How to Enter a Rent Subsidy for a Housing Placement

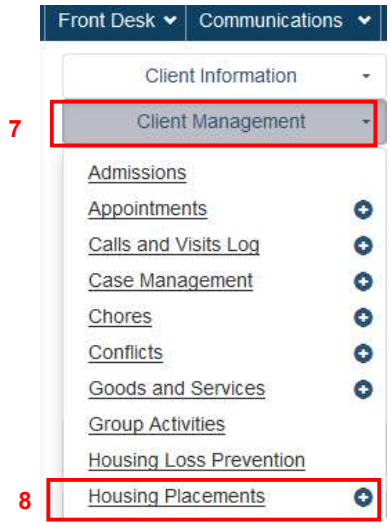
This procedure outlines how to enter rent supplements provided for the payment of rent to clients for whom you found housing and created a Housing Placement record. If the client already has housing, then rent supplements for the payment of rent should be entered in a Housing Loss Prevention record. 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".

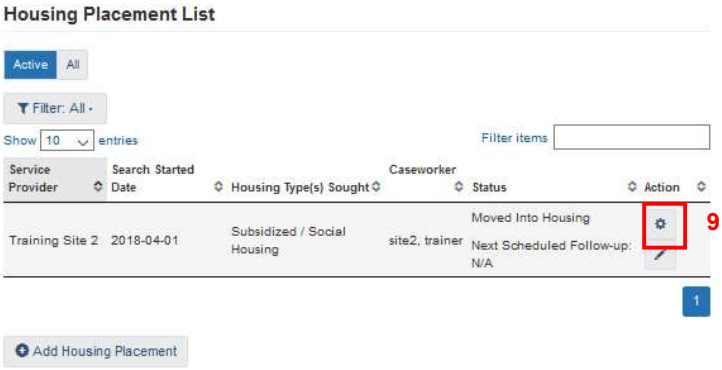
NOTE: There are no steps 2 – 5, continue to step 6.

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

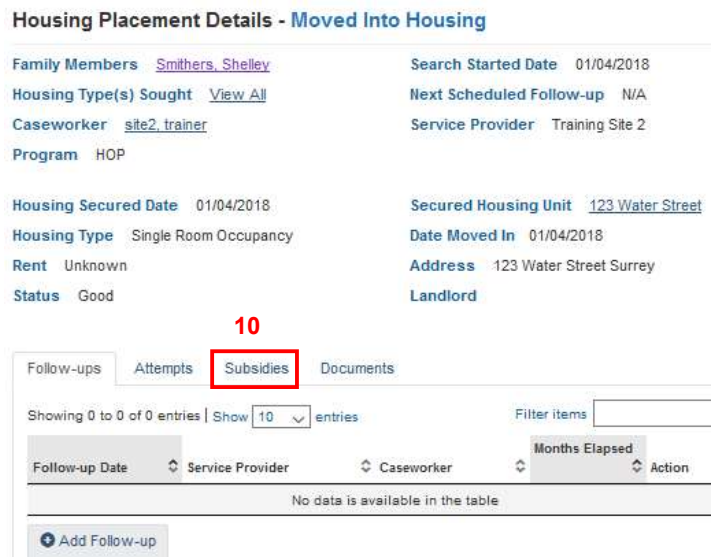
6. After searching and finding the client, on the **Client List** screen select the client record that you want to add a subsidy to by clicking on the name of the client.



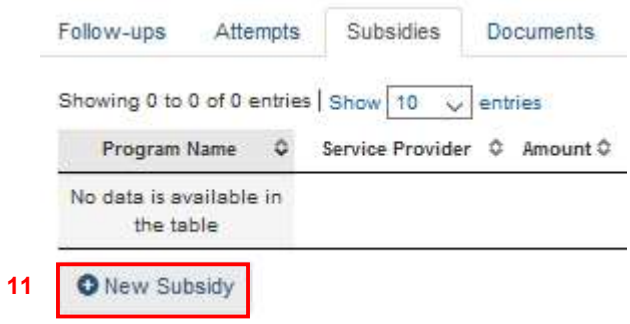
7. Select **Client Management**.
8. Select **Housing Placements**.



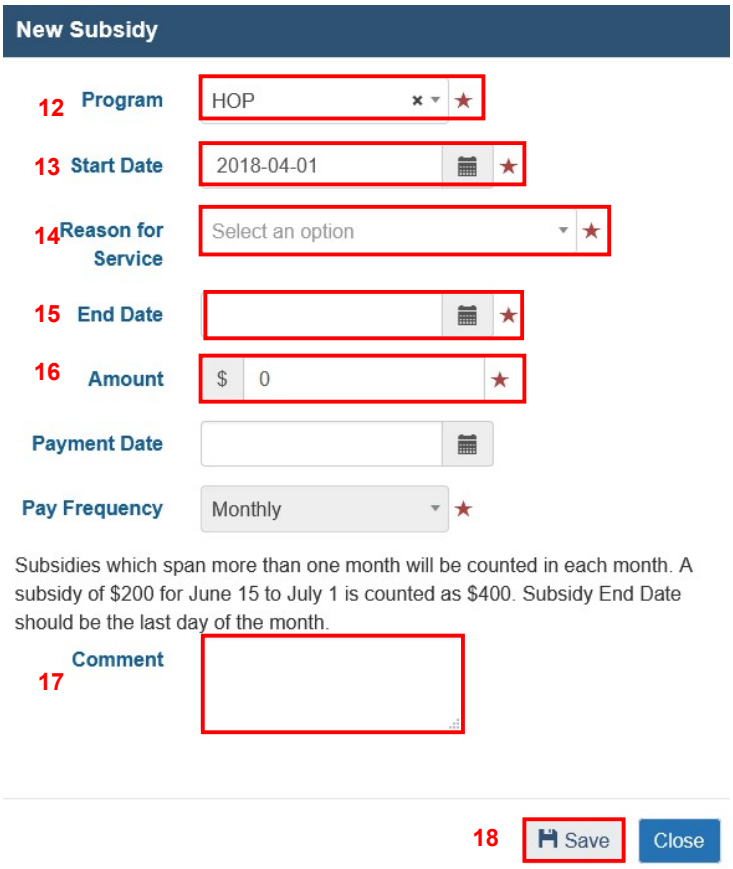
9. Click the **Manage** button on the **Housing Placement List** screen.



10. Select the **Subsidies** tab on the **Housing Placement Details – Moved Into Housing** screen.



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



12. Select the **Program** funding the subsidy.

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

13. Edit the **Start Date** for when the subsidy begins.
14. Select the **Reason for Service** from the drop-down list.
15. 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 before the end date, you will need to update the **End Date**.

16. Enter the monthly **Amount** of the subsidy.
17. Optional: Enter **Comments**.
18. Select **Save** to complete the creation of the Subsidy record.