



West Michigan Therapy, Inc.

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HARP Training Meeting

Representatives	Present	Representatives	Present
Virginia Taylor Community EnCompass	x	Destinee Keener ,Family Promise of Muskegon	x
Daniel Scanlan, Community Mental Health	x	Selma Bryant, Family Services Center	x
Blyth Pierce, Community Mental Health	x	Laura Atwood ,Goodwill Industries of West Michigan, Inc	x
Deb Ballard, Community Mental Health	x	Amy Williams, Habitat for Humanity	x
Cindy Chattulani, Community Mental Health	x	Yvonne Ramos, Love INC.	x
Rebecca St.Clair ,Brinks/Indiana Bay	x	Liz Chala-Hidalgo, Muskegon Community Health Project	x
Becky Rundquist, Community Mental Health	x	Yolanda Hall, Muskegon Rescue Mission	x
Gary Tornga, DHS	x	Barry Peirce, Muskegon Rescue Mission	x
Shania Beasley, DHS	x	Patrese Watson, Michigan Works!	x
Karen Wynne, Disability Connection/ W. MI	x	Heather Kasmauski, Salvation Army	x
Ben Grostic, Every Woman's Place	x	Stacy Morin and Jennifer Stewart, WMT	x
Scott Bodenber, Cornerstone Agency,Housing Agent for MSHDA	x	Taushauna Churchwell, WMT	x

7/26/10

Meeting Minutes for HARP Application Training Meeting

- Discussion of the history of HARP-
- Current waitlist and Reason for reopening the list for August 2010
 - o Waitlist will reopen as of August 2, 2010 thru August 31, 2010
 - o The MHCCN agreed in 2009 that once the waitlist falls below 400 people, they would hold an application period.
 - o We need to keep the waiting list full to ensure that if more vouchers are allocated around that state that our county receives an amount that will assist in accomplishing the goals of the 10 year plan to end homelessness.
 - o Muskegon County has been allocated 248 vouchers to date distributed to applicants on the HARP waiting list through the MSHDA Housing Agents.
- Completion of the HCV application- accuracy and documenting proof of residency-
 - o Homeless service providers will hand carry the applications, and to avoid fraudulent applications, they will need to be submitted by the service providers. **Application packets submitted directly by the applicants will not be accepted.**
 - o Accuracy of residency on the application is very important.
 - The address on the applicant's State ID/ Driver's License must be written as the same address on the application. (Under line #2). These two addresses must match, or verification of residency is

compromised and placement on the wait list will be altered to “non- resident” which placed them at the bottom.

- However, the mailing address (line #3) can be different from the two addresses, and it should be a STABLE mailing address for the applicant.
- Service Providers should try to obtain a copy of the applicants social security card and birth certificate, and submit it with the application (if possible, but not necessary)
- If assisting an applicant with literacy issues, please be sure to write on the application the name of the designee to receive all future paper work, where noted on the back of the application.
- Referring Service Providers will have to complete the ‘Verification of Eligibility Criteria’ form in the application packet.
 - In order to be eligible, the application must be a ‘yes’ to all criteria listed as defined by MSDHA’s homeless standards specifically for HARP.
- HMIS data collection forms
 - HMIS data sheet review
- Proper submission of application packet
 - The Harp waiting list will be open from Monday August 2, 2010 through Tuesday August 31, 2010
 - Applications are required to be dropped off by a referring agency staff member, not by the applicant, at drop site located at West Michigan Therapy on 130 E. Apple St. Muskegon, MI 49442
 - Applications need to be in a sealed envelope referencing the number of applications within the envelope and to the attention of Stacy Morin.
 - Sealed envelopes will be date and time stamped by WMT staff upon receipt
 - Sign in chart for date and time of envelope will be available at drop off site, you will need to sign your applications in.
 - Applications will be accepted at West Michigan Therapy on Apple St. from 8:30am-8pm Monday through Thursday and 8:30am-5pm on Fridays.
 - Applications will NOT be accepted after 8pm on Tuesday August 31, 2010.
 - Questions regarding this process need to be directed to the following:
 - Jennifer Stewart jstewart@wmttlc.com or 739-6840 ext 2042
 - Stacey Morin, svarela@wmttlc.com or 739-6840 ext 2024
 - Thank you for attending!