

SUD Emergency Housing Encounters Management

Emergency housing assistance can be provided for individuals who meet eligibility criteria for this outpatient funding. Individuals must be enrolled in SUD treatment and the housing must be within Multnomah County geographic boundaries.

Encounters should be submitted using SUD Services Encounter: [Housing Assistance per Client form](#)

Housing assistance in the form of direct payment to vendor for:

- a) Move-in costs, deposits, and/or rent assistance for clients acquiring or maintaining alcohol and drug free housing, as defined by Oregon Law ORS 90.243 (see <http://www.oregonlaws.org/ors/90.243>), or
- b) Housing-related utilities costs.

There are 45 days of timely filing for housing encounters. Timely filing waivers will only be considered for encounter in the event of extenuating circumstances that caused these deadlines to be missed. Please note that timely filing guidelines are required because once financial deadlines have passed, funds may no longer be available to pay for services. Each timely filing waiver will be considered but may not be approved even under extenuating circumstances due to funding availability. Funding for service dates that have already been through contract reconciliation (semi-annual/annual) are no longer available, please contact your assigned Multnomah Other program staff with questions.

Up to 30% of the annual funding amount for outpatient treatment can be utilized to assist eliminating individual barriers to treatment access and recovery related to emergency housing needs. Any applicable receipts, invoices, or other records documenting housing-related expenses must be retained and available for review upon request for audit purposes. The maximum that can be paid per client is 3 months of rent assistance.

Providers may not charge any portion of the cost for housing units/ services already paid for by County through this contract, any other County contract, or other funding source in a duplicative manner to the Emergency Housing Assistance.

Housing Assistance per Client form Response	Important Notes
Start and Exit Date	<ul style="list-style-type: none"> ● Start date should be the date the funds were distributed to the SUD client for Housing Assistance Rent. The Exit date should be set as 30 days after the Start Date for Housing Assistance Rent. ● For arrears payments, the payment date may be the same as the Start date. ● It's acceptable to specify a move-in date or cover move-in costs for dates falling after the 1st of the month. ● This form should be submitted for each month of housing assistance rent. E.g.: January and February rent cannot be submitted together on one form. There should be one form for January rent and a separate form for February rent.
Housing Assistance	<ul style="list-style-type: none"> ● Security Deposit ● Move-in Costs (<i>Move-in costs are payments for housing (e.g. first or last month's rent)</i>). ● Rent (<i>Additional payment information is REQUIRED for housing assistance related to rental assistance and move-in/security deposits</i>). Rent can be billed up to 3 months per client. ● Miscellaneous Housing Assistance (<i>Additional payment information is not required for utilities and other miscellaneous housing assistance (e.g. furniture, storage, etc.)</i>).
Vendor/Landlord Name	Name of the landlord is REQUIRED input. If the name on the payment was not the landlord name, please include both the landlord name and the name the payment was made to.
Billing Support might reach out and request additional or missing information via email to the person submitting the form.	