

# DAKOTA COUNTY COMMUNITY SERVICES

## SOCIAL SERVICES

**Policy #:** 3019

**Section:** Adults Services

**Title:** Housing Policy

### **POLICY**

#### DAKOTA WOODLANDS SHELTER ELIGIBILITY AND PAYMENT

### **PURPOSE**

Provide a procedure and structure for access to Dakota Woodlands shelter for households experiencing homelessness. The goal of Dakota County Community Services Emergency Shelter policy is to provide open, respectful and inclusive services and not exclude people from services based on anything beyond basic eligibility criteria.

### **DEFINITIONS**

See Policy 3016 for definitions

See Policy 3018 for documentation requirements

### **PROCEDURE**

Dakota Woodlands is available for resident families (adults with minor children)– see below for wait list procedures.

#### Shelter eligibility for Dakota Woodlands

- Must be a Dakota County resident:
  - Open to Dakota County Social Services; or
  - Open to Dakota County Cash or SNAP benefit; or
  - Dakota County is County of Financial Responsibility (CFR); or
  - Physically present in Dakota County and not open to another county for financial or social services
- Meet one of the following household compositions:
  - Single adult female who is pregnant
  - Female head of household with minor children
    - Adult must be the parent of the child(ren)
    - All household members must be on the same Maxis case
  - Male head of household with minor children
    - Adult must be the parent of the child(ren)
    - All household members must be on the same Maxis case
  - Two adult partners with minor children
    - Both adults must be the parent of at least one child in the household
      - Exceptions will be allowed if adult partners are in a same-sex relationship
    - All household members must be on the same Maxis case
- Must provide (1) proof of threat of eviction or (2) proof of homelessness (see Policy 3018 for documentation requirements)
- Must be approved for placement by Dakota Woodlands program

Shelter wait list for Dakota Woodlands

- Contact the Dakota County Housing Crisis Line for access to the Dakota Woodlands wait list (651-554-5751, extension 1).
- Preference will be given to those experiencing HUD homelessness.
- Dakota County Social Services maintains a shelter wait list for families with minor children when the shelter is full.
- Households on the shelter wait list will be enrolled in the Shelter Diversion Program and assigned a housing social worker. Households will be removed from the wait list if there are 30 days of no contact with the assigned social worker.
- A limited number of hotel placements are available for households with minor children on the Dakota Woodlands waitlist who are residing in a place not meant for human habitation or sleeping outside. Hotel placements will be limited to the funding available in the budget. This option will be available if the family is eligible for shelter and intends to enter shelter when a room is available. Hotel placements will end if a shelter room becomes available and the household does not enter shelter within 48 hours (excluding weekends and government holidays). A Housing Social Worker will be assigned to all those in a hotel placement.

Assessments

All eligible households enrolled in the Shelter Program will receive a Housing Assessment and will be placed on the Coordinated Entry Housing Priority List.

Length of Stay

A household's length of stay in shelter will be based on availability of housing resources from the Coordinated Entry Housing Priority List and the restrictions of the approved Social Services budget.

Payments for Dakota Woodlands

Emergency Assistance, Housing Support, and County Levy funding covers the costs of the shelter stays at Dakota Woodlands.

**APPROVAL**

As approved by:

Evan Henspeter, Director  
Dakota County Social Services

**REVISED (02/01/21)**