



State Shelter Subsidy Grant (SSSG) Program

All-Grantee Presentation

Agenda

- Purpose of the SSSG Program
- General Information
- Definitions
- Expenses
- Payment Schedule
- Monitoring



Purpose of the SSSG Program

Provides operational funds to emergency shelter and motel voucher programs that have additional funding needs



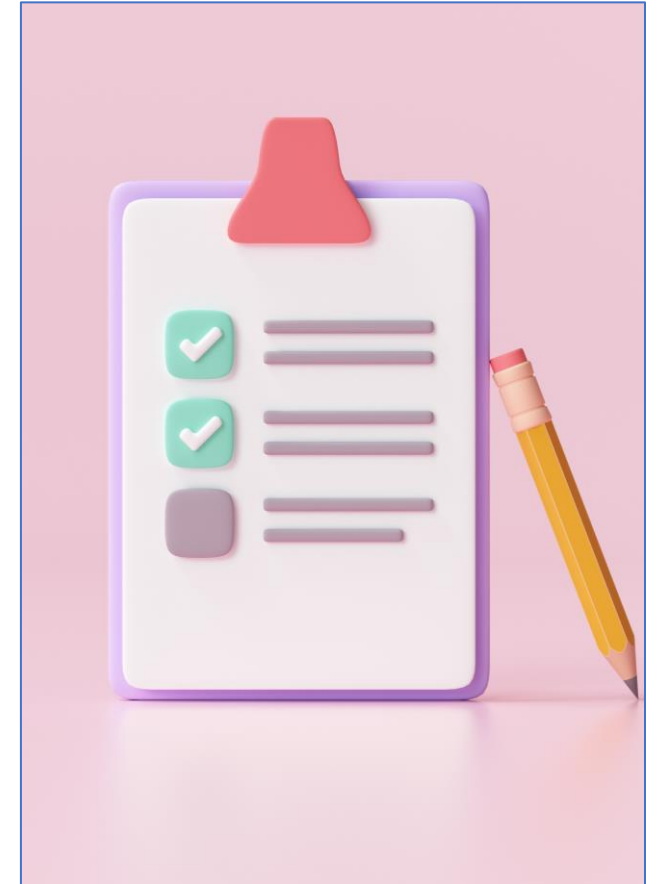
General Information (1)



- Approximately \$1.6 million of General Purpose Revenue is allocated to the SSSG program every year.
- Under the 2019 Wisconsin Act 76, the following criteria are required to determine SSSG awards:
 - Uses a coordinated system of services
 - Provides trauma-informed care
 - Provides opportunities to obtain employment, increase income, or increase hours worked
 - Utilization rate of each unit
 - Average shelter stay length

General Information (2)

- The 2019 Wisconsin Act 76 criteria has been incorporated into the SSSG application.
- SSSG awards are based on shelter nights and responses in the application.
- Must read each question thoroughly and address each item asked.
 - **Example:** Explain how case management services lead to self-resolution, connection to mainstream resources, and securing permanent housing.



Definitions: Emergency Shelter Services

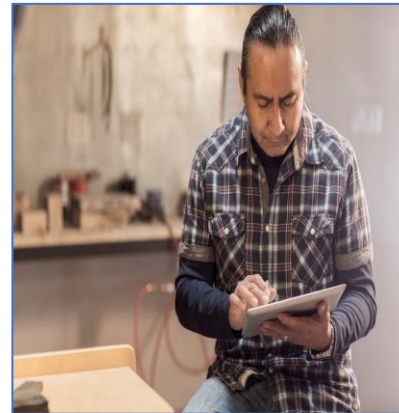


- Financially helps agencies provide persons with emergency shelter and supportive services such as:
 - Case management
 - Childcare
 - Education services
 - Employment assistance
 - Legal services
 - Mental health services
 - Outpatient health services
 - Transportation



Definitions: Client Eligibility

- Persons experiencing homelessness are eligible to receive emergency shelter under the SSSG program.
 1. Adults accompanied by minor children
 2. Adults who are pregnant
 3. Adults unaccompanied by minor children, but are the non-custodial parent
 4. Single adult or accompanied by other homeless adults
- Cannot fund domestic violence or runaway shelters.



Reimbursable Expenses



- Defrays a portion of emergency shelter program's operating costs.
- Eligible expenses include:
 - Insurance
 - Maintenance repairs
 - Motel vouchers
 - Staff salaries and benefits
 - Utilities
- Expenses must occur within the performance period.

Non-Reimbursable Expenses

- Funds may not be spent on:
 - Anything not specified in the SSSG contract
 - Alcoholic beverages
 - Items that could be construed as entertainment:
 - Social activities
 - Shows
 - Sporting events
 - Concerts
- Funding must be returned if used for non-reimbursable items.



Payment Schedule (1)

- Must draw on SSSG funds as reimbursement of actual reported expenditures.
- One payment request can be submitted each month.
 - Must be made by the 15th of each month, following the end of the previous month.



Payment Schedule (2)

- Payment requests must be submitted through the [Home Energy+ System](#).
 - One person designated as the invoice creator and another as the invoice approver.
 - Contact your agency's PMA if items need to be modified.
- If an agency cannot spend their SSSG funding, please notify DEHCR by the end of April.
- Final payment requests must be submitted no later than 60 days after the SSSG contract end date.



Payment Request Form

Dashboard **Contracts** Organization Contacts Reports

Edit Invoice Transactions Housing Invoice Search
 Delete Invoice

Invoice General

SSSG Invoice

Invoice Number 242 Invoice Status Draft
 Invoice Month Dec 2022 Invoice Type Regular Extraction Date

STAR Details

STAR Upload Status STAR Invoice Number STAR Invoice ID
 STAR PO Number

Contract

Contract Business
 Contract Number Contract Month 3 of 15

General Invoice Payment

Invoice Transactions

Line Items	SSSG
Operations	\$0.00
Totals	\$0.00

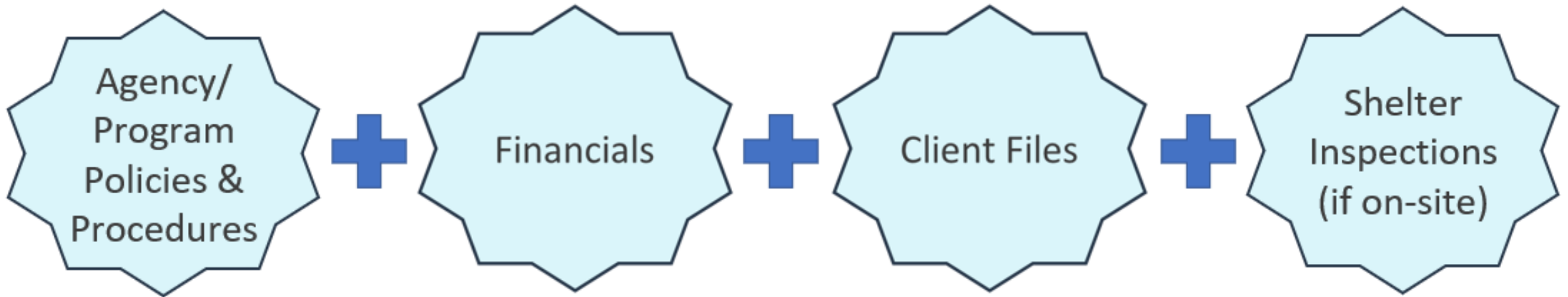
SSSG Expenditure Report

Line Items	Budget	Last Month Cumulative	Current Month	Year To Date	Balance
Operations	\$27,600.00	\$1,200.00	\$0.00	\$1,200.00	\$26,400.00
Totals	\$27,600.00	\$1,200.00	\$0.00	\$1,200.00	\$26,400.00



DEHCR Monitoring Overview

- Monitorings are conducted to ensure that SSSG programs are running smoothly, and all policies and procedures are being followed.



DEHCR Monitoring: What It Is and Is Not



- Designed to be a check-in tool between DEHCR and its grantees.
- An opportunity to correct concerns and re-establish compliance.
 - Not a disciplinary process



DEHCR Monitoring: Agency Policies & Procedures

Refer to the SSSG program manual for a list of required policies and procedures. Some key policies include:

Drug-Free Workplace Policy

Contracting agency be informed within 10 days that an employee has been convicted of a criminal drug violation in the workplace.



Accessibility Practices

Has resources to communicate with persons with limited English proficiency and disabilities including vision loss, hearing loss, learning disabilities, etc.



DEHCR Monitoring: Program Policies & Procedures (1)

Residency Requirements

Not required to be residents of the state or locality to receive emergency shelter; should not impact their allowed length of stay.



Involuntary Family Separation & Identification

Regardless of age, gender identification, sexual orientation, or marital status identifying as a family must be served as a family. Involuntary separation is not allowed.

Cannot require documentation of family composition, gender identification, or sexual orientation.



DEHCR Monitoring: Program Policies & Procedures (2)

Client Termination Policy

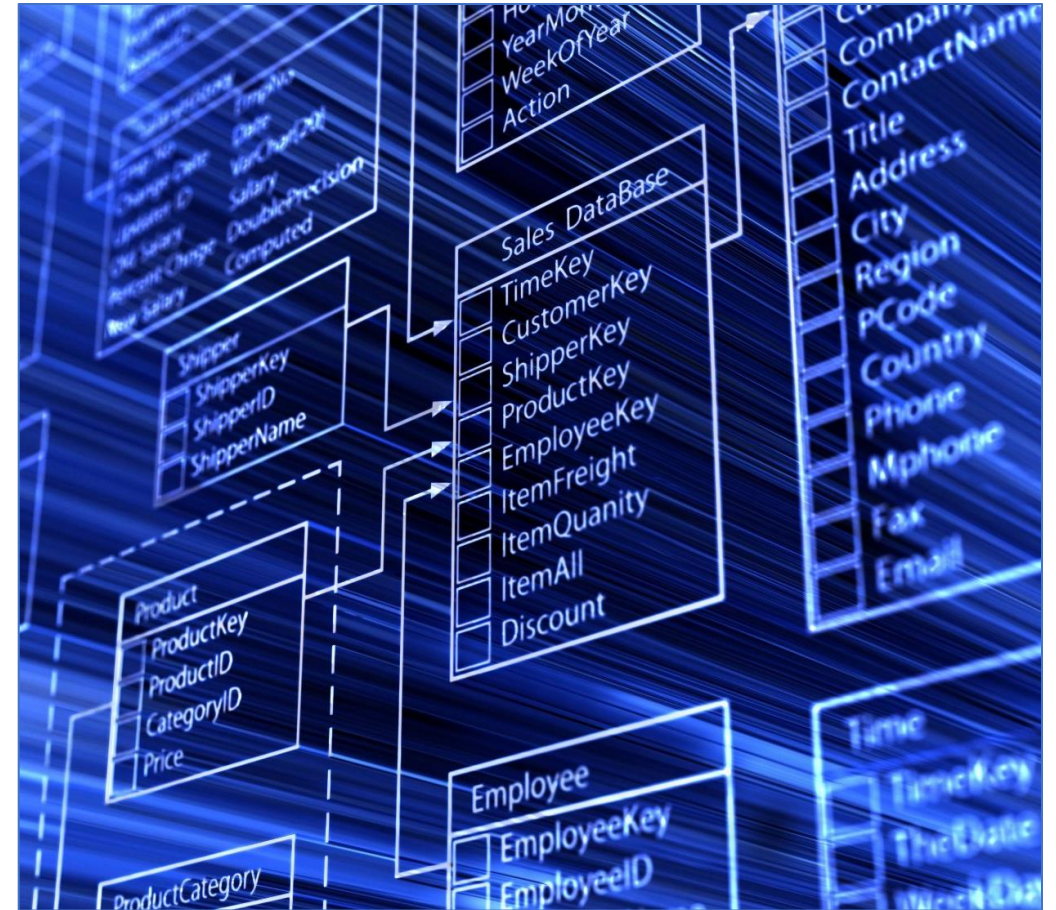
- Must include the following components:
 - Written notice with a clear statement of the reasons for termination.
 - Decision review with an opportunity to present objections to a third-party entity.
 - Prompt written notice of the final decision.
- Clients must sign the termination policy as acknowledgement.
- May terminate assistance if the program rules have been violated (only in the most severe cases).
 - Documentation must be included in their file
 - Can provide assistance at a later date



DEHCR Monitoring: Program Policies & Procedures (3)

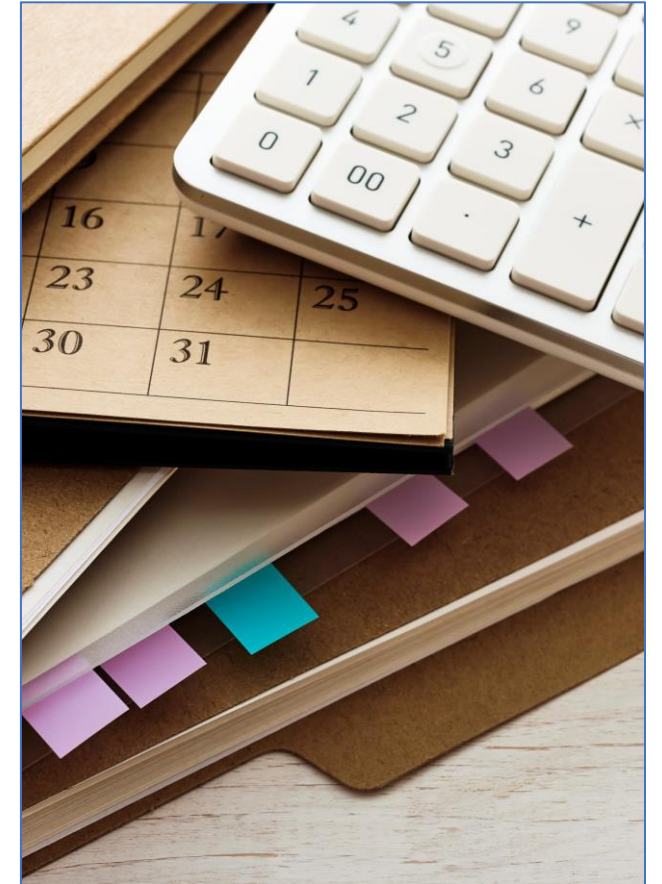
HMIS Requirements

- Emergency shelter programs must enroll clients in HMIS.
 - Needed to determine the number of shelter nights provided.
 - Calculate SSSG awards
 - Fulfilling data requests
 - Data entry and data cleanup is an essential practice.



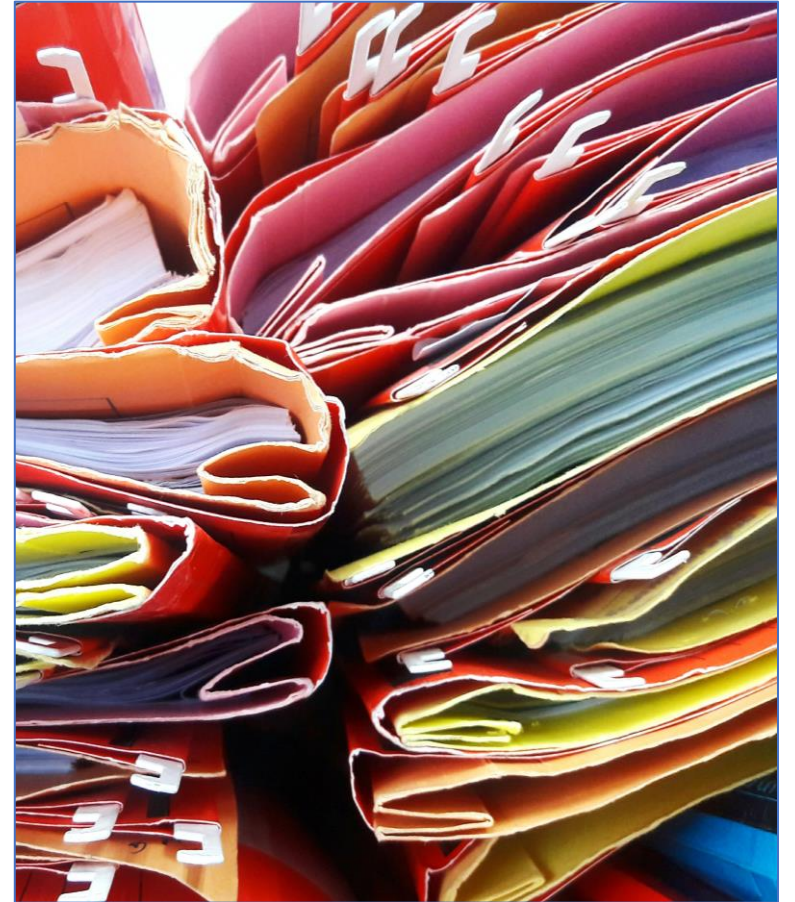
DEHCR Monitoring: Financials

- Documentation that shows how grant funds are managed and their method of tracking funding sources separately.
- DEHCR requests the following items:
 - Timesheets and payroll records
 - One month's worth of expenses
 - Itemized list
 - Back-up documentation



DEHCR Monitoring: Client File Selection

- Must provide a list of clients served by the SSSG program (identified by their HMIS ID and entry/exit dates).
 - Minimum of three client files
- Client files must be sent securely through OneDrive or other secure means.
- Do not provide social security cards, driver's licenses, and/or birth certificates.



DEHCR Monitoring: Client File Documents

- DEHCR provides a checklist of documents that must be included in each SSSG client file:
 - Intake/assessment form
 - Documentation of client's eligibility
 - Services provided
 - Termination policy & procedures
 - Certification of client's enrollment into HMIS
 - Referral and connection to mainstream resources
 - Motel stay receipt, if applicable

*DEHCR reserves the right to modify all elements.



DEHCR Monitoring: Shelter Inspections



- Emergency shelter location(s) will be subjected to a habitability inspection.
- **Goal:** To visit all emergency shelters that receive funding from Supportive Housing
 - Occur every five years



Additional Training

Home Energy+ System

- Available on the DEHCR SSSG webpage:
 - SSSG Payment Request
 - Profile Management Administrator (PMA) Basics



Homeless Management Information System (HMIS)

- Institute for Community Alliances:
 - Website: [Institute for Community Alliances – Wisconsin](#)



Contact Information



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(608) 261-7013



[DEHCR State Shelter Subsidy Grant \(SSSG\) Webpage](#)



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