LA COUNTY Homeless Services & Housing

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Sarah Mahin, Director

Gender-Based Violence (GBV) Time Limited Subsidy (TLS) Referral Guide – Receiving Referrals

Purpose: This document serves as guidance for HSH-funded GBV Time Limited Subsidy providers.

The attached referral form will be sent to the email listed on the form by a case manager, outreach worker, mental health worker, etc. with a release of information.

The GBV TLS Providers are:

Volunteers of America	**1736 Family Crisis Center**	**Los Angeles House of Ruth**

Directions:

a. All GBV TLS providers should have an automatic outgoing message stating either:
   - The referral form has been received, and program staff will contact the Point of Contact (POC) within 72 business hours.
   - The program is at capacity and the POC should reach out to another provider on the list.

b. Providers must contact the POC within 72 business hours to conduct Intake and Enrollment activities with participants to determine if they meet eligibility criteria for the housing opportunity to which they were matched, including assisting with gathering housing eligibility documentation, completing intake forms, completion of housing documents and scheduling the Initial Assessment and Individualized Care.

c. If the participant is not eligible for the program, please let the POC know within 24 hours.

d. If the participant is eligible for the program, please proceed with intake and enrollment as laid out in the ICMS Work Order.

Commented [EB1]: Is this the ICMS work order? If so can we specify that to be clear.