



## ONE System Housing Move-in Financial Services Job Aid

Housing Move-In Financial Services should be documented for all clients in Scattered-Site programs in the ONE System. These services document the costs required by landlord for occupancy, to establish tenancy, or items directly linked to establishing a home.

### Instructions

1. Log on to the ONE system.
2. Search for and select the client profile of individual who had move-in costs or items paid.
3. Select the correct program under the "Active Programs" heading on right-hand menu.
4. Select "Provide Services" from menu under the program banner.
5. Select "Housing Move-In Financial Support" from the list of available services.
6. Select the appropriate service item associated with type of cost.
7. Update the "Event Date" and "Expense Date" (these two dates should match). Enter the full dollar amount in the "Expense Amount" field.
8. Click "Submit" button after documenting each service item cost.

### Crosswalk of Service Items

Security Deposit Amount	Utility Amount	Furniture Amount	Other Goods Amount	Renter's Insurance (Annual Amount)
Move-in costs required by landlord for occupancy such as:  Security deposits required to obtain a lease on an apartment or home	Costs of utilities to establish tenancy which include:  Utility Allowances for 1st month  Utility set-up fees/ deposits for utilities  First month coverage of utilities including Telephone, Gas, Electricity, Water, Heating  <u>One month</u> of arrears if it presents a barrier to establishing utilities in the unit.	Furniture and other household items if reasonable and directly linked to establishing a home.	Other costs that pose a barrier to establish tenancy e.g. items required by landlord for occupancy, or services needed prior to establishing (or transitioning to) a home  Application fees  First month's coverage of any needed storage fees	Annual cost for Renter's insurance as required by landlord for occupancy.

#### Eligible furniture items

Kitchen: Bowls, can opener, cleaning supplies, cups/glasses, cutlery, cutting boards, dining table/chairs, dish drying rack, dish towels, kitchen utensils, plates, pots and pans, any appliances necessary for food storage and consumption (e.g., microwave, refrigerator, stove, etc.).

Bedroom: Bedding, bedframe, clothes hanger, infant furniture, mattress, nightstand, hypoallergenic mattresses, or pillow covers.

Bathroom: Bathmat, cleaning supplies, shower/bath curtains, toiletries, towels.

Living room: Coffee/end tables, couch, lamps/lighting.



Other items: Air conditioners, air filters, carbon monoxide detectors, heaters, night lights, smoke detectors, trash cans, vacuum cleaners.

**Ineligible costs**: First month's rent, hiring movers, renting a moving truck, specialty items outside of a provider's normal scope of services or standard items.

