

## HPRP Case Scenarios:

### Homelessness Prevention

### *Worksheets*

#### DIRECTIONS

For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

Applicable FY09 HUD Income Limits for This City, USA (50% AMI)

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
25,600	29,300	32,950	36,600	39,550	42,450	45,400

#### Scenario A: Carlos Martinez

Carlos Martinez was laid off from his job this week. He has two teenage children who stay with him a couple days a week, but he does not have formal custody. Mr. Martinez is seeking HPRP rental assistance. His monthly rent payment is \$800 for a two-bedroom unit. He is not yet behind on his rent but he is late with child support. There are very few jobs available in his community and he is afraid it will take a long time to find a new job. His rent exceeds his income and he is afraid the landlord will file for eviction. Other than his ex-wife, he does not have any family in the area. He reports the following income and assets:

- \$0 earned income
- \$200/week in unemployment
- \$5,000 in savings
- \$70,000 in a retirement account (penalty for early withdrawal)
- \$250/month in child support payments to his ex-wife

#### DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

<b>QUESTION 1: What is his countable income? Does Mr. Martinez meet the <u>income requirement</u> to be eligible for HPRP assistance?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
	Income: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)
<b>QUESTION 2: Does Mr. Martinez's <u>housing status</u> meet eligibility requirements for Prevention?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)
<b>QUESTION 3: Does Mr. Martinez lack <u>other financial resources, support networks and subsequent housing options</u>?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)
<b>QUESTION 4: Is Mr. Martinez eligible for HPRP Prevention Assistance?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)

**PREVENTION SCENARIO**

Directions: For each Scenario, answer the eligibility and documentation questions. “Notes/HUD Sources” (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

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**Scenario B: Susan Robinson**

Susan Robinson and her five-year-old son are at risk of eviction. Ms. Robinson is three months behind on rent and four months behind on her electric and water bills. Ms. Robinson is unemployed. She is actively looking for a job but has had no luck due to the local job market. She and her son moved to the area about a year ago and have no other housing options or support networks to assist with their housing need. She reports the following:

- \$240/month TANF (public assistance)
- \$100/month Food Stamps
- \$230/month in social security benefits on behalf of her son
- \$1,000 in her checking account from a recent lump sum insurance payment
- No savings

**DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:**

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

<b>QUESTION 1: What is her countable income? Does Ms. Robinson meet the <u>income requirement</u> to be eligible for HPRP assistance?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
Income: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)	
<b>QUESTION 2: Does Ms. Robinson's <u>housing status</u> meet eligibility requirements for Prevention?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)	
<b>QUESTION 3: Does Ms. Robinson lack <u>other financial resources, support networks and subsequent housing options</u>?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)	
<b>QUESTION 4: Is Ms. Robinson eligible for HPRP Prevention Assistance?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)	
<b>QUESTION 5: Is any other documentation required before Ms. Robinson could receive assistance?</b>		
<input checked="" type="checkbox"/> Use checks beside each correct answer		
List:	Notes/HUD Source(s)	

**PREVENTION SCENARIO**

Directions: For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

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**Scenario C: Dave Cruz**

Dave Cruz is morbidly obese and has very limited mobility. His mother was his caretaker, but she recently passed away. Mr. Cruz has no work history or income; they lived on his mother's social security benefits. Since she passed, he has not been able to make the mortgage payments. Foreclosure proceedings are underway and he has received a notice to vacate.

**DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:**

✓ Use checks beside each correct answer

	Documentation Type:	Notes/HUD Source(s)

**QUESTION 1: What is his income? Does Mr. Cruz meet the income requirement to be eligible for HPRP assistance?**

✓ Use checks beside each correct answer

	Income: _____	Notes/HUD Source(s)
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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	
<b>QUESTION 2: Does Mr. Cruz's <u>housing status</u> meet eligibility requirements?</b>	
✓ Use checks beside each correct answer	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)
<b>QUESTION 3: Does Mr. Cruz lack <u>other financial resources, support networks and subsequent housing options</u>?</b>	
✓ Use checks beside each correct answer	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	HUD Source(s)
<b>QUESTION 4: Is Mr. Cruz eligible for HPRP Prevention Assistance?</b>	
✓ Use checks beside each correct answer	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear	Notes/HUD Source(s)
<b>QUESTION 5: What kinds of HPRP assistance could Mr. Cruz receive?</b>	
✓ Use checks beside each correct answer	
List:	Notes/HUD Source(s)
<b>QUESTION 6: Is any other documentation needed before Mr. Cruz could receive assistance?</b>	
✓ Use checks beside each correct answer	
List:	Notes/HUD source(s)

**PREVENTION SCENARIO**

Directions: For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

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**Scenario D: Jennifer Smith**

Jennifer Smith is a single mother with two sons. She receives Section 8 assistance, which includes a utility allowance. She has been working as a waitress in a small restaurant in her neighborhood, although seven months ago, her employer cut her hours back to 20 hours/week (her income is currently \$170/week). Since then, she has fallen behind on her portion of the subsidized rent. She is estranged from her family, and has only a few hundred dollars in the bank.

**DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:**

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

**QUESTION 1: What is her countable income? Does Ms. Smith meet the income requirement to be eligible for HPRP assistance?**

✓ Use checks beside each correct answer

Income: \_\_\_\_\_

☐ Yes ☐ No ☐ Unclear

Notes/HUD Source(s)

**QUESTION 2: Does Ms. Smith's housing status meet eligibility requirements for Prevention?**

✓ Use checks beside each correct answer

☐ Yes ☐ No ☐ Unclear

Notes/HUD Source(s)

**QUESTION 3: Does Ms. Smith lack other financial resources, support networks and subsequent housing options?**

✓ Use checks beside each correct answer

☐ Yes ☐ No ☐ Unclear

Notes/HUD Source(s)

**QUESTION 4: Is Ms. Smith eligible for HPRP Prevention Assistance?**

✓ Use checks beside each correct answer

☐ Yes ☐ No ☐ Unclear

Notes/HUD Source(s)

**QUESTION 5: What kinds of HPRP assistance could Ms. Smith receive?**

✓ Use checks beside each correct answer

☐ Yes ☐ No ☐ Unclear

Notes/HUD Source(s)



**PREVENTION SCENARIO**

Directions: For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

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**Scenario E: Mary Bell**

Mary Bell and her friend Sandra Loncar have been housemates for a few years and are joint parties to a lease (both signed the same lease). Their total rent is \$900 per month; they are each responsible for paying half (\$450). Mary recently lost her job and has not been able to pay her share of the rent for the last two months. Given her unemployment benefits, she is at 35% of AMI. Sandra was recently promoted and her income is well over 150% of AMI.

**DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:**

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

**QUESTION 1: What is her countable income? Does Ms. Bell meet the income requirement to be eligible for HPRP assistance?**

✓ Use checks beside each correct answer

Income: \_\_\_\_\_  
 \_\_\_Yes \_\_\_No \_\_\_Unclear

Notes/HUD Source(s)

**QUESTION 2: Does Ms. Bell's housing status meet eligibility requirements for Prevention?**

✓ Use checks beside each correct answer

\_\_\_Yes \_\_\_No \_\_\_Unclear

Notes/HUD Source(s)

**QUESTION 3: Does Ms. Bell lack other financial resources, support networks and subsequent housing options?**

✓ Use checks beside each correct answer

\_\_\_Yes \_\_\_No \_\_\_Unclear

Notes/HUD Source(s)

**QUESTION 4: Is Ms. Bell eligible for HPRP Prevention Assistance?**

✓ Use checks beside each correct answer

\_\_\_Yes \_\_\_No \_\_\_Unclear

Notes/HUD Source(s)

**QUESTION 5: Under what circumstances can Ms. Bell receive Prevention assistance?**

✓ Use checks beside each correct y answer

**PREVENTION SCENARIO**

Directions: For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

Applicable FY09 HUD Income Limits for This City, USA (50% AMI)

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
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**Scenario F: Rita Rivers**

Rita Rivers is seeking assistance for rental arrears. Her income is \$12,600/year and she has no savings or other assets. She has an eviction notice, but her landlord is her sister. Her sister is her only relative in this state.

**DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:**

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

**QUESTION 1: What is her countable income? Does Ms. Rivers meet the income requirement to be eligible for HPRP assistance?**

✓ Use checks beside each correct answer

<p>Income: _____</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 2: Does Ms. Rivers' housing status meet eligibility requirements for Prevention?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 3: Does Ms. Rivers lack other financial resources, support networks and subsequent housing options?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 4: Is Ms. Rivers eligible for HPRP Prevention Assistance?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**HPRP CASE SCENARIOS:****RAPID RE-HOUSING*****WORKSHEETS***

Directions: For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

Applicable FY09 HUD Income Limits for This City, USA (50% AMI)

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
25,600	29,300	32,950	36,600	39,550	42,450	45,400

**Scenario A: Meryl Kelly**

Mrs. Kelly is a single mother with three children, ages 2, 4 and 7. She has been staying in a homeless shelter for a month, ever since the apartment where she was living as a tenant was foreclosed by the bank. Mrs. Kelly's monthly income includes \$621 in TANF benefits and \$160 in Child Support from her ex-husband. She has \$1400 in savings. She also receives \$245 in Food Stamps/Food Supports. Mrs. Kelly has tried to get help from her sister and her mother; both have stated that they have no money or living space to offer her and her three children.

**DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:**

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

**QUESTION 1: What is her countable income? Does Mrs. Kelly meet the income requirement to be eligible for HPRP assistance?**

✓ Use checks beside each correct answer

<p>Income: _____</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 2: Does Mrs. Kelly's housing status meet eligibility requirements for Rapid Re-Housing?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 3: Does Mrs. Kelly lack other financial resources, support networks and subsequent housing options?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 4: Is Mrs. Kelly eligible for HPRP Rapid Re-Housing Assistance?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 5: Are there any other requirements before Mrs. Kelly can receive assistance?**

✓ Use checks beside each correct answer

<p>List</p>	<p>Notes/HUD Source(s)</p>
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## RAPID RE-HOUSING SCENARIO

Directions: For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

Applicable FY09 HUD Income Limits for This City, USA (50% AMI)

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25,600	29,300	32,950	36,600	39,550	42,450	45,400

### Scenario B: Ana Skoric

For the last two weeks, Ms. Skoric has been living in a motel with her two children (ages 16 and 17). She is paying \$45/night for the room, and the family spends another \$30/day on groceries, mostly bread and sandwich meats, cheese, peanut butter. She is hiding from her husband, who has a history of abusive behavior and who has recently threatened to kill her. Ms. Skoric had a job, but when she went into hiding, she stopped going to work, and she assumes she has been terminated. She left with \$2300 in cash and has spent nearly \$1400 so far; she has never had a bank account in her name. Her son, 17, had a job, but the father knew where he worked, so he never returned to work when the family fled their home. However, the son immediately secured a new job and earns \$11/hour, working an average of 20 hours per week. Ms. Skoric has not told any of her family or friends where she is staying, because she is afraid her husband would hurt anyone who helps her.

#### DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

**QUESTION 1: What is her countable income? Does Ms. Skoric meet the income requirement to be eligible for HPRP assistance?**

✓ Use checks beside each correct answer

<p><b>Income:</b> _____</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p><b>Notes/HUD Source(s)</b></p>
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**QUESTION 2: Does Ms. Skoric's housing status meet eligibility requirements for Rapid Re-Housing?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p><b>Notes/HUD Source(s)</b></p>
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**QUESTION 3: Does Ms. Skoric lack other financial resources, support networks and subsequent housing options?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p><b>Notes/HUD Source(s)</b></p>
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**QUESTION 4: Is Ms. Skoric eligible for HPRP Rapid Re-Housing Assistance?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p><b>Notes/HUD Source(s)</b></p>
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**QUESTION 5: Are there any other requirements before Ms. Skoric can receive assistance?**

✓ Use checks beside each correct answer

<p><b>List:</b></p>	
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**RAPID RE-HOUSING SCENARIO**

Directions: For each Scenario, answer the eligibility and documentation questions. "Notes/HUD Sources" (shaded) column is optional workspace. Assume that the facts included in the scenario are (or will be) verified.

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**Scenario C: Edward Shaffer**

Edward Shaffer, 45, will soon be released from jail. He has been serving 30 days for his fourth count of trespass. Mr. Shaffer had been living in a tent on private property just before going to jail. Mr. Shaffer has Supplementary Security Income due to traumatic brain injury he suffered on a construction job five years ago. For the past year, he has been using his SSI check for alcohol and living outside. He has a sister in another state but they have had no relationship for many years. His friends are all homeless.

**DOCUMENTATION NEEDED FOR ELIGIBILITY SCREENING:**

✓ Use checks beside each correct answer

Documentation Type:	Notes/HUD Source(s)

**QUESTION 1: What is his countable income? Does Mr. Shaffer meet the income requirement to be eligible for HPRP assistance?**

✓ Use checks beside each correct answer

<p>Income: _____</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 2: Does Mr. Shaffer's housing status meet eligibility requirements for Rapid Re-Housing?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 3: Does Mr. Shaffer lack other financial resources, support networks and subsequent housing options?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 4: Is Mr. Shaffer eligible for HPRP Rapid Re-Housing assistance?**

✓ Use checks beside each correct answer

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unclear</p>	<p>Notes/HUD Source(s)</p>
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**QUESTION 5: Are there any other requirements before Mr. Shaffer can receive assistance?**

✓ Use checks beside each correct answer

<p>List</p>	<p>Notes/HUD Source(s)</p>
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**CONFLICT OF INTEREST/FRAUD SCENARIOS**

Which of the following scenarios represents a conflict of interest or fraud—or both?

**Albert Calder** works as a part-time janitor at the City. His wife lost her job a few months ago, and now they are behind on their rent. Last week, they received an eviction notice. He heard about the program in the City Hall break room while chatting with the City's HPRP grant coordinator and applies. Has Mr. Calder committed fraud?

**Conflict of Interest**

☐ Yes ☐ No

**Fraud**

☐ Yes ☐ No

**Notes/HUD Source(s)**

**Christine Danielson** is an HPRP case manager, working for the City. When she learns that Mr. Calder, a fellow City employee she has known for several years, has applied for HPRP assistance, she asks to do the initial case consultation and eligibility determination. Mr. Calder tells her that his wife just started a new job last week. Ms. Danielson knows that Mr. Calder has no savings and owes four months rent. She omits his wife's income for this month, and approves him only for the four months of arrears. Has Ms. Danielson committed fraud?

**Conflict of Interest**

☐ Yes ☐ No

**Fraud**

☐ Yes ☐ No

**Notes/HUD Source(s)**

**Margo Dickinson** is an HPRP case manager working for a nonprofit homeless assistance program. Her cousin, Wendy, meets all the eligibility requirements for HPRP and Ms. Dickinson has compiled all the necessary documentation and verifications. She approves Wendy for assistance. Has Ms. Dickinson committed fraud?

**Conflict of Interest**

\_\_\_Yes \_\_\_No

**Fraud**

\_\_\_Yes \_\_\_No

**Notes/HUD Source(s)**

**Darrell White** is an HPRP case manager working for a large nonprofit agency (Source, Inc.). One of Mr. White's clients, Pamela DesMarais, qualifies for Prevention assistance. She cannot stay in her current apartment but if she relocates, she can avoid homelessness. Another program in Source owns an apartment building for low-income tenants. Ms. DesMarais would be able to move in immediately and would only need a shallow, short-term subsidy. Mr. White approves a security deposit and three months of rental assistance for Ms. DesMarais and she is able to move in the next day. Has Mr. White committed fraud?

**Conflict of Interest**

\_\_\_Yes \_\_\_No

**Fraud**

\_\_\_Yes No\_\_\_

**Notes/HUD Source(s)**