



# Group Residential Housing

## Examples of Allowable/Unallowable Expenses

**GUIDING PRINCIPLES:**

1. The Group Residential Housing payment may be used to assist GRH recipients to access and maintain housing.
2. The Group Residential Housing will prioritize basic needs in this order: shelter, food, utilities/fuel, household supplies, other costs necessary to provide room & board.
3. Housing expenses are allowable if necessary to eat, sleep, toilet, laundry, or bathe – not including special accommodations available through other health care services or assistance programs.

Agencies can set limits on the amount/type of allowable expenses that can be paid for using GRH housing funds. Agencies are not obligated to provide clients with everything on the list of allowable expenses.

ALLOWABLE EXPENSES	UNALLOWABLE EXPENSES
Rent: Regular monthly rent payments are an allowable expense. See note below on use of pooled funds.	Rental space for provider storage of supplies
Application Fee	Emergencies: Including travel expenses to attend funerals, weddings, etc..
Damage Deposit: Agencies can pay damage deposits, or clients can save money that is left after rent and utilities are paid, and use that for a future damage deposit (or to repay a damage deposit that was paid for them by their provider).	Educational expenses
Moving Costs	Personal hygiene such as haircuts
Short-term storage of client belongings, furnishings, etc.	Medical expenses: Over-the-counter medications are not allowable expenses. Medical expenses, including RC co-pays, OTC medication, etc. should be paid from the client's personal needs allowance.
Furniture/Bridging, Inc. fees	Clothing: No clothing items are allowable (including socks and underwear). The statute that allows people on GRH to keep a personal needs allowance specifically calls that the "clothing and personal needs allowance".
Appliances: Payments to re-to-own stores are allowable.	Health club membership
Household goods: Including items that are necessary for the normal maintenance of a safe and clean home such as garbage bags, dishwashing items, laundry supplies, paper towels, etc..	Books, DVDs, arts and crafts supplies
Utilities (if not included in rent). Includes essential utilities (gas, electric, water, trash, telephone) as well as non-essential utilities like internet and cable services. Clients may select cable service that meets their needs as long as it fits within their budget – they are not limited to "basic cable." Phone service can be either landline or cell but not both for the same client.	Stamps
Food	Alcohol and tobacco products
Transportation assistance, including bus cards. For clients who own their own vehicles, providers can issue gasoline-only gif cards and/or pay for insurance. Gas cards can be provided to clients who rely exclusively on transportation from someone else who does own a car. Tis needs to be carefully documented. Agencies can limit the amount and type of transportation assistance they will provide.	Expenses for pets or animals that are not legitimate companion animals. Veterinary expenses are not allowable.
Staff Mileage	
Cleaning supplies	
Laundry costs. Clients can receive laundry supplies directly, and where possible reloaded laundry cards should be used. Where that is not possible, providers can issue a limited amount of quarters to do laundry. The amount can depend upon household size and other conditions. Programs should obtain signed receipts when quarters are issued, with the client acknowledging that quarters are intended for laundry use only.	

Administration fee – allowable up to 5%/month (accounting, general operations)	
Costs for Registering Buildings – up to 2% or \$10/month until annual fee covered	
Renter's insurance	
Damage costs to rental unit (less damage deposit)	
Key replacement	
Back utility bills	
Hygiene supplies necessary to maintain normal personal hygiene, including: toothbrush/paste, soap, shampoo, lotion, shaving supplies, toilet paper and Kleenex, deodorant, nail clippers/files, feminine hygiene supplies, and multi-cultural hair/skin products are allowable. Providers are not required to provide each client with every single item on this list, but all could be purchased using GRH housing funds. Clients must use personal needs money to purchase items that aren't "necessary for normal personal hygiene" such as makeup, hair coloring, etc..	
Companion animal supplies: food and hygiene items (such as cat litter) for documented companion animals are allowable expenses.	

**POOLED FUNDS**

Some agencies choose to “pool” some or all GRH housing funds remaining after client rent and utilities have been paid. Here are some things to know about the use of pooled funds:

1. Agencies can use pooled funds for any allowable expense related to their LTH GRH clients. For example, you could use pooled funds to pay for damages to a LTH GRH client's apartment, but not for repairs to your office, or damages to an apartment of a non-GRH client.
2. The benefit of the pooled funds can be to one particular client or to all clients in the program. For example, pooled funds could be used to buy cleaning supplies whether they will be used by one client or all clients in your program.
3. Pooled funds can be used to make up a loss incurred by your program For example, if your agency paid a client's entire rent, but the client left the program a few days later and the GRH payment is minimal, pooled funds can be used to make up your agency's loss.
4. Pooled funds CANNOT be used to make up an unpaid client obligation, if the client continues in the program. For example, if a client fails to pay part of their income toward the cost of their GRH housing, pooled funds CANNOT be used to cover that shortfall unless the client exits the program. If the client stays in the program, they need to work out a payment plan with the landlord or agency, or address the natural consequences of not paying their rent.
5. DHS has not said that pooled funds must be spent within a certain time period, or by the end of a fiscal year, although your agency may determine that would be necessary for accounting or budgetary reasons.