



Veteran Advisory Committee - Meeting Minutes

Tue, Feb 26, 2019

- SSVF NOFA was submitted Feb. 22nd for Fiscal year 2020. Award announcement to come in later this year.
- We submitted the WellFargo Wins grant application and are pending results in June 2019
- Charity Cars donated and additional 2 cars for Veteran clients. Ceremony to take place April 2th at the Grand Hyatt in Orlando
- Wells Fargo in collaboration with United Way/Mission United will begin to hold financial workshops starting March 13th, 4 classes, 1 hour long every month. Please have clients sign up
- HOT SHEET- 50 units available for clients. I will send the hot sheet please do not share the link with any clients. If you wish to download the sheet and print you can do so using excel. If you have housing questions please reach out to Kerri Barglof kerri.barglof@hsncfl.org Housing Operations Manager at HSN or you can contact me as well daisy.corea@hsncfl.org.
- Mission United as a small fund for Veterans who need supplies for employment, such as tools, certificates, uniforms, license, etc.
- Please sign up for HMIS Advisory Committee meeting flyer is attached.
- HSN is hiring for a Data/Quality assurance specialist. Job description attached.
- Reminder we have a Veteran Seminole fund we can use to house homeless veterans in Seminole county only. Veteran CES referral process, attached is the referral form. Please fax the form and we will assign to an intake specialist to reach to the client.
- Diversion conversations are happening with clients and HSN will continue to provide trains for the community.
- Community Legal services is having an event for clients on March 6th flyer is attached.

 HOT HOT HOT SHEET!! 

Does your client need a 1 bedroom... we've got 'em!

Does you client need a unit that will accept their felony... we've got 'em!

Does you client need a unit that will accept them without income, a eviction and a felony... believe it or not, we've got those too!

These units are steaming, and HLT is boiling over with 50 unclaimed units!

Snag one of these hot potatoes using the new Hot Sheet!

<https://docs.google.com/spreadsheets/d/1kHVJoBNTrzDmtlF1m3pWHpiBRqjkb8nmpjf0yvqjeE/edit?usp=sharing>

Once a unit is claimed, HLT will remove it from the sheet- so please be sure to let HLT know if you have a client that is going to apply



VA Lake Baldwin Coordinated Entry HUB



For chronically homeless veterans, homeless veteran families living in their car or on the street, and Veterans who are precariously housed or at-risk of losing of becoming homeless:



****No Appointment or Referral Needed. Walk-ins Welcomed! Veterans must be eligibility requirements to qualify for this program**

Location: *Orlando VA: Lake Baldwin Outpatient Clinic*
5201 Raymond St. Orlando, FL 32803 Bldg. 507

Days: First & Third Friday's of the month
Time: 9:00 am—2:00 pm

2019 Dates

January 4 & 18, 2019
February 1 & 15, 2019
March 1 & 15, 2019
April 5 & 19, 2019
May 3 & 19, 2019
June 7 & 21, 2019

July 5 & 19, 2019
August 2 & 16, 2019
September 6 & 20, 2019
October 4 & 18, 2019
November 1 & 15, 2019
December 6 & 20, 2019

VA Point of Contact : *Rob Cravatta*

Email: robert.cravatta@va.gov

Phone Numbers: 407-205-4102 (Cell)



COMMUNITY
LEGAL SERVICES
of MID-FLORIDA

Veterans Wills Clinic

Osceola Council on Aging
700 Generation Point
Kissimmee, FL

**Pre-registration required to attend.
See reverse for details.*

**March 6,
2019**

**12:00 p.m. to
3:00 p.m.**



COMMUNITY
LEGAL SERVICES
of MID-FLORIDA

Free Veterans Wills Clinic

March 6, 2019
12:00 to 3:00 pm

Veterans can meet one-on-one with an attorney who will provide legal advice and draft wills. There is **no cost** to attend the clinic.

Pre-Register at:
clsmf.org/calendar/vet-center-wills-clinic/

**Pre-registration required for participation*

****Please note that SSVF should be viewed as a last resort, after exploring the available homeless, mainstream financial assistance, and income support resources.**

SSVF Referral Form - Page1

Please Read before submitting a referral.

Is the client homeless? Yes* No

***If yes, read Eligibility Criteria for Rapid Rehousing**

Is the client precariously housed? Yes* No

***If yes, read Eligibility Criteria for Homeless Prevention**

Eligibility Criteria for SSVF Homeless Prevention:

Veteran families who are presently in such permanent housing and applying for SSVF assistance must be assessed for: 1) Program eligibility (Stage 1), and 2) program targeting (Stage 2) using the VA's "SSVF Homelessness Prevention Screening Form" (version 2). Apart from meeting SSVF eligibility requirements for Veteran status and income, applicant families must minimally meet the following Stage 1 eligibility criteria to receive SSVF homelessness prevention assistance:

A. Be facing the imminent loss of their current primary nighttime residence (housing an individual or family owns, rents, or lives in with or without paying rent; housing shared with others; and rooms in hotels or motels paid for by the individual or family) within 30 days or less of applying for SSVF homelessness prevention assistance. ****Veteran will need eviction letter or 3 notice from landlord and/or property manager.**

B. Be at risk of becoming literally homeless but for SSVF assistance, meaning the Veteran family: - **Has no other residence; AND - Has no resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from becoming literally homeless.**

Eligibility Criteria for SSVF Rapid Re-Housing:

1) Categories 2 and 3 Eligibility (Rapid Re-Housing) SSVF's rapid re-housing assistance is intended for eligible Veteran families who are literally homeless as per definition bulleted below. Persons qualifying as literally homeless include persons who at the time of application or reassessment lack a fixed, regular, and adequate nighttime residence, including Veteran families who are: Staying in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; OR Staying in a supervised publicly- or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); OR Exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; OR Are fleeing or attempting to flee a domestic violence situation

****SSVF Assistance is not guaranteed and is determined on a case by case basis.**

Please ensure all necessary documents are sent completed.

****Please note that SSVF should be viewed as a last resort, after exploring the available homeless, mainstream financial assistance, and income support resources.**

FY 2018 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2018 Income Limit Area	Median Family Income Explanation	FY 2018 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Orlando-Kissimmee-Sanford, FL MSA	\$62,900	Very Low (50%) Income Limits (\$) Explanation	22,400	25,600	28,800	31,950	34,550	37,100	39,650	42,200
		Extremely Low Income Limits (\$)* Explanation	13,450	16,460	20,780	25,100	29,420	33,740	38,060	42,200*
		Low (80%) Income Limits (\$) Explanation	35,800	40,900	46,000	51,100	55,200	59,300	63,400	67,500

****SSVF Assistance is not guaranteed and is determined on a case by case basis.**

Please ensure all necessary documents are sent completed.

SSVF Referral Form

- Requesting Assistance with Homeless Prevention
 - Requesting Assistance with Rapid Re-Housing
 - VA ROI Attached ***Required**
 - RAPID REHOUSING ONLY:** Income **MUST** be less or at 50% AMI, client should be literally homeless. Veteran status must be verified.
 - HOMELESS PREVENTION ONLY:** Income **MUST** be less or at 50% AMI, client needs to be at imminent risk of being homeless, meet the Prevention threshold score of 19 on the Housing Prevention tool and provide self-sustainability.
 - HUD VASH (Rapid Rehousing Only):** Income **MUST** be less or at 30% AMI, if over 30% waiver is attached.
 - HUD VASH (Homeless Prevention Only)** Income **MUST** be less or at 30% AMI, if over 30% veteran is not eligible.
 - HUD VASH (Rapid Rehousing Only):** Referral packet completed and attached.
- https://www.va.gov/homeless/ssvf/index.asp?page=/official_guide/forms

Client Name: _____ Date: _____

Client Phone Number: _____ Last Four SSN: _____

Alt. Contact Information: _____

Client e-mail address: _____

****Please note that SSVF should be viewed as a last resort, after exploring the available homeless, mainstream financial assistance, and income support resources.**

SSVF Referral Form - Page3

Veteran discharge status: Honorable Dishonorable Other than Honorable Uncharacterized

Type of service requested: Housing Employment Legal

Is client in housing? Yes No Other _____

Behind on rent? Yes No **Amount Due:** _____

Behind on utilities? Yes No **Amount Due:** _____

Has client received eviction? Yes No **Amount Due:** _____

Number in household: Adults _____ **Children (Under 18)** _____

Pets (Quantity & Type): _____

Is client homeless? Yes No (*See Eligibility Criteria for SSVF Rapid Re-Housing Section 1 for Homeless Definition)

How long has client been homeless? _____

Has the client applied for HUD VASH? Yes No

Has the client qualified for HUD VASH? Yes No

Where did client stay last night? _____

Does client have income? Yes No

Income Source: _____

Income Amount \$ _____ Weekly Monthly Yearly

Referring Agency: _____ **Contact Person:** _____

Agency phone number: _____

Forward to:

SSVF (Orange, Seminole, Osceola, & Lake County)

Attn: VA SSVF Referral

Fax Number: 407-893-5299

Build Financial Health, Confidence and Stability through Workshops

Veteran Community Financial Health Workshop Series

Presented by:



Financial Health Rule of Thumb: No matter where you are in life, you can always benefit from improving your financial health.

Heart of Florida United Way's MISSION UNITED has partnered with Wells Fargo to provide a 4-part workshop series for the Veteran community focusing on the key steps to financial health. This workshop series will provide tips and tools on how to take simple steps to help better manage your money today; and be able to save for long-term goals. Participants are encouraged to attend all four workshops.

The Financial Health Workshop Series Covers:

Learning new habits

From paying yourself first to tracking your spending and paying your bills on time; learning how to develop money management habits will improve your financial outlook.

Budgeting and saving

It's never too soon or too late to save, learn how to effectively manage your money to reach your financial goals by setting aside funds for the future based on your current and future financial needs.

Managing your Credit

Enhance your credit management skills by understanding how credit works and how to use credit effectively.

Protecting Your Identity

Help protect yourself by learning ways to avoid identity theft and fraud.

Important Information

What: Financial Health Workshop Series

When: Mar 13; Apr 23; May 22; Jun 26

Time: 5:30pm-6:30pm

Where: Heart of Florida United Way

1940 Traylor Blvd

Orlando, FL 32804

To Register: Contact Don Pendleton, MISSION UNITED Case Manager at 407-849-2375 or email missionunited@hfuw.org



Position: Data/Quality Assurance Specialist, SSVF
Classification: Non-Exempt
Salary: \$35,000- \$40,000
Reports to: Program Manager, Veteran Services (SSVF)
Supervises: N/A
Location: HSN
How to apply: Email Cover Letter and Resume to hsnteam@hsncfl.org

Summary: The Supportive Services for Veterans Families (SSVF) program is a rapid rehousing program designed to serve very low-income, primarily homeless Veterans and Veteran families. The program assists Veterans in exiting homelessness to permanent housing and in maintaining a permanent housing placement. Services provided for Veterans includes include street and venue-based outreach, case management, permanent housing placement, and assistance in whatever benefits the Veteran is eligible for. This program is a Housing First program that emphasizes Critical Time Intervention and Progressive Engagement, with the goal of (1) ensuring that no Veteran is ever forced to live on the street (2) ensuring that homelessness is rare and brief and that (3) there are a low percentage of veterans who return to homelessness after being served.

In collaboration with the Program Manager and other Program Management staff in Housing and Transitional programs, the Data/Quality Assurance Specialist will be involved in conducting audits, execute data reports on HMIS or excel, conduct focused data reviews, conduct SSVF specific training, and monitor SSVF work flow. Assist in and prepare for, program yearly audit/monitoring review.

SSVF engages veteran households through our existing collaborative networks throughout the CoC, with specialized outreach through the coordinated entry system, and involvement in supporting placements in our permanent supportive housing, rapid rehousing and transitional housing.

This position represents an exciting opportunity to support the development of a growing and successful program for the organization, with extensive opportunities to collaborate both externally and internally within the organization.

This position will work collaboratively with direct services providers and outreach staff, who work with both sheltered and unsheltered homeless Veterans. Providers and outreach staff support veterans in finding and retaining housing pursuant to the SSVF program and as needed provide them with intensive case management. Weekly work schedule will be flexible and may require some evening and weekend hours. This position requires the use of a reliable personal vehicle to drive to various program sites each day. This position is based in Orlando, FL and will require some travel within the Central Florida area.

MISSION:

Homeless Services Network of Central Florida empowers men and women who served in the military, and their families, to lead productive and fulfilling lives. This position is critically important to the success of placement outcomes for the Rapid Re-housing, Grant Per Diem and Permanent Supportive Housing programs.

Job Duties:

- Support the Program Manager in the day-to-day operations of the SSVF program including data and outcomes reporting.
- Reviews and approves sub-contractor SSVF intake files for program eligibility. Ensure that clients receive appropriate services as required by our SSVF contracts.
- Maintain files and statistical information in conjunction with the administrative offices and prepare program statistical reports to comply with government and foundation contracts.
- Responsible for all program reporting, maintain files and statistical information, and prepare program statistical reports to comply with government and foundation contracts.
- In collaboration with the Program Manager, train and evaluate all SSVF program staff on data quality.
- Review HMIS forms for errors and consistency issues; troubleshoot issues with staff.
- Interact with case management staff to request missing HMIS paperwork and follow up with staff to ensure all data is entered correctly.
- Coordinate Veteran Registry meetings. Develop and maintain By Name List in coordination with the VA and Program Manager.
- Assist with audits and monitoring sub-contractors data and files.
- Assist/prep for annual SSVF monitoring
- Generate regular HMIS monthly program reports and upload to VA after Program Manager review. (Backup to Program Manager)
- Assist Program Manager with the preparation of Quarterly Reports.
- Create additional tracking systems and generate reports on an as-needed basis for funding and reporting purposes.
- Maintain Benchmark By-name list report to maintain and or meet the federal benchmarks.
- Create and update program workflows.

Job Requirements:

- Associate's degree required, BA preferred or at least 5 years of comparable experience.

- Experience in database reporting and data entry required.
- Proficiency in Microsoft Office Programs and databases. Strong Excel skills required.
- Veteran program knowledge preferred.
- Experience in Veterans programming and/or rapid re-housing programs preferred, especially as it relates to the provision of housing and housing stabilization services to homeless veterans and extremely low income households.
- Ability to interact in a supportive and professional manner with staff and clients of diverse cultural and economic backgrounds.
- Must possess excellent organizational skills, initiative and follow-through; must be detail-oriented.
- Ability to set priorities, meet deadlines and work in an orderly manner in a busy environment with minimal supervision.
- Excellent written and oral communication skills.
- Ability to maintain professional conduct, attitude and appearance at all times.
- Capacity to work independently as well as part of a team.
- Attend all staff and training meetings as required.
- Perform other tasks as required.
- Exercise responsibility appropriate to the position and delegated authority.
- Be responsible for actions and decisions.
- Conduct business in accordance with the Employee Handbook, exercising sound judgment and serving the best interests of the agency and the community.
- Commit yourself to treating each community member with respect and dignity.
- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary.

This job description in no way states or implies that these are the only duties to be performed by the employee. He/she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Homeless Services Network of Central Florida is firmly committed to equal employment opportunities. We invite applications from all qualified candidates regardless of race, gender, ethnicity, sexual orientation, age or physical disability.