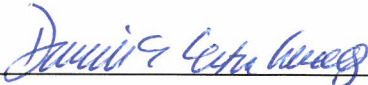


DAUPHIN COUNTY MH/A/DP PROGRAM HOMELESS ASSISTANCE PROGRAM POLICY AND PROCEDURE

Program: <input checked="" type="checkbox"/> Bridge Housing <input checked="" type="checkbox"/> Case Management <input checked="" type="checkbox"/> Emergency Shelter <input checked="" type="checkbox"/> Rental Assistance	Policy No. <u>20-04</u> Effective Date <u>April 1, 2020</u> Revision Date _____ Approved 
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Title: HAP Waiver Requests

Policy: Requests for exceptions to any of the requirements and guidelines contained in the HAP Instructions and Requirements (I&R) must follow proper protocol.

Definitions:

HAP Client: any individual/household that has been deemed eligible for HAP services and enrolled in a program.

HAP I&R: manual providing operational guidance for the Pennsylvania Department of Human Services (DHS) Homeless Assistance Program (HAP).

HAP Providers: all providers/agencies that are under contract with Dauphin County to provide HAP services.

Waiver Request: method of requesting an exception to a HAP requirement or guideline.

Procedure:

1. A HAP Provider seeking an exception to a requirement or guideline in the HAP I&R must submit in writing the following documentation to the County:
 - A. Justification for the request

POLICY AND PROCEDURES

Homeless Assistance Program

Waiver Requests

Page 2 of 2

- B. A citation of the requirement the HAP Provider would like the County to waive
- C. The alternative proposed as a substitute for the waived requirement
- 2. The County will consider the request and if required, will submit the request to DHS for approval
- 3. The County and/or DHS will provide a written decision to the HAP Provider within 30 days