

Allowed Documentation for Housing Stabilization Services Eligibility Requests

This memo provides guidance regarding the types of documentation authorized when submitting a [Housing Stabilization Services Eligibility Request \(DHS-7948\)](#) to the Department of Human Services (DHS) for determination.

Documentation Allowed

When completing a Housing Stabilization Services Eligibility Request, eligibility documentation must be attached. The three types of eligibility attachments required include: Proof of Disability, Assessment, and Person-Centered Plan. The following sections identify what is allowed under each attachment type.

Proof of Disability

Authorized Attachment Types	Description
Professional Statement of Need (PSN) (DHS-7122)	The primary pathway onto Housing Stabilization Services because it assesses for all needs-based criteria (disability, assessed need for services, and housing instability).
State Medical Review Team (SMRT) Determination	Must be a final determination; cannot be in a pending status.
SSI/SSDI Recipient	No attachment is required if a person receives SSI/SSDI. DHS Eligibility Review Staff can verify the person's receipt of SSI/SSDI at the time of determination.
Medical Opinion Form (DHS-2114)	See link for the form.

Authorized Attachment Types	Description
MA-DX/MA-BX/MA-EPD	No attachment is required if a person is on MA-DX, MA-BX, or MA-EPD. MA-DX means a disability basis of eligibility for Medical Assistance. MA-BX means a blind basis of eligibility for Medical Assistance. MA-EPD means the person is employed and has a disability. DHS Eligibility Review Staff can verify the person's enrollment in this type of Medical Assistance at the time of determination.
Age 65 or Older	No attachment is required if the person is on Medical Assistance and age 65 or older. Age can be verified by DHS Eligibility Review Staff at the time of determination.
Verification of Disability for HUD Section 811 Project-Based Rental Assistance Program (811 PRA)	This form may be submitted for HUD Section 811 Program participants only. Use "Other" as the Proof of Disability Type from the dropdown menu.

Assessment

The assessment refers to a person's housing instability and their assessed need for services.

Authorized Attachment Types	Description
Professional Statement of Need (PSN) (DHS-7122)	The primary pathway onto Housing Stabilization Services because it assesses for all needs-based criteria (disability, assessed need for services, and housing instability).
MnCHOICES Assessment or Long-term Care Consultation (LTCC)	<p>If the person has a waiver case manager or MSHO/MSO+ care coordinator, the MnCHOICES/LTCC Assessment does not need to be uploaded because DHS Eligibility Review Staff can view it in MMIS as long as the screening document has been uploaded into MMIS by the lead agency.</p> <p>If the person does not have a waiver case manager, the MnCHOICES Assessment is completed, and a Community Support Plan (DHS-6791A) must be uploaded into the attachment section as proof of assessment.</p>
Coordinated Entry Assessment	DHS Housing Stabilization Services Coordinated Entry Document (printed from ServicePoint following assessment).

Person-Centered Plan

Authorized Attachment Types	Description
Housing Focused Person-Centered Plan (DHS-7307)	Person-centered plan completed with a person and their enrolled housing consultant, targeted case manager, or Moving Home Minnesota case manager.
Coordinated Services and Supports Plan (CSSP) or Coordinated Care Plan (CCP)	CSSP: When a person has a waiver case manager and a Coordinated Services and Supports Plan (CSSP), the CSSP should be submitted.
	CCP: When a person has a MSHO/MS+ care coordinator, submit the Coordinated (Collaborative) Care Plan.

Important Note

DHS reviews different documentation types that could be accepted for proof of disability. Any additions to this list will be published and guidance offered regarding how to include it in a Housing Stabilization Services Eligibility Request if amended.

For More Information

A variety of information about Housing Stabilization Services may be found at the following locations:

- [Housing Stabilization Services Policy Page](#)
- [Housing Stabilization Services Provider Manual](#)
- [Minnesota Health Care Programs Provider Directory](#) (search under Home and Community Based Services ‘type’, Housing Stabilization Services ‘subtype’)
- [MinnesotaHelp.info](#) (type Housing Stabilization Services into the search bar and then identify the city where services are needed)
- [Housing Benefits 101 MA Housing Stabilization Services](#)
- [Information for Targeted Case Managers](#)
- [Helpful Tips for Housing Stabilization Services Eligibility Requests](#)
- [Housing Benefits 101 Partners Tab](#) (for a general overview webinar and copies of roadshows offered in July 2020).

For more information, please contact the Housing Stabilization Services Team at dhshousingstabilization@state.mn.us.