

Allowed Documentation for Housing Stabilization Services Additional Transition or Sustaining Unit Exception Requests

This memo provides guidance regarding the types of documentation authorized when submitting a [Housing Stabilization Services Additional Transition or Sustaining Unit Exception Request \(DHS-7948\)](#) to the Department of Human Services (DHS) for determination.

Documentation Allowed

When completing a Housing Stabilization Services Additional Transition or Sustaining Unit Exception Request, *at least* two exception reasons must be selected with supporting documentation attached for each reason. Form submitters are responsible for providing sufficient documentation to justify an increase in housing transition or sustaining units. The following table identifies the supporting documentation allowed for each exception reason.

Note: If a person has a waiver, the waiver case manager **must** provide [Waiver Case Manager Support for Additional Hours \(DHS-8204\)](#) verifying increased service need and that no duplication of services will occur, as well as identify the exception reasons which apply to the person’s situation. No additional supporting documentation is needed for waiver case managers only.

Exception Reason	Clarification	Examples of Supporting Documentation (Not Exhaustive)
Criminal background. Individual has a documented criminal background that shows up on background checks and is a barrier to receive housing.	<p>Includes the presence of charges or convictions.</p> <p>Proof of a felony conviction within 7 years is all the documentation required for an exception.</p> <p>Driving convictions are not considered when determining if additional units are warranted.</p>	Copy of a person’s criminal history background showing charges and/or convictions.

Exception Reason	Clarification	Examples of Supporting Documentation (Not Exhaustive)
Three or more police calls to residence in the last 6 months (report from police station).		Official police reports that specifically identify the person for whom the exception is requested.
Three or more past due bills: rent, gas, electric, and water in the past year.	Includes mortgages. All documentation must be dated within one year of the additional unit request's submission.	Copies of past due bills. Documentation showing any other overdue bill that, which left unpaid, results in housing instability. Documentation showing that someone has their earned or unearned income reduced due to an overdue bill.
Destruction of property at the apartment or complex they live at.	Property destruction by the person or their guest which threatens continued tenancy. Includes property destruction within the person's dwelling, in the building, or its grounds.	Written statement, warning, or notice to evict from the landlord (can be a letter or e-mail). Any police citations issued due to property destruction. Legal documentation such as conciliation court filings, trespass notices, or court action evictions. Invoice for services or repairs related to the property destruction.
Three or more calls from landlords with identified problem to maintaining housing in the past 4 months.	All documentation must be dated within four months of the additional unit request's submission.	Call logs to the provider documenting calls. Letter from the landlord. Case notes or letter from the provider regarding the dates and times calls, e-mails, or texts received. Copies of e-mails, texts, or other forms of communication clearly identifying concerns from the landlord.

Exception Reason	Clarification	Examples of Supporting Documentation (Not Exhaustive)
One or more unlawful detainers/evictions in the past ten years.	Documentation must indicate the unlawful detainer or eviction was for the person receiving Housing Stabilization Services and not a third party.	<p>Minnesota Judicial Branch Court Case print-out showing eviction was ordered.</p> <p>Physical copies of the unlawful detainer/eviction.</p>
Increased risk of institutionalization: have unstable living situations due to the age, incapacity, or sudden loss of the primary caregivers; experience a sudden closure of their current living arrangement; require protection from confirmed abuse, neglect, or exploitation; experience a sudden change in need.		<p>Letter from the targeted case manager.</p> <p>Documentation showing the person was requested or forced to leave their housing.</p> <p>Documentation showing behavioral issues resulting in being kicked out of emergency shelter or transitional housing.</p> <p>Letter from an advocacy organization, county or tribal social service agency confirming abuse, neglect, or exploitation.</p>
Sudden change in support needs.	All documentation must be dated within 3 months of the additional unit request's submission.	<p>Medical records that report injury.</p> <p>Documentation that shows death of caretaker or family member.</p> <p>Documentation that shows behavioral health crises or behavioral health need changes.</p> <p>Letter from the targeted case manager.</p> <p>Documentation showing the person was requested or forced to leave their housing.</p>

Exception Reason	Clarification	Examples of Supporting Documentation (Not Exhaustive)
<p>Domestic Abuse: Individual has stated they have a past history of DA that has been a barrier to housing. Individual is currently in a relationship with someone who threatens their housing stability</p>	<p>Includes being a survivor of dating violence, sexual assault, and stalking.</p>	<p>Person’s self-report (directly from the person or through the provider).</p> <p>Medical record showing domestic assault.</p> <p>Letter from an advocacy organization.</p> <p>Copy of a police report showing domestic assault.</p> <p>Safe at Home Card.</p>
<p>Individual has been institutionalized in the last 6 months for over 3 days (nursing home, hospital, IMD, IRTS, Substance Abuse)</p>	<p>Must be institutionalized 3 consecutive days.</p> <p>All documentation must be dated within six months from the date of the additional unit request’s submission.</p>	<p>Medical records, such as a discharge summary from the institution.</p>
<p>Long-term homeless</p>	<p>Homeless for one year continuously or four times in the past three years.</p>	<p>Minnesota Housing Long-Term Homeless Verification Form (scroll down to “LTH Verification Forms” Section).</p> <p>Documentation from the Homeless Management Information System (HMIS) that shows a person’s history of long-term homelessness.</p>

For More Information

A diagram of this information is also attached to the end of this guide. A variety of information about Housing Stabilization Services may also be found at the following locations:

- [Housing Stabilization Services Policy Page](#)
- [Housing Stabilization Services Provider Manual](#)
- [Minnesota Health Care Programs Provider Directory](#) (search under Home and Community Based Services ‘type’, Housing Stabilization Services ‘subtype’)
- [MinnesotaHelp.info](#) (type Housing Stabilization Services into the search bar and then identify the city where services are needed)
- [Housing Benefits 101 MA Housing Stabilization Services](#)
- [Information for Targeted Case Managers](#)

- [Allowable Documentation for Housing Stabilization Services Eligibility Requests](#)
- [Helpful Tips for Housing Stabilization Services Eligibility Requests](#)
- [Housing Benefits 101 Partners Tab](#) (for a general overview webinar and copies of roadshows)

For more information, please contact the Housing Stabilization Services Team at dshousingstabilization@state.mn.us.