

## 90-600.3. VENDOR PAYMENTS

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**A. General** This section provides information regarding vendor payments in the GR Program.

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**B. Alcohol/Drug Rehabilitation Vendor Payments** These vendor payments shall be established for those recipients in certified drug rehabilitation centers, alcohol recovery homes or halfway houses. If the facility receives county funding or provides case management services, applicants/recipients residing in the facility are not GR eligible.

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**C. Hotel/ Apartment Rental Vendor Payments Policy** These vendor payments will be established for those recipients who request them. They will be made to hotel/apartment landlords/managers only. The purpose of these vendor payments is to assist recipients to obtain lower monthly rental rates.

Vendor payments to hotel/apartment landlords/managers shall be issued for employable recipients only.

The amount of the vendor payment is considered aid paid to the recipient for purposes of computing overpayments and for reporting aid paid to ORR upon closing the case.

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**D. Vendor Payment Agreement** The vendor payment will only be made after a completed Vendor Payment Agreement (11-13 HHSA) form has been received by the worker. Both the recipient's and the landlord's signatures must be on this form.

<b>Step</b>	<b>Action</b>
1	Issue Form 11-13 HHSA to applicants/recipients who request a vendor payment.
2	Verify the facility is an apartment or hotel. The landlord's/manager's signature will be sufficient to verify that the address for the recipient is an apartment or hotel.

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## 90-600.3. VENDOR PAYMENTS, Continued

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### **E. Issuance of Vendor Payments**

The amount of the rent will be vendor paid to the landlord/manager of a hotel or apartment complex. This vendor payment must always be mailed to the vendor. It may not be given to the recipient. The balance of the grant will be paid to the recipient in one payment.

Vendor payments will continue as long as the recipient confirms the arrangement at status report, or the worker is notified of a move and the recipient requests continuation of vendor payments at the new address. If a recipient moves to a new address and requests the continuance of vendor payments, a new form 11-13 HHSA must be submitted with the recipient's and landlord's signatures on it.

Vendor payments will be issued for calendar months.

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### **F. Change of Address**

Workers will not reissue housing needs in the same aid period when a recipient moves during that aid period. It remains the recipient's responsibility to deal with the landlord who was paid. Workers are to inform recipients of this.

If the recipient reports a new living arrangement to the worker before the vendor's following month's payment has been issued, the worker will issue a vendor payment to the new landlord, if verified, and the balance to the recipient.

Workers will not request repayment from hotel or apartment landlords/managers for partial months.

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### **G. Administra- tive Error Overpay- ments – Recovery**

An administrative error overpayment exists when the recipient reported changes timely and there was time to avoid issuing the vendor payment established, but the worker does not act on the information and the vendor payment goes out incorrectly.

Note: Workers must take every precaution to ensure that vendor payments are mailed in the correct amount to the current hotel/apartment landlord/manager.

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## 90-600.3. VENDOR PAYMENTS, Continued

### Administrative Error Overpayments – Recovery (continued)

The table below shows the necessary actions that the worker must take.

Step	Action
1	Issue the appropriate housing needs amount.
2	Call the landlord/manager to explain that a payment was issued in error and to ask that it be returned upon receipt. This phone call must be documented in Case Comments.
3	Prepare a brief gram explaining the erroneous issuance. This gram must be signed by the supervisor and the FRC Manager before the worker issues the supplemental payment. It will be imaged in the case folder.
4	Issue the appropriate supplemental housing needs payment.
5	Complete the County Use Only section of the 11-13 HHS and mail it to the landlord.  Note: These administrative error overpayments will not be recouped by grant reduction. They will be included as aid paid to the recipient for collection by ORR upon closing the case.
6	Handle returned warrants or cash/checks in accordance with procedures.

Note: When ineligibility occurs within the certified aid period, there is no overpayment if there was eligibility on the first of the aid period. No overpayment exists when the recipient becomes ineligible after issuance of the vendor payment to a hotel/apartment for the month.

### H. Miscellaneous

- NOAs will not be sent to hotel or apartment landlords or managers. They will continue to be sent to the recipient only.
- If landlord/managers call the worker for information about the recipient, none may be given without the recipient's written consent.
- The discontinuance date on these cases will usually be the last day of the monthly cycle since all the money was issued on the first day. If a sanction is appropriate in these cases, it will begin the day after the last day of the monthly cycle.

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## 90-600.3. VENDOR PAYMENTS, Continued

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### I. Other Vendor Payments

These vendor payments shall be arranged for:

- Recipients who reside in approved special rate facilities.
  - Recipients when requested by Adult Services.
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