

**KTHA POLICY MANUAL REVISION
CHAPTER 7: Admissions and Occupancy**

CHAPTER 12 Voluntary Referral to Karuk Tribal Social Services Department

- a. The Karuk Tribal Housing Authority may, with the consent of the Tenant, refer a Tenant to the Karuk Tribal Social Services Department. Such referral may only be carried out through the procedures set out below.
- b. When KTHA serves a tenant with a second lease violation notice, tenant relations staff will notify the Operations Manager, or in the Operation Manager's absence, the Executive Director.
- c. Tenant Relations staff will review the tenant's file with the Operations Manager and/or the Executive Director.
- d. KTHA will send a notice to the tenant requesting that the tenant come to the KTHA offices to meet with the Operations Manager and/or the Executive Director to discuss the most recent lease violation notice and the opportunity to receive a referral to the Tribal Social Services Department.
- e. At the meeting, the Operations Manager and/or the Executive Director will explain the potential consequences for failure to correct the lease violation and for any additional lease violation. The tenant will then be given the option of a voluntary referral by KTHA to the Tribal Social Services Department for assessment, assistance, and/or additional referral.
- f. KTHA staff will not make any assessment regarding the potential needs of the tenant. Such assessment will be made by the Tribal Social Services Department, and only if the tenant agrees to a referral.
- g. If tenant declines referral to the Tribal Social Services Department, tenant will note that he or she has declined such referral on the Agreement for Referral and Authorization for Disclosure of Tenant Information form, and will sign and date the form. If the Tenant refuses to complete the form, KTHA

staff will insert a written memo in the Tenant's file indicating that the Tenant was offered a referral and decline, and will indicate the date and time of the meeting.

- h. If the tenant agrees to a referral, tenant will complete the Agreement for Referral and Authorization for Disclosure of Tenant Information form. Tenant will also sign off on any necessary Tribal Social Service Department forms.
- i. Tenant's agreement to a referral will not relieve Tenant of any obligations under Tenant's lease or under the Notice of Violation, and such agreement will not stay any proceedings or timelines applicable to Tenant without the express written consent of the KTHA Operations Manager or Executive Director.
- j. Upon completion of the necessary forms, KTHA will provide the Tenant with contact information at the Tribal Social Services Department, and KTHA staff will contact the Social Services Department to inform the Department that it is making a referral. The position at the Tribal Social Services Department that will receive and handle such referrals is _____. KTHA will make a copy of the consent forms and will forward those to the appropriate contact person at the Department.
- k. It will be the Tenant's sole responsibility to make appointments with the Tribal Social Services Department and to attend those appointments. KTHA will not have any responsibility other than sending the agreement for referral form to the appropriate contact person at the Tribal Social Services Department.