BC HOUSING

How to Enter Rent Supplement for a Housing Loss Prevention

This procedure outlines how to enter rent supplements provided for the payment of rent to clients who already have housing and assistance is required so they can maintain the housing, so you have created a Housing Loss Prevention record. If you assisted the client to find housing, then rent supplements for the payment of rent should be entered in a Housing Placement record. The payments toward rent could be one-time or ongoing. If rent supplements are for non-rent purposes (e.g. utilities, move in costs, security deposit, etc.) then they must be entered as a Good.

1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on “How to Log Into HIFIS and Change Service Provider”.

NOTE: There are no steps 2 – 5, continue to step 6.

A Housing Loss Prevention record may be accessed using Front Desk. This procedure will only cover searching the client, however once on the Housing Loss Prevention screen the procedure to enter a subsidy is the same.

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6. After searching and finding the client, on the **Client List** screen select the client record that you want to add a subsidy to by clicking on the name of the client.

After landing on the Client Vitals screen there are two different means by which you can get to the Housing Loss Prevention record to enter a Subsidy: 1) via **Client Information** or 2) via **Client Management**. Both accomplish the same result and boils down to preference. **First are the steps using Client Information.**

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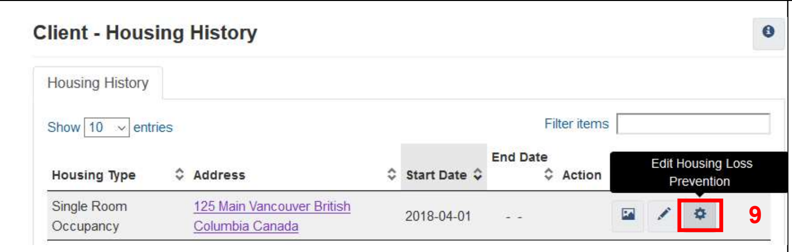
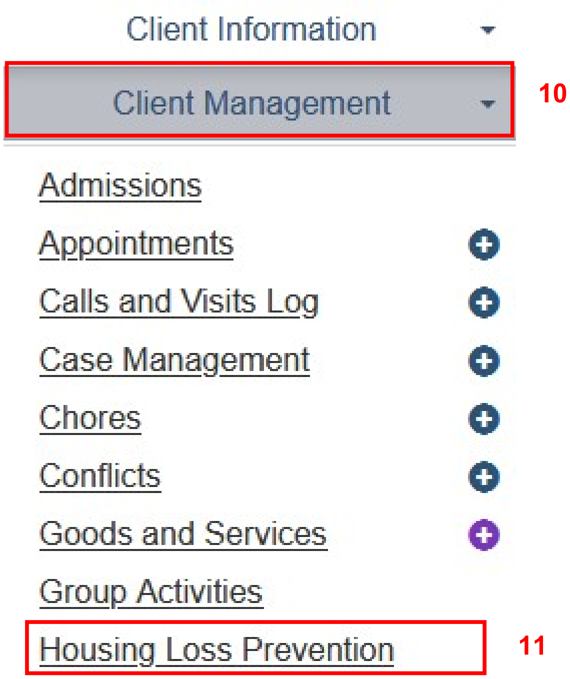
7. Select **Client Information**.
8. Select **Housing History**.



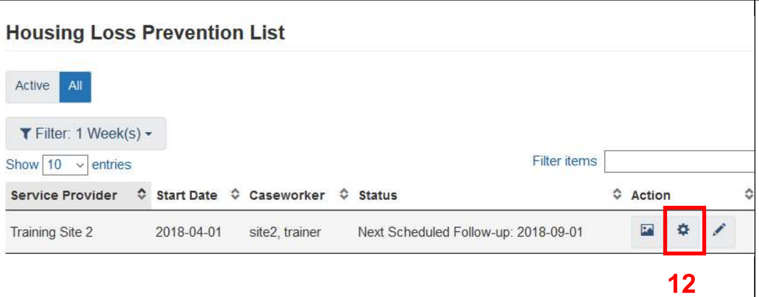
9. Click the **Edit Housing Loss Prevention** button beside the Housing History record on the **Client – Housing History** screen

Second are the steps using Client Management.



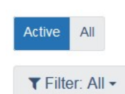
10. Select **Client Management**.

11. Select **Housing Loss Prevention**.



12. Click the **Manage** button beside the Housing Loss Prevention record on the **Housing Loss Prevention** List screen.

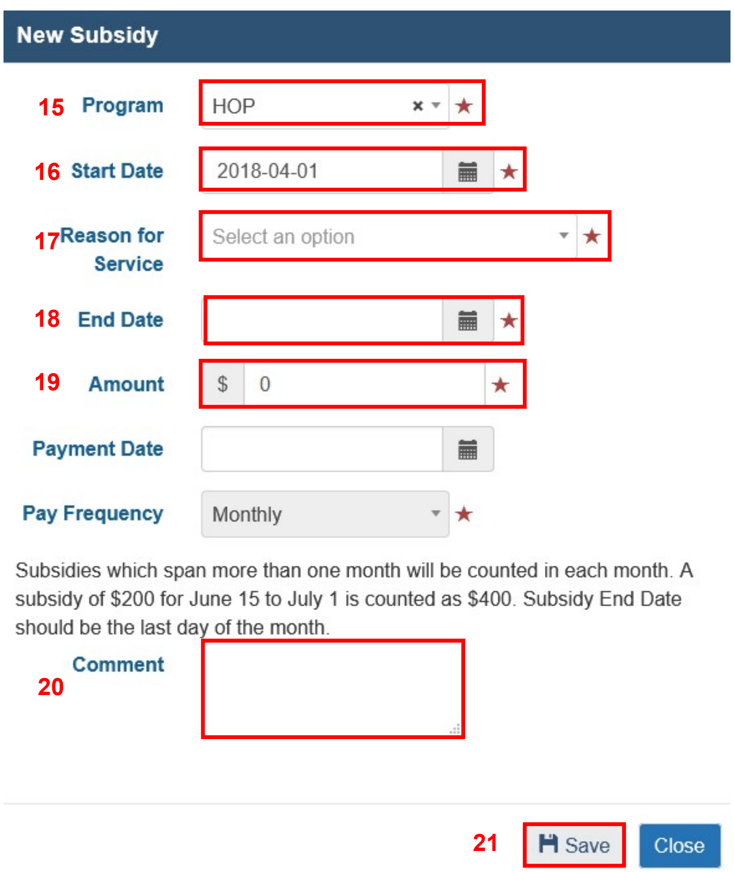
- **NOTE:** If a Housing Loss Prevention record is not displayed it might be because you need to adjust the filter to display a longer period. Changing it to All can resolve this.



Both methods above accomplish the same results and bring you to the fields described below for completion.

13. Select the **Subsidies** tab on the **Housing Loss Prevention Details** screen.

14. Click the **New Subsidy** button in the **Subsidies** tab screen.



15. Select the **Program** funding the subsidy.

NOTE: If multiple values are available for Program only <u>one</u> value must be selected.

16. Edit the **Start Date** for when the subsidy begins.

17. Select the **Reason for Service** from the drop-down list.

18. Enter the **End Date** for when the subsidy ends.

NOTE: If you enter a date range for the subsidy, you will not need to enter it every month. If the client stops receiving the subsidy <u>before</u> the end date, you will need to update the **End Date**.

19. Enter the <u>monthly</u> **Amount** of the subsidy.

20. Optional: Enter **Comments**.

21. Select **Save** to complete the creation of the Subsidy record.