

Vermont State Housing Authority
DUNS: 037706785

Since 1997, VSHA and the state's PCWA have successfully and cooperatively administered HUD's Family Unification Program, continuously serving a minimum of 100 FUP-Eligible families at all times.

Agency of Human Services (PCWA): The Family Services Division of the Department for Children and Families, Agency of Human Services (FSD), is responsible for child abuse investigations, ongoing child protection services, children in custody, reunification and other permanency services, juvenile justice and transition services for young adults formerly in state's custody. At least half of the children served are Title IV-E eligible; children from families living in poverty. Housing presents a significant barrier to families remaining together, the reunification of families when children have been in foster care, and to young adults attempting to acquire safe and stable housing.

The parties agree as follows:

Whereas, the partnering agencies, Vermont State Housing Authority and the Agency of Human Services Department of Children and Families, Family Service Division have several years of experience in the administration of HUD's FUP program, entering into their first Agreement 1997; and

Whereas, the parties wish to formalize the Agreement and enter into a Memorandum of Understanding -- to ensure successful administration and continued cooperation of the partnering agencies in the years ahead.

Roles and responsibilities:

VSHA will:

- Accept families and youths certified by the PCWA as eligible for the Family Unification Program (FUP).

VSHA, upon receipt of the PCWA list of families and youths currently in the PCWA caseload, will compare the names with those of families and youths already on the PHA's HDV waiting list. Any family or youth on the PHA's HCV waiting list that matches with the PCWA's list must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by the PCWA as eligible and not on the HCV waiting list will be placed on the waiting list. If the PHA has a closed HCV waiting list, it must reopen the waiting list to accept a FUP applicant family or youth who is not currently on the PHA's HDV waiting list;

- Determine if any families with children, or youths age 18 through 21 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the Family Unification Program, and refer such applicants to the PCWA;
- Determine if families with children, or youths age 18 through 21 referred by the PCWA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list;

- Amend the administrative plan in accordance with the applicable program regulations and requirements;
- Administer the vouchers in accordance with applicable program regulations and requirements;
- Assure the quality of the evaluation that HUD intends to conduct on the FUP and cooperate with and provide requested data to the HUD office or HUD-approved contractor responsible for program evaluation; and
- Comply with the actions to be taken by the PHA as specified in the MOU executed by the PHA and the PCWA.

Agency of Human Services – Department for Children and Families, Family Services Division (PCWA) will:

- Establish and implement a system to identify FUP-eligible families and FUP-eligible youths within the agency's caseload and to review referrals from the PHA;
- Provide written certification to the PHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in section 8(x) of the United States Housing Act of 1937, and federal register volume 73 number 227;
- Commit sufficient staff resources to ensure that eligible families and youths are identified and determined eligible in a timely manner and to provide follow-up supportive services after these families and youths lease units;
- Cooperate with the evaluation that HUD intends to conduct on the FUP and submit a certification with the PHA's application for FUP indicating that the PCWA will agree to cooperate with and provide requested data to the HUD office or HUD-approved contractor having responsibility for program evaluation; and
- Comply with the actions to be taken by the PCWA as specified in the MOU executed between the PCWA and the PHA.

Assistance the PCWA will provide to families and youths in locating housing units and working with landlords to secure appropriate eligible units as follows:

- For families with children at imminent risk of placement outside the home, or who will be reunified with their children, work in partnership with community agencies and the Agency of Human Services Field Service Directors to assist with housing location and securing safe and affordable housing;
- For young adults transitioning out of foster care, coaching and direct assistance through contracted Youth Development Coordinators and Field Services Directors.

Responsibilities regarding service plans for FUP participants:

- For each certified youth or family with a child or children at imminent risk of placement in out-of-home care, PCWA will include within the youth or family's existing service plan, or as a separate service plan, housing services and supportive services as needed. The youth or family shall participate in the development and implementation of the service plan, but failure to participate will not jeopardize the housing choice voucher subsidy.
- For each family with a child or children in out-of-home care, PCWA shall include, within the existing service plan or as a separate plan, the anticipated date of the child or children's return to the parent and a list of the housing and supportive services needed to facilitate that return. The family shall participate in the development and implementation of the services plan, but failure to participate will not jeopardize the housing choice voucher subsidy.
- Upon placement of the youth or family in housing through FUP, the PCWA shall assist the youth or family in identifying ongoing services needs and shall ensure that the youth or family members have been referred to community resources that can assist the family in meeting those needs. The PCWA will address such issues as: services to help parents meet the basic care needs of the child(ren); the healthy and appropriate development of the child(ren); maximizing safety within the home (including issues of domestic violence); and services to enhance economic and social self-sufficiency.
- Youth and families will be encouraged to participate in VSHA's Family Self-Sufficiency Program – to expand their access to services in their communities and work toward a goal of economic independence and self-sufficiency.

Responsibilities of the parties regarding Services to be provided to FUP-eligible Youth:

PCWA will provide the following services:

- Basic Life skills information including counseling on money management , use of credit, housekeeping, proper nutrition/meal preparation; and access to health care;
- Job preparation and attainment counseling ;
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at technical school, trade school or college; including successful work ethic and attitude models;
- Participation of FUP-eligible youths in the assessment and implementation of actions to address their needs, including the development of an individual case management plan on each youth for services to be received and as the youth's commitment to the plan – youth shall be required to sign a service plan agreeing to

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attend counseling/training sessions and to take other actions as deemed appropriate to the youth's successful transition from foster care.

- Providing assurances by providing rent/damage guarantees to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher

VSHA will provide the following services:

- Housing search assistance, including landlord referrals;
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposition, utility hook-up fees, and utility deposits;
- Encourage participation in VSHA's Family Self-Sufficiency Program;
- Assist in the transition (after 18 months) to other permanent housing programs administered/managed VSHA.

The PCWA will commit as much staff time and staff resources as is necessary, on a continuing basis, to identify the FUP-eligible families and FUP-eligible youths to which FUP vouchers are intended to be issued;

The PCWA will provide follow-up supportive services to FUP-eligible families/youths for up to 6 months after they receive their voucher.

This Agreement shall continue to be in effect until termination by either Party.

SIGNED:

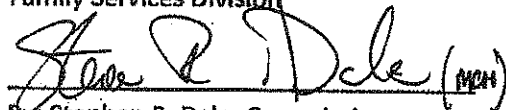
VERMONT STATE HOUSING AUTHORITY


By: Richard M. Williams, Executive Director

1/20/2009
Date

VERMONT AGENCY OF HUMAN SERVICES

Department of Children and Families
Family Services Division


By: Stephen R. Dale, Commissioner

1/16/09
Date