

Rental Supplement Program Household Tracker Instructions

The Household Spell Tracker (Attachment C-4) is designed to help districts complete the Quarterly Supplement and Expenditure Summary and the Quarterly Cohort Summary reporting tools for the Rental Supplement Program (RSP) to be sent to OTDA quarterly by the 10th of the month, following the report quarter. This tracker is designed to follow the experience of households who apply to the RSP over the course of their experience.

This tracker captures three experiences of the program:

- 1) Application – When a household applies for the program, and how the application was disposed (approved, denied, withdrawn or pending).
- 2) Start – When a household enrolls in the program and receives their first monthly supplement. Includes household composition, rent information, and income information at the start of receiving rental supplements.
- 3) Stop – When an enrolled household receives their last monthly supplement, or when an approved RSP household is found to be no longer eligible to receive the supplement. Includes household confirmation, rent information, and income information at the end of receiving the rental supplement. Also includes the reason the supplement stopped, and the number of months the household received monthly rent supplements from the district.

Instructions for the RSP Household Tracker at Application, Enrollment, and End of Supplement

Provide the following information for a household at the time of application:

- A. District Name:** Enter the District name.
- B. RSP Household Identifier:** Enter the unique number for the household applying for the RSP. This is a way for information about the household to be found and tracked easily without using identifying information.
- C. TA Case Number:** Enter the temporary assistance case number for the household if the household is on temporary assistance benefits.
- D. RSP Applicant First Name:** Enter the first name of the person who completed the application for the RSP.
- E. RSP Applicant Last Name:** Enter the last name of the person who completed the application for the RSP.
- F. RSP Application Date:** Enter the date the application was received.
- G. RSP Application Cohort:** Enter the quarter the household applied for the RSP in the following format: YYYYMM where MM is the last month of the quarter (e.g., 202206 is for applications received in the April-June 2022 quarter; 202209 for July-September 2022; 202212 for October-December 2022; 202303 for January-March 2023).
- H. AMI at Start:** Select the Area Median Income (AMI) that best describes the household's total monthly income at the time they applied for the RSP.
- I. Income of Application Household over 50% AMI:** Households must have an income at or below 50% of the area median income (AMI) to be considered eligible for rent supplements. If a household was denied because their total monthly income was more than 50% AMI, enter the income of the household here.

- J. In Shelter at Application:** If the household is living in a shelter at the time of application, enter a 1 here. If they are not living in a shelter, enter a 0.
- K. Number of Adults at Application:** Enter the number of adults in the household at the time they applied for the RSP.
- L. Number of Children at Application:** Enter the number of children in the household at the time they applied for the RSP.
- M. SNAP Recipient at Application:** If any member of the household is receiving SNAP benefits at the time of application, enter a 1 here. If no member of the household is receiving SNAP, enter a 0.
- N. PA Recipient at Application:** If any member of the household is receiving public assistance benefits at the time of application, enter a 1 here. If no member of the household is receiving public assistance, enter a 0.
- O. RSP Application Disposition Date:** Enter the date the application was disposed. Note that all applications that are not approved, denied, or withdrawn should be considered "Pending." The disposition date should be updated if the disposition for this application changes.
- P. RSP Disposition Type:** Select the appropriate outcome of the application using the drop-down categories in this field. If the application was denied due to excess of income, insufficient program funds, or another reason, select that option in this field. If the applicant voluntarily withdraws from the RSP program, select that option in this field. Note that all applications that are not approved, denied, or withdrawn should be considered "Pending." The disposition should be updated if the outcome of the application changes.

Provide the following information when a household starts receiving a monthly supplement. If the application has been denied, withdrawn, or pending, or if the household was approved but left the program before they enrolled and received their first monthly supplement, leave this section and the following section blank.

- A. Supplement Start Date:** Enter the date the household enrolled in the program and received their first monthly rent supplement.
- B. Apartment Zip Code:** Enter the zip code of the housing for which the household is receiving the rent supplement. If the household moved as part of the approval to enrollment process, enter the zip code of the housing the household moved into.
- C. Came from Shelter:** If the household came directly from shelter to housing with help from the RSP, enter a 1 here. If they did not come from a shelter, enter 0.
- D. Household Monthly Income at Start:** Enter the total monthly income of the household at the time they received their first monthly supplement.
- E. AMI at Application:** Select the Area Median Income (AMI) that best describes the household's total monthly income at the time they received their first monthly supplement.
- F. Household Total Monthly Rent at Start:** Enter the dollar amount of the total monthly rent for the household at the time they received their first monthly supplement.
- G. Supplement Amount at Start:** Enter the dollar amount that the district pays monthly for the rent supplement for this household.

- H. Household Contribution Amount at Start:** Enter the dollar amount the household contributes to the monthly rent. This includes any public assistance benefits paid toward the rent.
- I. Number of Adults at Start:** Enter the number of adults in the household at the time they received their first monthly supplement.
- J. Number of Adults Contributing to Income at Start:** Enter the number of adults in the household contributing to the total monthly income at the time of the first monthly supplement.
- K. Number of Children at Start:** Enter the number of children in the household at the time they received their first monthly supplement.
- L. PA Recipient at Start:** If any member of the household is receiving public assistance benefits at the time the household received their first monthly supplement, enter a 1 here. If no member of the household is receiving public assistance, enter a 0.

Provide the following information at the time of the last payment for the enrolled household. If the household was approved but did not go onto enroll in the program, or if the household enrolled but did not receive monthly payments, “Reason for Supplement Stop” field, but leave the rest of this section blank.

- A. Supplement Stop Date:** Enter the date the household received their last monthly rent supplement.
- B. Household Monthly Income at Stop:** Enter the dollar amount of the total monthly rent for the household at the time they received their last monthly supplement.
- C. Household Monthly Rent at Stop:** Enter the dollar amount of the total monthly rent for the household at the time they received their last monthly supplement.
- D. Supplement Amount at Stop:** Enter the dollar amount that the district pays monthly for the rent supplement for this household.
- E. Household Contribution Amount at Stop:** Enter the dollar amount the household contributes to the monthly rent. This includes any public assistance benefits paid toward the rent.
- F. Number of Adults at Stop:** Enter the number of adults in the household at the time they received their last monthly supplement.
- G. Number of Adults Contributing to Income at Stop:** Enter the number of adults in the household contributing to the total monthly income at the time of the last monthly supplement.
- H. Number of Children at Stop:** Enter the number of children in the household at the time they received their last monthly supplement.
- I. PA Recipient at Stop:** If any member of the household is receiving public assistance benefits at the time the household received their last monthly supplement, enter a 1 here. If no member of the household is receiving public assistance, enter a 0.
- J. Reason for Supplement Stop:** Select the reason the household stopped receiving the supplement from the drop-down categories in this field. If the household was enrolled but did not receive the rent supplements for one of the reasons in this field, fill in this field with the appropriate reason.
- K. Number of Months Household Received Supplement:** This is a calculated field for the number of months the household received monthly rent supplements as part of the RSP.

Comments: This is a section to enter comments about a household's experience with RSP. If there are changes in the household circumstances during the program, they can be noted here. (Note that if there are changes to household information in the course of the program, it is best to update that row rather than create a new row for that application. A new row should only be created if the household turns in another application – for example, if a household is denied and applies again, or if a household receives RSP, ends their participation with the program, and then reapplies/starts receiving payments again.)

How to Use the RSP Household Spell Tracker for the Quarterly Report

- At the end of the application quarter, verify that all fields are properly updated for each household.
- Only the households that have successfully enrolled in the program should have a Start Date filled in, as well as the rest of the pertinent information.
- If a household is still using the program, put in the last date of the quarter as the Stop Date to calculate the number of months the household has been receiving supplements.
- Fill in the fields for the Quarterly report for the households that applied in the reporting quarter of interest. The fields in the Quarterly report can be completed by summing or averaging the relevant sections of the spell tracker.
- If the household has gone on to be approved and enrolled, update the relevant fields in the quarter the household applied for the RSP. This may mean updating summary numbers from previous quarters to reflect the current experience of the households that applied. Use the "RSP Application Cohort" column to track the appropriate row to update the information in the Quarterly report.