

# PORTABLE HOUSING BENEFIT

## **SERVICE PROVIDER**

## **RESPONSIBILITIES**

<b>Mental Health Agency/Worker</b>	<ul style="list-style-type: none"> <li>• Mental Health Worker to complete and submit application to Agency Screening Committee for review and eligibility assessment in accordance with their Agency process</li> <li>• Assist client in securing housing &amp; provide EIA with details</li> <li>• Verify rent information with EIA Case Coordinator/Information Specialist</li> <li>• Declare rent-share situations on application as there is a direct impact on the PHB benefit</li> <li>• Submit approved application to Provincial Services for processing</li> <li>• Provide timely updates to EIA &amp; Provincial Services of relevant rent information which may, or may not, affect the PHB benefit, such as: <b><i>change of address, increases or decreases in rent, changes to the monthly EIA contribution toward rent, change in payee, eligibility, ineligibility; death</i></b></li> <li>• Responsible for collection of PHB overpayments to Landlords</li> <li>• Maintain and submit PHB Monthly Reporting Form to Housing and Community Development</li> </ul>
<b>EIA Case Coordinator</b>	<ul style="list-style-type: none"> <li>• Communicate with Mental Health Worker/PHB worker of any relevant changes to a participant's housing situation which may, or may not, affect the PHB; <b>such as <i>change of address, increases or decreases in rent, changes to the monthly EIA contribution toward rent</i></b></li> <li>• Communicate with Mental Health Worker/PHB worker of any changes to a participant's EIA file such as file closures, no longer active on Disability, or if deceased</li> </ul>
<b>Provincial Services</b>	<ul style="list-style-type: none"> <li>• Verify rent information provided on PHB application with SAMIN; if discrepancy, advise Agency; put application on hold pending receipt of accurate information from Mental Health Worker</li> <li>• Process application based on verified rental information</li> <li>• Inform Agency and Applicant of PHB approval via letter</li> <li>• Generate monthly PHB benefits and issue to payee as indicated on application</li> <li>• Generate re-applications on an annual basis &amp; advise respective Agencies of same</li> <li>• Responsible for sending a letter to all parties advising of ineligibility</li> <li>• Maintain Provincial Services PHB tracker</li> </ul>

## **IMPORTANT FACTS**

<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>• Participant must be active on EIA-Mental Health Disability Status</li> <li>• Participant must be actively involved with a mental health agency</li> <li>• Participant must be residing in a private rental accommodation &amp; the rental cost is higher than what EIA allots for rent</li> </ul>
<b>Payment Methods</b>	<ul style="list-style-type: none"> <li>• Direct to client</li> <li>• Payable to client but sent to MH Agency for distribution</li> <li>• Direct to Landlord</li> <li>• Benefits are issued by cheque only. Direct Deposit is not available for PHB</li> </ul>
<b>Rent-Share</b>	<ul style="list-style-type: none"> <li>• Rent-share situations have a direct impact on the PHB benefit as the benefit is based on the applicant's <b>share</b> of rent; <b>not</b> the full monthly rental amount</li> </ul>