

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**

**ADULT JUSTICE, HOUSING, EMPLOYMENT & EDUCATION SERVICES  
HOUSING POLICY & DEVELOPMENT UNIT**

**MENTAL HEALTH SERVICES ACT (MHSA) HOUSING PROGRAM  
TENANT CERTIFICATION APPLICATION REVIEW AND REFERRAL PROCESS (revised)**

Tenant Certification Application Submission

A MHSA Housing Program Tenant Certification Application must be completed for each prospective tenant before they move in to the unit. Send completed applications to:

Department of Mental Health  
Housing Policy & Development  
695 S. Vermont Ave., 10<sup>th</sup> Floor  
Los Angeles, CA 90005  
Fax: (213) 252-8883

To ensure confidentiality and adequate protection of health information, prospective tenants need to sign an “Authorization for Request or Use/Disclosure of Protected Health Information (PHI)” form authorizing the Department of Mental Health (DMH) to provide the Certification Application information to the project sponsor (including the property management company). A copy of the signed Authorization form must be submitted along with the Tenant Certification Application.

Tenant Certification Application Review

Housing Policy & Development (HP&D) will review the Tenant Certification Application to confirm that the prospective tenant is:

1. A DMH client;
2. Eligible to receive MHSA services in Los Angeles County (per Welfare and Institutions Code 5600.3);
3. Homeless or at risk of homelessness as defined by the MHSA Housing Program guidelines.

HP&D will notify the referring agency of the outcome of the Tenant Certification Application review and any reasons for denial within 5 business days. The referring agency will communicate the outcome of Tenant Certification Application review to the prospective tenant.

Non-certified prospective tenants may re-submit the Tenant Certification Application if the reasons that resulted in the denial change. If the project sponsor’s housing application process has already been initiated, the prospective tenant may remain on the project sponsor’s waiting list while they attempt to meet the eligibility criteria. If the prospective tenant remains unable to meet the eligibility criteria, the project sponsor may then invite them to apply for any available non-MHSA funded units in the development or refer them to other permanent housing resources.

Certified prospective tenants will be placed on a Master Referral List maintained by HP&D. HP&D will contact the referring agency every 90 days to determine their continued interest in an MHSA funded unit. If the prospective tenant is unable to be contacted, they will be removed from the list but may reinstate their active certification status at any time by having the referring agency contact HP&D to provide updated eligibility information, if applicable.

#### Referrals of Certified Prospective Tenants

1. HP&D will refer certified prospective tenants to MHSA Housing Program projects based on the information in their Tenant Certification Application.
2. Project sponsors will place the certified prospective tenants on their waiting list.
3. The project sponsor will notify the certified prospective tenant and the referring agency, if different, of the availability of a unit and give them a specified timeframe within which to respond.
4. If the project sponsor is unable to make contact with the certified prospective tenant directly or through the referring agency within the specified time, they will be removed from the project sponsor's waiting list and the referring agency and HP&D will be notified. The certified prospective tenant will remain on HP&D's Master Referral List.
5. If a certified prospective tenant indicates interest in the available unit, the project sponsor's housing application process will be initiated.
6. The project sponsor will notify HP&D of the outcome of the application process.