**Housing Assistance Payment Process for CM’s and PA’s**

This information is for case managers and personal agents who have had a client approved for Housing Assistance funds through Multnomah County Intellectual and Developmental Disabilities.

**Required Documentation:**

* Forms Packet: You have been provided with a forms packet that will need to be completed in order for the assistance check to be issued.
* All adults will need to sign the forms, unless otherwise indicated.
* W9: Unless you are informed that the W9 form is not needed, you will need to have the W9 completed by the vendor/property that is to be paid. It is the last page of the forms packet.

**Promissory Letter:**

* A promissory letter can be sent to the vendor/property being paid upon request. Please contact [iddhousingassistance@multco.us](mailto:iddhousingassistance@multco.us) if a promissory letter is needed and provide contact information (fax/email address).

**When will the check mail out?**

* Forms due Wednesday’s at noon: The completed forms packet is due by noon on Wednesday’s in order for the check to mail out the following Wednesday. This cycle repeats weekly.
* Holiday’s may cause delays in the payment schedule.
* Manual Delivery: If there is a need for the check to be picked-up and manually delivered by the CM, PA, or paid provider on the Wednesday it is to be printed, the check can be held at our office for manual delivery upon request. This request must be made at the time the documentation is submitted the week prior to the check being printed.