



Residential Treatment Services

ROC Number: 29

Recovery Housing Scholarships- UPDATED May 2019

The Community Services Board has an Agreement with the Chris Atwood Foundation where certain individuals are able to access short term scholarships for housing at area Oxford Houses. The scholarships typically cover move in and first two weeks of rent. In special circumstances, funding for additional rent may be possible.

Procedure

1. Clients who are interested in Oxford House should research vacancies and attend Oxford House interviews per the normal process.
2. Once the individual has been accepted into an Oxford House, he/she should complete the Chris Atwood Foundation (CAF) Recovery Housing Grant Application. This can be found on the Chris Atwood Foundation website at www.thecaf.org.
3. The following items should be faxed to the Chris Atwood Foundation at **866-317-8334**
 - Recovery Housing Grant Application
 - Signed Consent to Authorize the release of information to and from the Chris Atwood Foundation
 - Recovery Housing Authorization Form. **This must be signed and approved by a CSB supervisor.** Please note, the initial authorization should be for a maximum of move in and 2 weeks rent.
 - The CSB Supervisor authorizing the expenditure is responsible to review the client's case. Individuals referred must display behaviors consistent with active work toward substance recovery and have a stated goal and plan of recovery.
4. The CAF Grants Manager will contact Oxford House and verify the individual has been accepted.
5. The CAF Grants Manager will notify the case manager listed on the authorization form of the outcome of the grant application. The case manager will ensure the client is aware of the outcome of the application.
6. If approved, the individual is able to move into the Oxford House on the agreed upon move in date.
7. After move in, the CAF makes agreed upon payment to Oxford House.
8. In the event that additional funds are needed to extend the time at the Oxford House before the individual is able to make payment himself/herself, the case manager must complete an additional Recovery Housing Authorization Form indicating the need for an additional two weeks of rental assistance and the reason why. The CSB Supervisor must authorize the expenditure for the additional 2 weeks. Please note that individuals are expected to work diligently to ensure they can pay for their housing. Only individuals who have been doing this should be considered for a funding extension.
9. The Authorizing CSB Supervisor is responsible to track individuals that receive Recovery Housing Grants. Copies of Recovery Housing Authorization forms for approved clients must be maintained for two years.
10. Monthly, The CAF will forward information to Peggy Cook regarding funds expended for the previous month. Peggy Cook will reconcile the report with program directors to ensure accuracy. Information will be shared with the CSB fiscal analyst.

Residential Treatment Services
Recovery Housing Scholarship Authorization
May 2019

Date: _____

Client Name: _____

Program: _____

Case Manager/Program Contact Name: _____

Case Manager/Program Contact Phone Number: _____

Program Main Phone Number: _____

Case Manager/Program Contact Email: _____

Recovery Housing Grant Requested (circle)

Move in cost only

Move in plus first two weeks

Other: Please Explain. Note:

Extension Request (please circle)

One week extension

Two Week extension

Explain reason for extension:

Explain individual's plans to be able to pay own housing costs after this time period:

CSB Program Supervisor Authorization _____

Date