

Houston EMA/HSDA Ryan White Part A Service Definition
Emergency Financial Assistance – Other
(Revised April 2020)

HRSA Service Category Title:	Emergency Financial Assistance
Local Service Category Title:	Emergency Financial Assistance - Other
Service Category Code (RWGA use only):	
Amount Available (RWGA use only):	
Budget Type (RWGA use only):	Hybrid
Budget Requirements or Restrictions:	<p>Direct cash payments to clients are not permitted. It is expected that all other sources of funding in the community for emergency financial assistance will be effectively used and that any allocation of RWHAP funds for these purposes will be as the payer of last resort, and for limited amounts, uses, and periods of time. Continuous provision of an allowable service to a client must not be funded through EFA.</p> <p>The agency must set priorities, delineate and monitor what part of the overall allocation for emergency assistance is obligated for each subcategory. Careful monitoring of expenditures within a subcategory of "emergency assistance" is necessary to assure that planned amounts for specific services are being implemented, and to determine when reallocations may be necessary.</p> <p>At least 75% of the total amount of the budget must be solely allocated to the actual cost of disbursements.</p> <p>Maximum allowable unit cost for provision of food vouchers or and/or utility assistance to an eligible client = \$xx.00/unit</p>
HRSA Service Category Definition (do not change or alter):	Emergency Financial Assistance - Provides limited one-time or short-term payments to assist the RWHAP client with an emergent need for paying for essential utilities, housing, food (including groceries, and food vouchers), transportation, and medication. Emergency financial assistance can occur as a direct payment to an agency or through a voucher program.
Local Service Category Definition:	Emergency Financial Assistance is provided with limited frequency and for a limited period of time, with specified frequency and duration of assistance. Emergent need must be documented each time funds are used. Emergency essential living needs include food, telephone, and utilities (i.e. electricity, water, gas and all required fees) for eligible PLWH.
Target Population (age, gender, geographic, race, ethnicity, etc.):	PLWH living within the Houston Eligible Metropolitan Area (EMA).

Services to be Provided:	<p>Emergency Financial Assistance provides funding through:</p> <ul style="list-style-type: none"> • Short-term payments to agencies • Establishment of voucher programs <p>Service to be provided include:</p> <ul style="list-style-type: none"> • Food Vouchers • Utilities (gas, water, basic telephone service and electricity) <p>The agency must adhere to the following guidelines in providing these services:</p> <ul style="list-style-type: none"> • Assistance must be in the form of vouchers made payable to vendors, merchants, etc. No payments may be made directly to individual clients or family members. • Limitations on the provision of emergency assistance to eligible individuals/households should be delineated and consistently applied to all clients. • Allowable support services with an \$800/year/client cap.
Service Unit Definition(s): (HIV Services use only)	A unit of service is defined as provision of food vouchers or and/or utility assistance to an eligible client.
Financial Eligibility:	Refer to the RWPC's approved <i>Financial Eligibility for Houston EMA Services</i> .
Client Eligibility:	PLWHA residing in the Houston EMA (prior approval required for non-EMA clients).
Agency Requirements:	Agency must be dually awarded as HOWPA sub-recipient work closely with other service providers to minimize duplication of services and ensure that assistance is given only when no reasonable alternatives are available. It is expected that all other sources of funding in the community for emergency assistance will be effectively used and that any allocation of EFA funding for these purposes will be the payer of last resort, and for limited amounts, limited use, and limited periods of time. Additionally, agency must document ability to refer clients for food, transportation, and other needs from other service providers when client need is justified.
Staff Requirements:	None.
Special Requirements:	Agency must: Comply with the Houston EMA/HSDA Standards of Care and Emergency Financial Assistance service category program policies.