


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS  
POLICY & PROCEDURE**

	<b>SUBJECT:</b>	Programs
	<b>P &amp; P #:</b>	L-201
	<b>TITLE:</b>	Reentry Housing Programs
	<b>EFFECTIVE DATE:</b>	November 2, 2019
	<b>REVIEWED BY:</b>	<i>Darlene Jolly</i> Darlene Jolly, Work Release Reentry Supervisor
	<b>REVIEWED BY:</b>	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
	<b>AUTHORITY:</b>	<i>Jack Kavanagh</i> Jack Kavanagh, Director

**POLICY:** It shall be the policy of the Howard County Department of Corrections (HCDC) to enhance long term public safety by assisting individuals being released with possible housing options utilizing grant funded housing programs where possible. The Department shall work closely with government and community agencies to provide these services in a manner that ensures protection of personal identifying client information; compliance with all Federal, State and local non-discrimination and equal opportunity requirements; provision for all with limited English proficiency; and non-discrimination to families with children under 18 years old.

**REFERENCES:** HCDC Policy L-200 Reentry Program.

**DEFINITIONS:**

**CSHS:** Coordinated System of Homeless Services.

**DCRS:** Department of Community Resources and Services.

**ES:** Emergency Shelter.

**FFA:** Flexible Financial Assistance funding through Howard County Government.

**HCRS:** Howard County Reentry Services.

**HMIS:** Homeless Management Information System.

**HSG:** Homeless Solutions Grant funding through MD/DHCD/HUD.

**MATG:** Medication Assisted Treatment Grant funded through the Governor's Office of Crime Control and Prevention (GOCCP).

**RCM:** Reentry Case Manager.

**RRH:** Rapid Rehousing.

**RSG:** Reentry Services Grant funded through the Governor's Office of Crime Control and Prevention.

## **PROCEDURES:**

### **I. Housing Assistance**

- A. The Reentry Program has opportunities to aid with housing. This assistance requires that the individuals meet the requirements of the funding agency. Possible funding sources include:
1. Emergency Solutions Grant (ESG) Funding through HUD, which may include street outreach, emergency shelter, rapid rehousing or rental assistance as funding is available.
  2. Flexible Financial Assistance (FFA) Funding through Howard County Government;
  3. Reentry Services Grant (RSG) Funding through the Governor's Office of Crime Control and Prevention;
  4. Medication Assisted Treatment Grant (MATG) through the Governor's Office of Crime Control and Prevention for individuals participating in that program;
  5. Other programs with housing components such as employment/residential programs; sober living; disenfranchised youth; and those qualifying for mental health programs.
- B. The Reentry Program shall work closely with other agencies and staff to ensure that individuals meet the requirements of the funding agencies.
- C. Reentry Staff shall explain to each client the program requirements and provide each housing client with a Housing Participant Agreement which shall be signed and a copy maintained on file and provided to the client. The Housing Participant Agreement includes information about the appeals, grievances and termination procedures.

### **II. Eligibility**

- A. To be eligible for general assistance an offender must be a reentry client. This assistance may include funding through RSG or MATG.
- B. To be eligible for specific homelessness funding services the client must:
1. Meet the literally homeless criteria as defined by HUD;
  2. Be a Howard County resident; and
  3. Be 18 years or older.
- C. Should there be a client under 18, other resources shall be investigated.

### **III. General Housing Procedures**

- A. All information collected shall remain confidential and kept in a locked file.

Information shall not be released unless there is a signed release of information. Staff are required by HCDC Policy A-007 to maintain confidentiality of information.

- B. HCDC maintains non-discrimination and equal opportunity requirements as specified in HCDC Policy H-736 Limited English Proficiency.
- C. HCDC shall not discriminate against families or children under the age of 18 when considering clients for any housing programs.
- D. HCDC shall follow the County's HMIS policy and procedures regarding timely data entry. It is recognized that the HMIS is an important companion of the County and State information requirements; and therefore, staff shall strive to make timely, complete and accurate entries.
  - 1. All efforts shall be made to ensure HMIS records are updated by each RCM as soon as possible after engagement or event.
  - 2. The Work Release and Reentry Supervisor shall periodically review HMIS quality through use of HMIS reports and through random HMIS file selection and review. These reviews may take place at the time of Reentry Client Reviews. The Work Release and Reentry Supervisor may utilize other staff to assist.
  - 3. The Work Release and Reentry Supervisor, reentry staff and other assigned staff shall stay current with any changes in HMIS requirements through participation in HMIS work groups and other announcements.

#### IV. Admission Procedures

- A. At the time of acceptance, participants are expected to sign a Reentry Housing Participant Agreement attached as Appendix 1 (HCDC Form L-201a). A signed copy of which will be maintained on file and a copy provided to the client. This agreement serves as written notice of housing program acceptance.
- B. Participants shall be provided written notification of the appeals, grievances, and termination process. This is provided as part of the Reentry Housing Participant Agreement.
- C. For inmates/clients who are homeless, the RCM shall ensure that these persons are entered into HMIS as soon as possible, and at least prior to the request for funds to be used for Emergency Shelter (ES) and/or Rapid Rehousing (RRH). Where possible the HMIS entry may occur while the individual is awaiting release, as part of the development of the Community Case Plan.
  - 1. For quality assurance, at the Reentry Client Review Meetings, there will be a file review of any individual for whom shelter (or any housing) funds have been requested or used.
  - 2. Based on the quality assurance reviews the Work Release/Reentry Supervisor shall ensure that appropriate corrective actions are taken.

3. The quality assurance review shall include that all homeless clients (ES, RRH) have a completed Community Case Plan (a.k.a. Housing Case Plan) and that all other required forms have been completed including those required by DCRS and HMIS.

V. Appeals, Grievances, and Termination

- A. Candidates not selected for housing programs shall be notified in writing detailing the reason for denial. The candidate may appeal this decision to the Director.
- B. Candidates may make a written grievance or complaint to be submitted to the Director.
- C. Participants may be terminated if the participant violates the HC Reentry Services rules and requirements.
  1. Written notice will be given to the participant containing a clear statement of the reasons for termination.
  2. The participant will be provided an opportunity to present written or oral objections to Reentry staff and the Director.
  3. Prompt written notice of the final decision will be provided to the program participant.
  4. The Department's Community Case Plan, developed prior to release in most cases, shall be incorporated into HMIS by attachment.
  5. The HMIS process shall conform to those used by the County and the Work Release/Reentry Supervisor and reentry staff shall stay current with these processes.

VI. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

**ATTACHMENTS:** Appendix 1, HCDC Form L-201a Reentry Housing Participant Agreement.

**RESCISSIONS:** HCDC Policy L-201 Reentry Housing Program effective **November 2, 2018**, May 31, 2018, August 22, 2017.

## Howard County Department of Corrections

### Reentry Housing Participant Agreement

To be eligible to participate in the housing programs available through the Howard County Detention Center, a client must meet the eligibility requirements for the specific program that they will receive funding through. Each program may have different requirements.

1. This agreement serves as written notice of your acceptance for one of our programs.
2. You acknowledge that you will fully cooperate with reentry staff to ensure that you are following all rules and regulations as outlined in the Reentry Participation Agreement.
3. If you are not following the rules and regulation outlined in the Reentry Participation Agreement, you may be terminated from the program. If you are terminated from the program, a written termination notice will be provided to you.
4. If you feel that any decision is unfair you have the right to file an appeal of that decision or file a complaint. The procedures for filing a complaint or an appeal are listed in detail below.

#### **Appeals/Grievances**

A letter detailing the reason for the appeal and/or grievance and any evidence that supports the participant's claim is to be submitted to the Director within five (5) business days. The Director will review the information and evidence presented to ensure the participant has been treated fairly.

If the Director determines that the participant was treated unfairly and should be allowed to enroll or continue assistance through the program, the client will be notified within five (5) business days of receipt/grievance of the appeal letter and the caseworker will be notified of the decision.

If the decision to terminate/deny is upheld, the client will be notified in writing within five (5) business days of receipt/grievance of the appeal letter and the caseworker will be notified of the decision. In accordance with the Howard County Detention Center, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. Assistance will be provided to those with disabilities upon request to ensure that equal access to an appeal is available.

All information collected shall remain confidential and can only be released if a signed release of information is on file.

The Howard County Department of Corrections maintains non-discrimination and equal opportunity requirements.

HCDC shall not discriminate against families or children under the age of 18 when considering clients for our housing programs.

\_\_\_\_\_  
Reentry Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reentry Staff Signature

\_\_\_\_\_  
Date