



Shallow Subsidy Referral Minimum Requirements Cheat Sheet

- Referring agency must be a Los Angeles County CES RRH/HP Provider.
- Referred participant MUST reside in LA county.
- All household members must be enrolled in HMIS (Unless DV).
- HoH must have a valid government issued ID.
- Referred participant cannot hold Veteran status unless exhausted SSVF assistance or ineligible.
- Referred participant cannot required intensive case manager, unless linked to DMH.
- Referred participant must be experiencing a minimum rent burden of 60%. and maximum AMI of 50%
- Referred participant monthly expense must be less than total household income and 35% rental subsidy.
- Referred participant must provide most recent proof of income (1-month) for all adults in the home. 3-month when income varies.
- Referred participant MUST hold a one-year lease with a commencement and end date indicated on the lease (unless participant has resided at the residence for more than 1-year).
- Referred participant must provide a clear and legible lease/rental agreement to include all pages and the signature/dates of all parties.
- Referred participant MUST hold at least 3-months rental history at the current residence and cannot have any lease violation in the 3-months prior to referral.
- Referred participant cannot reside in a subsidized unit, including but not limited to tax credited, income-based, affordable housing, section 8, HUD units.
- Referred participant cannot have an arrears.
- Referred participant landlord must provide a clear, legible signed copy of the most recent version of the IRS W9 (name on W9 must match the name on the lease)
- Referred participant landlord must provide proof of ownership (ex: property deed)
- Referred participant landlord must completed the most recent Landlord Agreement Form.
- Referred participant and referring case manager must provide a monthly budget dated within 30-days of the referral.
- Referred participant and referring case manager must provide a financial independence plan and/or an agency goals plan dated within 30 days of the referral.
- Referring agency must provide a Habitability Inspection dated within 1 year of the referral date.



Shallow Subsidy Referral Minimum Requirements Cheat Sheet

- **For ALL HP Client ONLY:** Referred participants **MUST** contribute at least 65% of the rent the month prior to referral.
- **For 18-54 HP Client ONLY:** Referred participants sole household income must be fixed. Example of fixed income includes (SSI/SSA/SSDI/Veteran Connect/ Retirement)-CalWORKs & GR are NOT sources of fixed income.
- It is recommended that both RRH and HP referred participants progressively increase their contributing rent portion each month at least 3 months prior to referral ensure client is willing and ready to transition paying 65% of their rent. Ex: (30% month 1; 40% month 2, 50% month 3)

We hope you find this document helpful. This document is subject to change at any time without notices, for most recent updates and changes please attend the Shallow Subsidy All Providers Meeting as they happen and/or contact the Shallow Subsidy Management team listed below.

Program Manager: Jennifer Valenzuela

Jennifer.Valenzuela@usw.salvationarmy.org (310) 869-2932

Supervisor: Delicia Miller

Delicia.Miller@usw.salvationarmy.org (213) 434-5640

Supervisor: Noah Kaloostian

Noah.Kaloostian@usw.salvationarmy.org (213) 819-0579

ShallowSubsidy@usw.salvationarmy.org