

Essential Payments Procedure

ESD will provide an essential payment to eligible households. A household is eligible for an essential payment if the household:

- Has exhausted their 84-day maximum housing limit during the “pause” period of 9/21/21 to 10/29/21.
- Has exited Emergency Housing.
- Has requested the payment by 10/29/21.

Availability:

- Checks must be requested by 10/29/2021. After this date the essential payment will no longer be available.

Check amounts:

- Households of 1-2 individuals will receive \$2,500
- Households of 3 will receive \$3,000
- Households of 4 will receive \$3,500
- Households of 5 or more will receive \$4,000

When client arrives:

Review GA Housing eligibility.

- Review CATN to verify that the client has exhausted their 84-days of housing

Procedure:

1. Verify Identity

Clients must provide identification or verify identity through personal information.

2. Verify the client has checked-out of the motel

- The client must have checked-out of the hotel before the check can be issued

3. Clients must sign the attestation.

- They must check at least one of Box 1 and 2, and either Box 3 or 4. If these statements do not apply to their household, they are not eligible for a check.
 - A supervisor or senior BPS must verify the correct boxes are marked before the check is distributed.
- If they are not willing to sign, we cannot provide the check.
- We need one attestation per applicant (household); households are defined as married, civil union, or child in common. (DH705 – GA Definitions)

4. Client must sign the Essential Payment Acknowledgement form

- Explain to the client that by signing this form they are confirming that they are not requesting an extension as provided by the Emergency Housing Rules.
- Record the amount of the check at the top of the form in the space provided.

5. Give the client their check

6. Essential Payments Tracker

- This tracker will be added as a new tab on the GA COVID trackers
- Central office will pre-populate the names and SSN with client information to match the checks being cut
- Document the date the attestation and acknowledgement are signed and the date the check is given to the client

Client Wrap Up

1. If the client is not a 3SquaresVT recipient, provide client with program information

“Did you know that we offer many programs that can help assist with rent, food and fuel; if you are interested in any of these? I can give you an application or you can call 1-800-479-6151 for further information. Thank you.”

2. Encourage the client to visit the wellness area/table on their way out.
 - a. The wellness table should include harm reduction kits.

BPS Wrap Up

Enter CATN, be sure to include:

- Date client signed the attestation, acknowledgement, and received the check
- Actions taken that day

Enter WARN indicating date client picked up check

Send a copy of Essential Payment Acknowledgement document to OnBase

Send a copy of the signed Attestation to OnBase.

Hold the hard copy of the attestation for 30 days and then mail to central office on November 1st.

Check information/misc.

LOST CHECK: If a client reports a lost check, email the name of the client and the check number to GA AOps. GA AOps will contact the treasurer’s office to void the check and have a new check issued.

Check Not Provided to the District:

What if a client is requesting a check and one was not provided to the district?

- Supervisor will forward the following information to GA AOPS
 - The name of all household members
 - The date the client exhausted the 84-day housing limit
- If the client is eligible for a check, GA AOPS will advise the district to continue to house the client until the check is available