

Voucher Workflow Processes – Step by Step Template

Referrals & Verification Process (Time)

1. All referrals for youth/young adults with foster care involvement targeted vouchers should be submitted to DFPS or CBC to verify foster care involvement and application eligibility requirements.
 - a. DFPS or CBC POC –
 - b. When in doubt, reach out to Regional Housing Liaison or DFPS State Office Housing Program Specialist.
2. Upon verification, DFPS or CBC generates a foster care verification letter.
 - a. DFPS or CBC POC –
3. If appropriate, submit foster care verification to CoC or Coordinated Entry System
 - a. CoC or CES POC –

Application Process (Time)

4. Coc or CES will refer to DFPS/CBC or Approved Third Party to complete application, obtain documentation, and provides support throughout process; or
5. DFPS/CBC or Approved Third Party completes voucher application without CoC/CES or and provides support throughout process.
 - a. DFPS or CBC POC –
 - b. Transition Center POC –

Voucher Process (Time)

6. Verified and Vetted applications are submitted to appropriate Public Housing Authority.
 - a. PHA POC for New Applications/Voucher Process –
7. Explain PHA process from receiving application to voucher determination and housing below.
 - a. Application received
 - b. Eligibility Reviewed (Income/Criminal History/?)
 - c. Orientation
 - d. Voucher decision

Housing Process (Time)

8. DFPS/CBC or Approved Third Party assists with housing search, paperwork completion, landlord engagement, and move-in. This includes another screening for property eligibility.
 - a. DFPS or CBC or Third Party POC –

Well-Being Process (Time)

9. DFPS/CBC or Approved Third Party assists with well-being as needed, information and resources, and community integration to sustain housing.
 - a. DFPS or CBC or Third Party POC -