

Applying for the Housing Support Benefit

To be eligible for Housing Support there must be an eligible person, place, and provider.

Housing Support is **never** paid directly to a person or a landlord, it is paid to an approved Housing Support provider who has a Housing Support Agreement with Hennepin County. To find a provider, please view the [Connecting with a Housing Support provider](#) flyer or provider lists on our [website](#).

Everyone must apply for Housing Support once a place and provider have been identified. Forms required may vary based on whether the client is currently receiving General Assistance (GA), Minnesota Supplemental Aid (MSA) or Minnesota Family Investment Program (MFIP).

Housing Support providers must request a vendor number for the eligible place. Applications will not be processed without a Housing Support provider and an assigned vendor number. Applications with missing/incorrect information will be closed after 30 days.

Form	Applicant is not receiving GA, MSA or MFIP	Applicant is receiving GA, MSA or MFIP	See the 'Housing Support Setting Characteristics Chart' in the Housing Support Provider Manual	
			Community	Group
Combined Application Form - Download a paper version of the Combined Application Form (CAF) (DHS-5223) or apply online at MNBenefits .	x		x	x
Change Report Form (DHS 2402) – Used to add Housing Support to an open case.		x	x	x
Shelter Verification (DHS 2952) - Must be completed by landlord or property management company	x	x	x	x
Professional Statement of Need (PSN) (DHS – 7122) - Must include sections two and four completed and signed by the appropriate people.	x	x	x	x
Personal Asset Signed Statement (DHS 6054) - Must be fully completed, including account type, location, and account balance.	x		x	x
Interim Assistance Agreement (DHS 1795)	x		x	x
NON -SSI Interim Assistance Agreement Form (DHS 1795A)	x		x	x
Habitability Inspection Form (DHS 7123) - Must include unit or apartment number in the address field.	x	x	x	
Income Verification - Must be completed if applicant has stopped working in the last 60 days, proof of unemployment needed.	x		x	x
Interview – Must be completed by applicant or authorized representative if required. Clients will receive a letter instructing the client to call them for an interview within 10 days.	x		x	x

Submitting Documents

Multiple options include:

- Update information and upload documents to [InfoKeep](#)
- Upload to [MNbenefits](#)
- Fax to 612-288-2981
- Mail to:
Hennepin County Human Services Department
P.O. Box 107
Minneapolis, MN 55440

If you don't have access to these options, there are document drop boxes available at any [Human Service Center](#).

Best Practices

As a best practice, all forms should include the following at the top of all pages:

- Vendor number (or "Vendor Number Pending")
- Client MAXIS number

Communication

Letters will be sent directly to the applicant. Please follow up with your clients to receive copies of the letter to understand next steps, including if an interview is required. Providers can work with clients to become an Authorized Representative to receive letters and complete interviews on behalf of clients. You can request an Authorized Representative form from ES.

Additional Information

- Lock-in Date: The date submitted locks in the "application date." Eligibility is determined from the first of the month of the application date or the move in date, whichever is later. Eligibility cannot be determined for months prior to the application date month.
- It may take 2 – 5 business days for applications to be imaged into the applicant's electronic case file and assigned to the team. You can check on whether it is visible to the team by calling 612-596-1300 and following the EZ Info prompts. This line is available 24 hours a day, 7 days a week.
- Applications will be closed after 30 days if they are missing forms, an interview (if required), and a vendor number.
- Approval may take up to 30 days from a complete application, including interview (if required).

Renewals

Benefits are generally renewed annually, and sometimes in some instances semiannually. Unless you have worked with the client to be added as an authorized representative on their case, all notices will be sent to the client. The client/authorized representative will receive a letter with forms from DHS to renew their case which contains details of the process. Documentation may vary based on each client. Failure to respond ends in closure.

Resources

- Additional forms can be found under [Human services e-forms | Hennepin County](#) or by using the [searchable document library \(eDocs\) / Minnesota Department of Human Services](#).
- Economic Supports Website: [Connect to economic supports | Hennepin County](#)
- Cash Assistance [Cash assistance | Hennepin County](#)