

Smoky Mountain Center Shelter Plus Care Participant Responsibilities

The Smoky Mountain Center (SMC) Shelter Plus Care Rental Assistance Program is designed to assist participants in moving from homelessness to permanent affordable housing with maximum independence and self-sufficiency. The program provides tenant based rental assistance that pays the difference between 30% of the participant's adjusted income and a reasonable rent and utility cost in the private rental market. In addition, Shelter Plus Care participants are offered a full array of supportive services and referrals to assist them in maintaining their housing, managing their illness and increasing skills and income to achieve long term stability.

Successful operation of the Shelter Plus Care Program depends upon your understanding the rules and your responsibilities. Below is a listing of your responsibilities as a participant in the Shelter Plus Care program:

- **Changes in income must be immediately reported to the Housing Coordinator.** Not reporting all income from all sources is fraud against a Federal program and can lead to termination of your assistance, possible payback and/or criminal prosecution.
- **Only those persons listed on the lease are allowed to live in your unit.** Letting other persons live with you is a violation of program rules and can lead to termination of your assistance.
- **Changes in your household must be immediately reported to the Housing Coordinator.** Any additions to your household must be added to the lease. The incomes of all adults living in an assisted unit must be used in calculating your share of the rent. Failure to report changes in your household or their incomes can result in termination of your assistance.
- **Certification of eligibility must be done annually or if there is a change in income or household composition.** Failure to provide necessary documentation or to sign necessary paperwork in a timely manner can result in termination of your assistance.
- **Units assisted with Shelter Plus Care funds must be decent, safe and sanitary.** Program rules require that your unit be inspected every year. It is your responsibility to maintain the unit in a decent, sanitary manner. You are responsible for repairing any damage caused by you, your family, or guests. Failure to maintain your unit can lead to termination of your assistance.
- **Transitioning from Shelter Plus Care to permanent affordable housing is a goal for every participant.** Shelter Plus Care is not permanent assistance. Your responsibilities include active participation in the services available to assist you in achieving your highest potential for self-sufficiency so as to obtain permanent housing and long-term stability.
- **Shelter Plus Care participants are required to be enrolled in services and actively participate in a plan of care.** The supportive services provider and the plan of care are the "Care" part of the Shelter Plus Care program. These services are necessary to provide supports, to help maintain your housing placement, to have an active plan in place to help you achieve self-sufficiency, long term stability, and permanent housing.

If you have any questions about your responsibilities as a Shelter Plus Care participant, please discuss them with your Service Provider and/or the Housing Coordinator.

I have read and understand my responsibilities as a Shelter Plus Care program participant:

Signature: _____ Date: _____

Print Name: _____

Housing Coordinator: _____