

Back@Home List of Reimbursable Expenses *(Version 5)*

I. FINANCIAL ASSISTANCE (CLIENT EXPENSES)

Reimbursable Expense	Pre-Approved Payment Caps and Utility Allowances	Supporting Documentation Requirements	Notes
Application Fee	\$100/adult household member	Receipt for payment	The program can pay more than one application fee per adult per unit.
Document Fee	\$200/household member	Receipt for payment	Expense incurred to obtain identification documents such as birth certificates, social security cards, drivers licenses, etc.
Security Deposit	Two month's rent	<ul style="list-style-type: none"> Executed lease w/security deposit amount Receipt with breakdown for security deposit 	Amount paid must match amount of security deposit on lease.
Administrative Fee (charged by owner)	\$200	<ul style="list-style-type: none"> Receipt for payment 	This fee is a one-time fee charged by owners at the time of leasing in addition to the security deposit.
Renter's Insurance	\$15/month (\$180/year)	<ul style="list-style-type: none"> Renter's insurance policy with cost Receipt for payment 	If renter's insurance policy does not include cost, provide other supporting documentation.
Rent Arrears	\$500	Receipt for payment	If receipt does not specify payment is for rent arrears, provide a note to file stating as such and upload with the receipt.
Initial Rent	<ul style="list-style-type: none"> 110% FMR and Rent Reasonableness Pro-rata share of first month's rent is capped by the calculation method described on pg. 2.) 	<ul style="list-style-type: none"> Executed lease with rent amount Receipt for payment Debarment check Rent Reasonableness (write in FMR on document) Passed HQS Inspection Report 	<ul style="list-style-type: none"> Canceled checks and bank statements must be kept on file in case of audit. If the owner checked for debarment is not named on the lease, rehousing agencies must upload documentation with the lease that the person/entity on the lease is authorized to collect rent on the owner's behalf e.g. letter from owner, copy of management agreement. See Rental Assistance Information below for more details.
Ongoing Rent	See above	<ul style="list-style-type: none"> Continued Tenancy Certification form Receipt for payment Continuation waiver approval 	<ul style="list-style-type: none"> Canceled checks and bank statements must be kept on file in case of audit. Use the certification form created for the Back@Home Program. See Rental Assistance Information below for more details. Late fees incurred on or after 1/1/2019 are not eligible for reimbursement. Continuation waiver approval (PDF of approval email) is required with each request post 6-months.

FINANCIAL ASSISTANCE (CLIENT EXPENSES) CON'T

Reimbursable Expense	Pre-Approved Payment Caps and Utility Allowances	Supporting Documentation Requirements	Notes
Utility Arrears	\$500	Receipt for payment	If receipt does not specify payment is for utility arrears, provide a note to file stating as such and upload with the receipt.
Utility Deposit	\$500 for all utility deposits combined	<ul style="list-style-type: none"> Executed lease Receipt for payment 	<ul style="list-style-type: none"> If receipt does not specify payment is for a deposit, provide a note to file stating as such and upload with the receipt. If more than one utility deposit is paid on a tenant's behalf, submit one reimbursement request for the total amount of deposits paid.
Ongoing Utility Allowances	Electric/Gas: 1BR - \$150, 2BR - \$250, 3BR - \$350 Water/sewer: \$100	<ul style="list-style-type: none"> Continued Tenancy Certification form Copy of Utility Statement 	<ul style="list-style-type: none"> Canceled checks and utility statements must be kept on file in case of audit. Use the certification form created for the Back@Home Program. Household responsible for utility amounts above allowance caps. For shared housing use the utility allowance associated with the number of bedrooms leased by the tenant.
Move-In Assistance	See Move-in Assistance Policy	<ul style="list-style-type: none"> Itemized list of purchases and expenses Receipt for payment 	Move-in assistance expenses are eligible for reimbursement if purchased before Walmart orders began or after 1/20/19.

**Rehousing Agencies may be reimbursed for performing HQS inspections in-house or paying for HQS inspections in some circumstances. Preference is that Rehousing Agencies use the Inspection Company contracting with the State.*

II. STAFF HOURS AND ADMINISTRATION (NON-CLIENT EXPENSES)

Non-client expense types are referred to as "Staff Hours and Administration: Non-Client Expenses" in the Back@Home Portal System. Rehousing Agencies must submit one reimbursement request for all non-client expenses for each month. Rehousing Agencies must complete the **Agency SA Summary Excel workbook** and upload it and other supporting documentation in the Back@Home Portal System.

Reimbursable Expense	Supporting Documentation Requirements*	Notes
Staffing (Listed as <i>Housing Services Cost</i> in portal system)	<ul style="list-style-type: none"> Paystubs Timesheets 	Amount of time expensed to Back@Home on timesheets must match what is entered in the Agency SA Summary workbook.
Mileage	Agency mileage log or other type of mileage documentation	
Operating	No documentation requirements for the portal reimbursement system.	Invoices, receipts and canceled checks must be kept on file in case of audit.
Administration	<ul style="list-style-type: none"> Paystubs 	

****A monthly Agency SA Summary workbook must be uploaded once for each month that non-client expense reimbursement requests are submitted.***

ADDITIONAL FINANCIAL ASSISTANCE (CLIENT EXPENSES) INFORMATION

Pre-Approved Payment Cap Waiver Requests

Rehousing Agencies must request waiver approval from NC DHHS for all client financial assistance expenses exceeding the pre-approved payment caps. Please send waiver requests to Erika Ferguson at erika.ferguson@dhhs.nc.gov using the *Back@Home Waiver Request Form* **or** by providing sufficient information in the body of a waiver request email for DHHS to render a decision. A PDF of the waiver request form and DHHS email approval **or** a PDF of the email chain including DHHS approval must be uploaded with each applicable request for reimbursement in the Back@Home Portal System.

Rental Assistance Information

1. **First Month Pro-rata Rent Calculation Method** (effective 2/1/19)

To calculate pro-rata rent, divide monthly rent by the # of days in the move-in month and multiply by the # of days the tenant possesses the unit. If the landlord charges higher first month's pro-rata rent, Rehousing Agencies should pay the landlord the standard program pro-rata rent, and **the tenant pays the landlord the difference.**

2. **Shared Housing** (effective 4/19/19)

In most shared housing situations, Fair Market Rent (FMR) for a household in shared housing is the pro-rata share of the FMR for the shared housing unit size as calculated by dividing the number of bedrooms rented by the assisted household by the total number of bedrooms in the unit. (Utility allowance is calculated the same.) **In limited circumstances a shared housing situation may instead use the Single Room Occupancy (SRO) FMR.** To qualify as an SRO, the shared housing situation must have the following characteristics: there is only one person per bedroom, each household holds a separate lease and all bedrooms in the housing unit must qualify as SROs. The SRO FMR is 75% of the efficiency (aka 0 bedroom) FMR and the utility allowance is 75% of the efficiency (0 bedroom) utility allowance. (See <https://www.ncceh.org/media/files/files/1fd93bc4/back-home-shared-housing-policy-4-19-19-1-.pdf> for the full *Back@Home Shared Housing Rent Calculation Policy.*)

3. **Individuals with non-Back@Home Rental Assistance** (effective 4/1/19)

Back@Home does not help households pay their portion of rent should they have rental assistance through another program. If households have trouble paying their tenant rent share, Rehousing Agencies should explore rental assistance program hardship provisions. Back@Home funds may be used to pay expenses like security deposits, if the other rental assistance program does not cover the expense.

4. **Rental Assistance Continuation Policy** (effective 4/1/19)

The Back@Home Program helps stabilize households by providing up to 6 months of rental assistance. Rental assistance continuation may be requested for households that need an extension before taking over rent payments or moving to a longer-term housing support program.

- Rehousing Agencies must submit a continuation request by the 15th of the household's 5th month of rental assistance (see chart below).
- See <https://www.ncceh.org/files/10075/> for the full *Back@Home Continuation Policy.*

Rental Assistance Continuation Request and Approval Chart

First month of assistance	Sixth month of assistance	Month when continued assistance requires continuation approval	Due date for continuation request	Due date for continuation request approval/denial
October, November, December 2018	March, April, May	June	May 22, 2019*	May 31, 2019
January	June	July	May 22, 2019*	May 31, 2019
February	July	August	June 15, 2019	June 30, 2019
March	August	September	July 15, 2019	July 31, 2019
April	September	October	August 15, 2019	August 31, 2019
May	October	November	September 15, 2019	September 30, 2019
June	November	December	October 15, 2019	October 31, 2019
July	December	January	November 15, 2019	November 30, 2019
August	January	February	December 15, 2019	December 31, 2019