

Exchanging a TLS Rental Subsidy For a Federal TBV

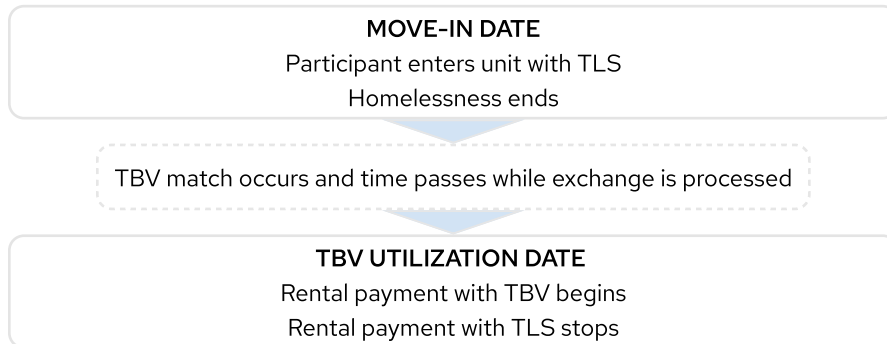


TLS rental assistance is temporary. Federal TBVs are long-term.

ICMS participants with a TLS rental subsidy who are matched to federal TBV are already permanently housed. Homelessness ended when they moved into their unit. However, in order to maintain ongoing rental payment assistance and ensure housing stability, they must complete the rental subsidy exchange to the federal TBV before the TLS assistance ends.

⚠️ A rental subsidy exchange swaps who provides the rental payment assistance—not whether the participant is housed.

Understanding the Distinction Between Two Key Dates:



⚠️ The Move-In Date remains the same during a rental subsidy exchange. The TBV Utilization Date can occur weeks or months after move-in, but the participant has been housed the entire time.

Lease-in-Place: The Preferred Path for Rental Subsidy Exchanges

Help the participant keep their current unit. Only the rental subsidy changes.

Why It's Preferred:

- ✓ Faster
- ✓ Less risky
- ✓ Preserves stability

Risks of Searching for New Housing:

- Voucher expiration
- Market rent increases
- Losing housing entirely

⚠️ Future relocation still possible later—leasing in place doesn't lock a participant in to their unit forever

TBV Application Pathways

UHA (Universal Housing Application) vs. Paper Applications

- Most TBV matches require UHA; some require paper applications
- Track UHA progress carefully in UHA Log of ICMS Snapshot
- If the TBV application pathway is not clear in the ICMS Snapshot, or in any emails you received about the participant, follow up with HSH to confirm.

Key Terms

Permanent Housing

- Housing without a time limit on occupancy (lease/rental agreement)
- Participant can remain housed as long as lease terms are met
- Someone can be permanently housed even if they don't have a permanent rental subsidy (e.g., TLS).

Time-Limited Subsidy (TLS)

- Temporary rental payment assistance for participants to obtain permanent housing rapidly
- In some cases, designed as a bridge to permanent rental subsidy in permanent housing
- TLS ends, regardless of ongoing rental support needs

Federal Tenant-Based Voucher (TBV)

- Ongoing rental assistance (e.g., HCV)
- Administered by a PHA or CoC
- Intended to support long-term housing stability and affordability

Sequence and Milestones:

From TBV Match to TBV Utilization

- **TBV Match Confirmed by LAHSA & HSH**
Verify PHA & application type (UHA vs. paper)
- **TBV Application Submitted by Case Manager**
Track in UHA Log of ICMS Snapshot
- **TBV Issued by PHA**
Begin lease-in-place process immediately
- **PHA Approval to Utilize TBV**
Confirm effective dates
- **Rental Subsidy Exchange Complete**
TLS stops, TBV utilization starts


⚠️ **Time is of the Essence**
TLS funding ends on a fixed timeline
TBVs have strict utilization deadlines
Delays risk housing loss

Case Manager Action Steps: Language formatted for direct Care Plan entry in CHAMP.

01 Create Care Plan SMART Goal Establish clear goal with participant at the start


- Explain why exchange is time-sensitive and critical to maintaining housing
- Develop SMART Goal with participant for TLS-to-TBV exchange
- Set target date: 90 days after participant agrees to exchange
- Add Action Steps to help track Goal progress

Example SMART Goal: "Participant will complete all steps to exchange TLS for federal TBV by [DATE] to maintain current housing and prevent subsidy gap."

 **Starting with a clear goal ensures participant understands the timeline and their role in the process.**

02 Verify TBV Match Details Confirm PHA and application pathway before starting

- Identify PHA assignment and confirm jurisdiction
- Determine application type: UHA or paper required?
- Confirm housing resource partner contact information


 **Always verify the application pathway at the start—using the wrong process causes delays.**

03 Ensure TBV App Submitted Complete and submit required TBV application

- Complete UHA or paper application with participant
- Gather all required supporting documentation
- Submit to PHA and obtain confirmation of receipt


04 Initiate Lease-in-Place Request to keep participant in current unit (PREFERRED)

- First ensure landlord will accept TBV for rental payment
- Contact PHA to request lease-in-place processing
- Provide current lease agreement and landlord contact info to PHA

 **Lease-in-place is faster and less risky. Emphasize this option to participants early.**

05 Monitor TBV Issuance Track progress using ICMS Snapshot

- Check UHA Log within ICMS Snapshot regularly
- Follow up if no status update within 10 business days
- Escalate delays to supervisor/housing resource partner


 **Set a calendar reminder to check status weekly—don't wait for updates to come to you.**

06 Coordinate PHA Inspection Ensure unit meets Housing Quality Standards (HQS)

- Schedule PHA unit inspection with landlord and participant
- If deficiencies identified, coordinate repairs with landlord
- Confirm re-inspection if needed

07 Confirm TBV Utilization Date Verify timing aligns with TLS end date

- Obtain written confirmation of utilization date from PHA
- Compare TBV utilization date with TLS end date
- If gap exists: Request TLS extension immediately (14+ days before end date)

 **A gap in rent coverage = risk of eviction. Act early if dates don't align.**

08 Finalize Subsidy Exchange Complete transition from TLS to TBV rental payments

- Confirm TLS final payment date with TLS administrator
- Confirm PHA first payment date and amount
- Verify no gap in rent coverage exists

09 Update Care Plan Mark Goal as achieved or adjust timeline as needed


- In CHAMP, update Goal status to "Closed" and outcome "Achieved" if exchange successful
- If extension granted, revise Goal target date, add relevant Action Steps, and continue monitoring

Contingency Options

If TLS Extension Needed

When: TBV issued but utilization delayed due to administrative barriers

Action: Submit TLS extension request with supporting documentation at least 14 days before TLS expiration


 **Extensions are NOT guaranteed—document all delays and submit request early.**


If Participant Requests Relocation with TBV

When: Participant declines lease-in-place and wants new unit

Action:

- Assess if relocation is necessary (safety) vs. preference
- Counsel on risks: TLS and TBV expiration, delays, market conditions
- Obtain signed acknowledgment of risks
- Attempt lease-in-place first—relocation is HIGHER RISK

 **Most relocations can wait until after the rental subsidy exchange is complete and housing is stabilized.**

 **A participant declining a TLS-to-TBV exchange opportunity and exiting ICMS is an outcome we want to avoid, unless the participant has become self-sufficient enough to pay their rent without any rental subsidy support.**