



## AHCCCS Housing Program Application Guide

The AHCCCS Housing Program is administered by Arizona Behavioral Health Corporation (ABC) and HOM Inc. All applications and waitlist questions may be directed to ABC. The following will guide you through the application process and provide contact information for further questions.

### **Step 1: Determine Eligibility**

To apply for housing assistance through the AHCCCS Housing Program (AHP), the member must meet the following eligibility criteria:

1. Be a member with an SMI or GMH/SU (T19/Medicaid eligible) designation
2. Be a United States citizen or have eligible immigrant status
3. Be at least 18 years old
4. Have an identified homeless or housing need documented by the member's clinical provider or treatment team.

### **Step 2: Assure the referring agency is approved by AHCCCS**

If the member meets the eligibility criteria, the member along with an approved representative must complete the AHP Application Form. An approved representative must be a staff member at a behavioral health provider, including the agencies below:

1. AHCCCS Managed Care Organizations including ACC, ACC-RBHAs, and ALTCS in coordination with providers
2. AHCCCS Managed Care Organization (MCO) contracted providers, including but not limited to, health homes, behavioral health providers, SMI clinics/BH health homes, integrated clinics, peer run organizations, and residential facilities
3. American Indian Health Program providers for applicable Fee for Service members
4. Tribal Regional Behavioral Health Authorities (TRBHAs)
5. Tribal ALTCS
6. Indian Health Service facilities
7. Tribally owned or operated 638 facilities
8. PATH Team

### Step 3: Complete the Application

The AHP Application Form is a fillable PDF which collects the minimal needed information for placement on the AHP waitlist. The member's approved representative is responsible for determining housing need. The approved representative will indicate on the application form which of three following housing needs applies to the member:

- Actual Homelessness: An individual or family who lacks a fixed, regular, and adequate nighttime residence
- Institutional or Housing Discharge: a person exiting an institution who is likely to be homeless
- Other Identified Housing Need:
  - Fleeing domestic violence
  - Frequent hospitalization
  - Housing instability

More information on these specific types of housing need may be found in the AHCCCS PSH Guidebook.

The form must also indicate the members choice of housing type, geographic service area (GSA), county preference, and other special housing type needs. Special housing types vary by GSA and county, see special housing types by location on page three for the most updated resources.

The approved representative will give information to the member regarding the different housing types so the member may make an informed decision. The application also includes a release of information (ROI) to be signed by the member giving the Housing Administrator permission to request housing program eligibility related documentation.

### Step 4: Send completed application packet to Housing Administrator

An application packet includes the completed application form, ROI, and identification documentation. Picture ID and Social Security Card are not required for submission but is helpful if the documentation is readily available at the time of application.

The approved representative will email the application packet to [ahpapplications@azabc.org](mailto:ahpapplications@azabc.org). Once received, the sender and member (if email is provided) will receive an email confirmation, within 1-2 business days, that the application packet was received, and member has been placed on the AHP waitlist.

### **Step 5: Provide follow up documentation**

If any further documentation is required, it will be requested within the confirmation email. Based on the application, the Housing Administrator may request the following documentation to determine prioritization.

- VI-SPDAT score and documentation
- Verification of Homelessness
- Other verification for special housing type

Requested documentation should be submitted to the Housing Administrator within 30 days of request. After the documentation is received, a second confirmation email will be sent.

### **After the Application is Submitted**

- All approved applications will remain on the AHP waitlist until one of the following situations occur:
  - Member is enrolled in AHP housing program in either SS or CLP.
  - Member reports their housing needs have been met.
  - When member is contacted by Housing Administrator on multiple occasions for program enrollment and does not respond.
- The Housing Administrator will never remove a member without contacting the member and the referring agency.
- If there are any questions, including but not limited to a member's waitlist status, you may can contact ABC at [AHPPapplications@azabc.org](mailto:AHPPapplications@azabc.org)

### **Special Housing Types By GSA**

#### Northern Arizona

Re-Entry, youth ages 18-26, 12 hour and 24 hour staff, designated sex offender, SUD

#### Southern Arizona

None

#### Central Arizona

ACT Housing, Polydipsia, Deaf Hard of Hearing, transitioned aged youth, Medically compromised diabetes, designated sex offender, sterile environment, residential stepdown, 24 hour staff