



Residential Assistance Program (RAP) Guidelines

Goal:

The Residential Assistance Program (RAP) is intended to provide temporary financial rental assistance for low income adult clients receiving Therapeutic Behavioral Services (TBS) and/or Community Psychiatric Supportive Treatment (CPST) services from an ADAMHS Board provider/contracted agency. The rental assistance will allow the client to reside in and receive support services from an ADAMHS Board contracted Class 2 Residential Facility (formerly known as Adult Care Facility or ACF) in the community.

RAP is targeted for low income adult clients who are discharge ready from an institutional environment. This may include a state hospital, private hospital, Cuyahoga County Diversion Center, nursing home, jail or crisis stabilization unit.

Criteria:

1. The client **must** be receiving TBS/CPST services from an ADAMHS Board provider/contract agency.
2. The client **must** currently be residing in an institutional environment, with the need to transition to a Class 2 Residential Facility. Exceptions may be made if the client is in danger of becoming homeless, but this will be on a case by case as funding is limited.
3. The RAP application **must** be approved prior to release from the institution. If the client leaves the institution prior to RAP approval, the client will be responsible for the cost of residing at the Class 2 Residential Facility.
4. The client **must** meet the level of care provided by the Class 2 Residential Facility and demonstrate that he/she will benefit from the services provided at the Class 2 Residential Facility.

Process:

1. CPST/TBS worker and client complete the RAP application. RAP application is then submitted to CPST/TBS workers supervisor for review of treatment team's recommendation and signature.
2. CPST/TBS worker submits the **completed** RAP application (and any other required documents including, but not limited to, verification of Social Security or other income, copies of last 3 bank statements or Notarized Statement of No Bank Account and the Loan Payback Agreement) to the ADAMHS Board at RAPapplications@adamhsc.org. Please note: If the client receives Social Security Benefits, the Residential State Supplement (RSS) Program must be applied for (verification of the RSS application must be submitted with the RAP application).
3. Once the **completed** RAP application is received, it is reviewed by ADAMHS Board Resource Specialists. Please note: If RAP application is incomplete, it will be sent back to CPST/TBS worker and application will be on hold.

4. Once all required documentation has been submitted, and RAP is approved, ADAMHS Board Resource Specials will draft and send Notification of Approval to CPST/TBS Worker, CPST/TBS Worker Supervisor, Agency Housing Liaison, Class 2 Residential facility Operator, Payee and ADAMHS Board Finance Department. This Notification breaks down financials for RAP (i.e.: clients payment responsibilities, ADAMHS Board payment responsibilities and Personal Spending Allowance (PSA) amount, if applicable).

Client Personal Spending Allowance (PSA) Check:

Clients with “zero income” are eligible to receive a \$200 monthly Personal Spending Allowance (PSA) check. Approval of client PSA will be indicated on the ADAMHS Board Notification (sent out to CPST/TBS worker, CPST/TBS worker Supervisor, Agency Housing Liaison, ADAMHS Finance Department and Class 2 Residential Facility Operator at RAP approval). It is the Provider Agency’s responsibility to notify appropriate parties at their agency of client PSA check approval. The protocols for client PSA checks are as follows:

1. CPST/TBS workers are required to work on budgeting skills with any client receiving a PSA check. CPST/TBS workers are required to utilize the “Monthly PSA Budgeting Tool,” to be completed monthly. The “Monthly PSA Budgeting Tool” must be submitted to the ADAMHS Board at housing@adamhsc.org by the 15th of each month (for the previous month).
2. Clients receiving PSA checks should have budgeting addressed in their Individual Treatment Plan (ITP). This can be a goal, or a method to achieve a larger goal (increase daily living skills, etc.).
3. CPST/TBS workers should be continuously monitoring PSA check spending throughout the month and have knowledge on how the PSA check is being spent.

CPST/TBS Worker Ongoing Responsibilities:

1. ADAMHS Board shall be given **at least** 5 business days to process **completed** RAP application.
2. CPST/TBS worker is required to notify the ADAMHS Board immediately of any client updates. This includes (but is not limited to) financial changes (example: lump sum payment from SSA), SSI/SSDI approval, client incarceration, client moving out of facility, etc.
3. “Monthly PSA Budgeting Tool” (see above).

Financial Arrangements

1. CPST/TBS worker and Payee (if applicable) are required to notify the ADAMHS Board immediately regarding any changes of income. Failure to respond to a request for information will result in client termination from the RAP program.
2. Client must sign the Loan Payback Agreement (page 3 of application). In the strictest sense, RAP is a loan program that funds services at Class 2 Residential Facilities. RAP funding is not income for the client.
3. Assuming approval, the ADAMHS Board will release funds directly to the entities identified on the Notification within 30 calendar days of approval.
4. Annual financial audit shall be conducted for all RAP recipients.
5. If a client remains in the Class 2 Residential facility after termination from RAP, the client is fully responsible for payments to the Class 2 Residential Facility.