

MIAMI-DADE COUNTY HOMELESS TRUST

POLICY & PROCEDURES

POLICY NO: HT002

SUBJECT: HOTEL/MOTEL PROCEDURES

EFFECTIVE DATE: 10/1/14

REVISED DATE:

PURPOSE: The purpose of this policy is to define the process for managing family referrals placed into hotel/motel when other resources are unavailable.

SCOPE: Miami-Dade County, Housing and Services Continuum of Care

PROCEDURES:

1. Families with minor children calling the homeless helpline, who allege not having alternative housing resources, will be assessed by a mobile outreach team prior to the next working day.
2. Mobile outreach teams provide homeless verification, complete a Family Vulnerability Index-Service Prioritization Decision Assistance Tool (F-VI-SPDAT), and generate appropriate referrals. Upon verification of homelessness, mobile outreach teams will coordinate placement of the family into emergency shelter. If emergency shelter is unavailable, and funding resources are available, mobile outreach may place families with minor children into a hotel/motel and provide the targeted service referrals specified below.
 - a. HMIS service referrals
 - i. Hotel/Motel
 - ii. Chapman Hotel Case Manager
 - iii. Emergency Housing
 - iv. Transitional Housing*
 - v. Rapid Re-Housing*
 - vi. JCS - Employment Services
 - vii. Legal Services
 - viii. PSH waiting list (when scoring 12 or more on F-VI-SPDAT)*

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- b. Other services referrals include but are not limited to:
- i. Relocation assistance* may be offered to families who have verifiable support systems willing to house them outside of Miami-Dade County.
 - ii. Placement at a local Domestic Violence Shelter
 - iii. The Children's Trust - Service Partnership TANF*
 - iv. Child Support*
 - v. Child Care
 - vi. Supplemental Nutrition Assistance Program (SNAP)
 - vii. Child Abuse and Neglect Hotline*
 - viii. Child Support Enforcement*

*based on eligibility

3. Eligible, families with minor children who are experiencing homelessness must meet the following criteria for hotel/motel placement:
- i. Reside in a place not meant for habitation;
 - ii. Household must contain a minor child or children;
 - iii. Lack other support systems such as family and friends, which can provide immediate housing. Mobile outreach staff will contact local DV Shelters to determine if individuals fleeing domestic violence, dating violence, human trafficking, sexual assault or stalking, are eligible and appropriate for placement in shelters designed and dedicated to serve this population .
 - iv. A household member provides evidence they are living with a medical or physical disorder that may either medically compromise the residents of a shelter, or themselves.
4. A family is ineligible for extensions at the hotel/motel if they refuse alternative placement options or are not following through with referrals and or a case plan.
5. The Outreach Family Coordinator will schedule a case staffing when duplicate requests for hotel/motel placement occur within the calendar year. At a

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minimum, the designated Hotel/Motel Case Manager and the Homeless Trust Executive Director (or their designee) will participate in the case staffing.

Whenever appropriate the DCF liaison for Abuse and Neglect will be included in the case conferencing.

TOOLS: Wellsky-HMIS
F-VI-SPDAT