825	16,475	17,800	19,100
		50%	23,050	26,350	29,650	32,950	35,600	38,200
St. Francois	\$44,700	25%	8,050	9,200	10,350	11,500	12,425	13,350
		50%	16,100	18,400	20,700	23,000	24,850	26,700
St. Louis City	\$65,000	25%	11,525	13,175	14,825	16,475	17,800	19,100
		50%	23,050	26,350	29,650	32,950	35,600	38,200
Saline	\$47,400	25%	8,475	9,675	10,900	12,100	13,075	14,025
		50%	16,950	19,350	21,800	24,200	26,150	28,050
Warren	\$65,000	25%	11,525	13,175	14,825	16,475	17,800	19,100
		50%	23,050	26,350	29,650	32,950	35,600	38,200
Washington	\$38,000	25%	7,850	8,950	10,075	11,200	12,100	13,000
		50%	15,700	17,900	20,150	22,400	24,200	26,000