

# Roadmap to Activating the NHTD Housing Subsidy

- RRDS completes initial eligibility & refers Participants to network of Service coordinators.
- Service Coordinator develops a Service Plan with the Participant and identifies housing needs.
- Service Coordinator assists participant with resources to locate & secure an accessible rental.

**LA activities initiated**

**1. Household/Service coordinator submits RFTA-**

\*7 pages including w-9.

**2. LA contacts:**  
**participant-** to determine household size and schedule initial interview.  
**service coordinator** –to verify date of expected occupancy. [ie. Date of e-mod completion or NH discharge]  
**RRDS-** to confirm waiver eligibility.

**3. LA completes initial Household interview.**

\*may be done in office or at location accessible to participant (within the county) prior to, or following HQS inspection.

**Unit Inspected**

Within 10 business days of RFTA receipt, or date available per Service Coordinator

**5. Participant Processing completed in SHCVS for transmission to central**

**4. Once unit passes inspection**

**APC contract issued**

Subsidy letter copied to:  
**Landlord, RRDS & Service Coordinator**

Forms to be completed at interview include:

- Household certification
- Authorization for Release of Information
- participant obligations
- Reasons for termination

-household will also be given pertinent information regarding the program and housing rights.

-subsidy amount to be determined at interview based on household total income documentation. [ no 3pv]

Subsidy letter may be issued to participant at interview.

\*provided all necessary documentation has been provided.

**LA File completion**

Notice of Decision [NOD] should be received from Service Coordinator/ RRDS for File.

If e-mod to be completed- Unit to be reinspected for HQS