



PREVENTION SERVICES & NAVIGATION (PSN) REFERRAL PROCESS

Effective: 1/31/24

Revision Date: 9/4/24

The goal of the Dakota County Prevention Services & Navigation (PSN) program is to provide robust navigation services to prevent eviction, resolve tenant issues, and maintain positive landlord relationships. Short term navigation services will be provided to assist in identifying resources and services that could be helpful to maintain housing stability.

This program has access to limited direct financial assistance (emergency rental assistance) funding through State and Local Affordable Housing Aid (SAHA/LAHA). System navigation will be provided to identify if other resources, such as Emergency Assistance or RentHelpMN, are available. It acknowledges the importance of connecting to services to maintain stability. The program does not provide rental subsidies or vouchers and is focused on assisting participants maintaining current housing. Ideally, this work will prevent homelessness and reduce the number of households entering the shelter system.

Eligibility:

To enroll in the Prevention Services and Navigation program, participants must meet and maintain the following eligibility requirements:

- Housed in Dakota County
- Meet criteria for imminent risk of homelessness
 - Notice of late rent or current past due rent
 - No other options available to resolve the crisis
- There must be a resolvable issue, such as temporary job or income loss, medical issue, or household circumstances that will allow housing stabilization with short-term assistance and navigation services most suitable to the program.
- Housing must be affordable ongoing. (There must be enough monthly net income to cover base rent)
- Housing stability must be resolvable with short-term assistance and services. This program is designed to be a short-term navigation services (generally those resolvable in less than three months), connection to resources, and does not provide on-going services.
- **Not** open to another Housing service provider or open to another county for financial or social services.
 - Exception to this are specific programs, as approved by the Prevention Supervisor (Rebecca Bowers), to align with prevention priorities (see below).
- Prevention Services funding has not been used in the past 12 months.
 - Exception to this are major changes in circumstances (i.e. medical crisis, death of partner, etc), as approved by the Prevention Supervisor (Rebecca Bowers).
- **Maximum amount owing must be \$4000 or less.**
 - Exception: HH already has a guarantee letter for the remaining balance or they have the funds to pay the excess amount. The HH must make the payment prior to PSN approval.
- Minimum amount owing must be more than \$750.

- Exception: HH is not eligible for ECA because they've already used it within the last 12 months. Denial would be required.
- Household income is below 80% AMI (See AMI Chart below)

| Household Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|------------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|
| Income Cap (80%) | \$68,500 | \$78,250 | \$88,050 | \$97,800 | \$105,650 | \$113,450 | \$121,300 | \$129,100 |

Referrals and prioritization will be accepted as follows:

1. The Prevention program currently prioritizes referrals from specific programs on a capacity available basis. Currently referrals are accepted from the Eviction Court, CDA for tenants with pre-eviction notices, Housing Resource Line, Cahill Place, and the Embedded Social Worker program.
2. If additional capacity is available, Rebecca Bowers (Prevention Supervisor) will contact referral sources for additional referrals.
3. Referrals must be completed and submitted by the referring Social Worker.
4. Supervisor will confirm acceptance with referring Social Worker, screen referrals for eligibility and request verifications (ROIs and 3rd party verifications via DocuSign).

Ineligible Households:

Participants/households ineligible include the following:

- A participant/household who is homeless or couch-hopping
- Open to another county for financial or social services or open to another housing service provider.
- Households who:
 - Have not made a payment since moving into the unit (not including the application fee, damage deposit, first month's rent).
 - Have not made a payment since previous assistance was received
 - Have received rental assistance more than twice in the last 12 months.
 - **Have more than two or more evictions within 5 years.**
 - For eviction cases: Landlords who will not accept a LOG if payment is due seven days after the court date.

Prioritization:

As limited funds are available, the program will implement the following prioritization:

- 150% Federal Poverty Level
- Families with minor children
- Documented disability/documentated medically fragile
- Elderly (65+)

Other Resources:

| Agency | Contact Info | Notes |
|------------------------------------|--|--|
| Dakota County Emergency Assistance | Public Assistance Dakota County | Serves all of Dakota County |
| Scott Carver Dakota CAP Agency | 651-322-3500 CAP Community Action Partnership of Scott, Carver, Dakota Counties » Safe & Stable Housing (capagency.org) | Northern and eastern Dakota County including Hastings. |
| 360 Communities | 952-985-5300 360 Communities | Eviction court and southern Dakota County |
| YMCA | 763-493-3052 YMCA Youth Resource Line YRL@ymcamn.org | Youth 18-24 |
| Zacah | ZACAH | Non-profit serving low-income and working-class people in Minnesota with financial aid |
| Salvation Army | 952-767-3901 | Dakota, Scott, and Carver Co office |
| St. Paul Foundation | Community Sharing Fund (iphiview.com) | Grant application portal |