

## **The Community Housing Program (CHP) Application Process**

### **Who is qualified?**

1. Must have a Diagnosed Substance Use Disorder;
2. Must be on Parole/Probation from a State Prison; OR be an Active Participant in the Drug Court Program
3. Must be Homeless or at Risk of Homelessness\*

**Note (\*)**: for the intent of the Community Housing Program “risk of homelessness” is defined as someone who is at risk of losing their housing due to lack of means or resources. This also extends to those who are in unsafe housing and are without means to relocate to safer housing.

### **Support Intent and Duration:**

Before applying, it is imperative that the applicant understand that CHP support is short-term and acts as bridge funding to support qualified participants in housing while they are actively pursuing the transition to self-sustainable housing once CHP support expires for them.

CHP support is granted and contingent upon continued qualification, need, and a willingness to work with the program towards self-sustainable and financially independent living.

### **Who is the Criminal Justice Service Agent? (CJSA)**

For the purposes of the CHP, the Criminal Justice Service Agent (CJSA) is defined as the referring agent and/or supervising agent overseeing the applicant’s reentry and progress in the community.

This agent would be more specifically defined as the assigned State Drug Court Case Manager or the assigned State Probation/Parole Officer or DOC Case Manager.

### **How to Apply for CHP Support:**

To apply for CHP Support, the individual seeking support must receive a referral by the State Drug Court Program or the NH Department of Corrections (DOC) by means of their prospective Criminal Justice Service Agent (CJSA).

The application, titled as the New Hampshire Judicial Branch Application for Substance Use Disorder (SUD) Community Housing Program (CHP) Subsidy, can be found on the Community Housing Program Website: <https://www.courts.nh.gov/our-courts/drug-mental-health-courts/community-housing-program>

The completed application would then be sent to the CHP Coordinator for review:  
Katie Parent, Community Housing Program Coordinator, (email) [kparent@courts.state.nh.us](mailto:kparent@courts.state.nh.us)

Once the application has been reviewed, the CHP Coordinator will notify the referring CJSA on the acceptance status. If accepted, the CHP Coordinator will send the CJSA a CHP Letter of Acceptance and Agreement that the applicant will need to sign in full understanding of the expectations. Once signed in full understanding and agreement by the applicant, the CJSA would then send the CHP Coordinator the acknowledged document. Once received by the CHP Coordinator, the applicant is then considered an active participant until no longer qualified, support is completed, or otherwise found alternative housing not under CHP support.

## **The CHP Housing Plan**

For each qualified applicant, an individualized plan for housing and support services will be made by the prospective CJSA and the CHP Coordinator with the engagement of the CHP Participant.

The participant will need to identify a clear plan with their CJSA and complete the Housing Plan Template that is sent along with each Letter of Acceptance and Agreement. Each housing plan will be unique to the participant's needs and will address the measures and goals necessary for the participant to achieve and maintain self-sufficient living once the temporary CHP benefits expire.

The CHP Participant will be required to communicate regularly with their CJSA in addition to meeting any other requirements set by their CJSA. The purpose of the meetings is to evaluate the appropriateness of the housing plan and to evaluate the need for further supportive services in the area. The meetings will also address and the participant's long-term sustainable housing plan.

While under CHP support, the participant's prospective CJSA will communicate any pertinent updates or changes in participant housing, employment/income, or housing plan to the CHP Coordinator in order to ensure that appropriate and effective support is provided.

Barring extenuating circumstance, all communication from the CHP participant to the CHP Coordinator or vice versa will be through the prospective CJSA in order to maintain an effective chain of communication and information.

In the event that there is a change in CJSA supervision to an active participant, the former CJSA is responsible for communicating the details of said change to the CHP Coordinator in order to ensure the seamless continuation of CHP support for the participant.