

RRHI-VERAP Verification Protocol

As a result of expanded offerings through VERAP and guidance from AOA. OEO is implementing a process for RRHI in which fund administrators will have to check with VSHA and Reach Up to confirm there is not a duplication in request.

Identified RRHI Contacts:

- BROCC Community Action – Sandy Bessette
- Homeless Prevention Center – Jessica Makela
- CVOEO Addison & Burlington – Travis Poulin
- CVOEO FGI – Jess Graff
- Capstone – dawn butterfield
- NEKCA – Becca Lewis
- Groundworks – Jon Hoover
- Upper Valley Haven – Jennifer Fontaine
- VT Network – Kara Casey

Identified VERAP Contacts:

- Reach Up AHS - DCF ESD Reach Up ERA AHS.DCFESDReachUpERA@vermont.gov
- VSHA – Emily Boccio Emily.boccio@vsha.org

The RRHI fund administrator will email Reach Up and/or VSHA with a subject line “RRHI Confirmation” and use an encrypted email. The RRHI fund administrator will ensure the new application (with the release language) has been used or they will get a release signed. Reach Up and/or VSHA will confirm whether or not the request is a duplication, if it is the RRHI fund administrator will follow up with the applicant and adjust the RRHI request appropriately.

Reach Up ERAP covers:

- Rental assistance
- Security deposits
- Rental arrears

If a household on Reach Up is requesting one of the above through RRHI, confirmation is only needed with Reach Up.

If a household on Reach Up is requesting a VERAP eligible expense not covered by Reach Up through RRHI, confirmation is only needed with VSHA.

If a household on Reach Up is requesting a VERAP eligible expense not covered by Reach Up and rental assistance through RRHI, confirmation is need with both VSHA and Reach Up.

If the household is fleeing/attempting to flee DV/SV and there are safety concerns which warrant a different process, the agency, **on a case-by-case basis**, may use client attestation regarding non-duplication of benefits. In these instances, a note should be made in the file that verification with VHSA and/or DCF-Reach Up was not pursued due to safety concerns.