DAUPHIN COUNTY MH/A/DP PROGRAM
HOMELESS ASSISTANCE PROGRAM POLICY AND PROCEDURE

Program: ___ X ___ Bridge Housing ___ X ___ Case Management ___ X ___ Emergency Shelter ___ X ___ Rental Assistance

Policy No. 20-04 Effective Date April 1, 2020 Revision Date

Approved

Title: HAP Waiver Requests

Policy: Requests for exceptions to any of the requirements and guidelines contained in the HAP Instructions and Requirements (I&R) must follow proper protocol.

Definitions:

HAP Client: any individual/household that has been deemed eligible for HAP services and enrolled in a program.

HAP I&R: manual providing operational guidance for the Pennsylvania Department of Human Services (DHS) Homeless Assistance Program (HAP).

HAP Providers: all providers/agencies that are under contract with Dauphin County to provide HAP services.

Waiver Request: method of requesting an exception to a HAP requirement or guideline.

Procedure:

1. A HAP Provider seeking an exception to a requirement or guideline in the HAP I&R must submit in writing the following documentation to the County:
   A. Justification for the request
B. A citation of the requirement the HAP Provider would like the County to waive
C. The alternative proposed as a substitute for the waived requirement

2. The County will consider the request and if required, will submit the request to DHS for approval

3. The County and/or DHS will provide a written decision to the HAP Provider within 30 days