

**Central Ohio Area Agency on Aging (COAAA)
ARPA TITLE III Service Specifications (June 2023)**

Housing Assistance Counseling

Description:

A service for older individuals that provides current information on opportunities and services available within their communities to address housing needs; assesses the problems and capacities of the individuals; links individuals to the opportunities and services; to the maximum extent feasible, ensures the individual receives the services needed and is able to maintain stable housing.

Client Eligibility:

- Age Requirement: Clients must be aged 60 years or older.
- Residency: Clients must be residents of the COAAA service area (Delaware, Fairfield, Fayette, Franklin, Licking, Madison, Pickaway, Union counties).
- Need for Assistance: Clients are required to demonstrate a need for housing counseling services due to factors such as financial hardship, housing insecurity, home maintenance issues, or concerns about housing options.

Examples of Tasks:

- Financial Counseling: Providing guidance and education on budgeting, managing expenses, and accessing financial resources to afford housing costs.
- Housing Options Assessment: Assisting clients in exploring various housing options, including subsidized housing, assisted living facilities, independent living communities, or home modifications to support aging in place.
- Eviction Prevention: Assisting clients at risk of eviction by providing resources, negotiation strategies, and referrals to legal services if necessary.
- Rental Assistance Programs: Educating clients about rental assistance programs, eligibility criteria, application processes and providing assistance in completing applications.

Provider Requirements:

- Qualified Staff: Service providers must employ professionals or trained counselors knowledgeable about housing-related issues, resources, and programs available for older adults.

Supervision Requirements:

- Regular Supervision: Service providers should establish a system for ongoing supervision and oversight of counseling staff to ensure quality services and adherence to program guidelines.

Documentation Requirements:

- Intake and Assessment Forms: Collecting relevant client information, including demographic data, housing concerns, and goals.
- Service Plans: Developing individualized plans outlining the specific services to be provided based on the client's needs and goals.
- Progress Notes: Documenting client interactions, discussions, and progress made toward housing-related goals during counseling sessions.
- Referrals and Follow-up: Maintaining records of referrals made to external agencies or resources and documenting any follow-up actions taken.
- Providers are required to submit regular reports to COAAA via WellSky data collection software

Units of Service:

- Hourly Units: Each counseling session or consultation lasting a designated amount of time (e.g., 1 hour) can be counted as one unit of service.
- Task-Based Units: Each completed housing-related task or activity (e.g., completion of a financial assessment, development of a service plan) can be considered one unit of service.