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SAPC INFORMATION NOTICE 26-07

May 19, 2026

TO: Provider Agencies for Housing Navigation, Recovery Bridge Housing, and Recovery Housing

FROM: Gary Tsai, M.D., Bureau Director 
Substance Abuse Prevention and Control Bureau

SUBJECT: HOMEKEY+ PERMANENT SUPPORTIVE HOUSING

The Los Angeles County Department of Public Health (DPH), Substance Abuse Prevention and Control Bureau (SAPC) is issuing this Information Notice (IN) to inform contracted substance use disorder (SUD) provider agencies delivering Housing Navigation (HN) Services, Recovery Bridge Housing (RBH), and Recovery Housing (RH) regarding the launch of the Homekey+ program.

Homekey+ is funded by the State of California through the Behavioral Health Infrastructure Bond Act (BHIBA) and the Homeless Housing, Assistance and Prevention Program (HHAP). Homekey+, in combination with matching SAPC funds, supports low-barrier, recovery-oriented permanent supportive housing (PSH) through rental subsidies and/or SUD-focused Supportive Services (SUD-SS). These resources are intended to serve individuals whose SUD is a primary barrier to stable, independent living and who meet federal or state definitions of homelessness or chronic homelessness under BHIBA guidelines.

Homekey+ aligns with the Housing First model, which removes preconditions and barriers to entry and/or continued tenancy (e.g., sobriety, treatment or service participation requirements). This approach supports housing stability while reducing the risk of relapse and return to homelessness and allows for the identification and treatment of other health needs. In addition, Homekey+ offers the availability of Intensive Case

Management Services (ICMS) and SUD-SS based on individualized client needs. All services provided are on a voluntary basis. The SUD-SS provider agency is responsible for coordinating referrals, linkages, and treatment services through Field-Based Services, either onsite at the project location or offsite at a SUD treatment site that is accessible to clients in the community.

OVERVIEW

Homekey+ consists of two components: (1) Rental Subsidies; and (2) SUD-SS.

Rental Subsidies

SAPC, in collaboration with the Department of Homeless Services and Housing (HSH) and its contracted vendor, Brilliant Corners (BC), will provide rental subsidies through HSH's Flexible Subsidy Housing Pool. Rental subsidies supported by SAPC will be administered by BC, which will also ensure delivery of on-site Intensive Case Management Services (ICMS) tenant supportive services. Approved rental subsidy payments will be issued by BC directly to the property management organization for each Homekey+ project.

Supportive Services

Homekey+ provides SUD-SS that are voluntary, flexible, and designed to address the individualized needs of clients. These services support access to behavioral health care, housing stability, and other critical resources SUD-SS are offered either onsite or at an offsite location that is easily accessible to clients.

Provider agencies should refer to the most current [SAPC Provider Manual](#), [BHIN 22-019](#), and [SAPC IN 26-01 FBS: Standards and Practices](#) for additional guidance.

For residents already engaged in SUD treatment, provider agencies may continue serving existing clients residing in Homekey+ projects to support continuity of care. If the offsite SUD treatment location requires clients to walk more than one-half mile, the SUD-SS provider agency is required to include a transportation plan and budget to ensure access to services. Transportation must also be made available for clients who are unable to walk distances of up to one-half mile.

Where applicable, SUD services should also be made available as needed to the non-Homekey+ tenants residing at the project site.

PARTICIPANT ELIGIBILITY

SAPC Homekey+ projects are dedicated to SAPC-approved clients. Eligible participant eligibility includes individuals or households, with at least one individual, who meets all the following criteria:

1. Is 18 years of age or older
2. Is a resident of Los Angeles County
3. Is experiencing homelessness, as defined under 24 CFR Part 578.3, including individuals who are:
 - a. Literally homeless;
 - b. At-risk of homelessness;
 - c. Fleeing or attempting to flee domestic violence; or
 - d. Experiencing homelessness under other federal statutes.
4. Has an annual income at or below 30 percent of Area Median Income (AMI)
5. Has received SUD services within the SAPC network within the last nine (9) months
6. Is currently working with a SAPC Housing Navigator

REFERRAL PROCESS

Referrals for Homekey+ must be submitted by SAPC-contracted Housing Navigators directly to SAPC. The Housing Navigator is responsible for completing and submitting a full application packet, including all required documentation and system entries, as follows:

- Homekey+ Referral Form (Attachment I) with the applicant
- SAPC Homeless Verification Form (Attachment II)
- Obtain a signed Authorization for the Use and Disclosure of Health and Social Service Information (Adult) (Attachment III)
- Provide the client with a copy of the "Companion to the Authorization for the Use and Disclosure of Health and Social Service Information (Adult)" (Attachment IV)
- Enter all required data and upload supporting documents into the Homeless Management Information System (HMIS)
- Submit the completed application packet to SAPC via secure email to DPH-SAPC_HSU@ph.lacounty.gov.

The Housing Navigator must ensure that the client is document-ready prior to submitting the Homekey+ application. Available Participant Assistance Funds should be used to obtain necessary documents and other move-in costs, as needed.

Document readiness includes uploading the following documents into HMIS:

- Government-issued identification (e.g., California ID, Driver's License, Passport, or Military ID)
- Documentation verifying homelessness

A complete Homekey+ application packet submitted to SAPC must include Attachments I – III. Income verification (e.g., pay stubs, bank statements, or proof of benefits) will be requested by property management at the time of leasing.

REFERRAL PROCEDURE

1. Housing Navigators must submit Homekey+ referral applications via secure email to DPH-SAPC_HSU@ph.lacounty.gov.
2. SAPC will review submitted referrals to determine application completeness and eligibility criteria. SAPC will confirm receipt of the referral. Housing Navigators may be required to provide additional information or documentation upon request.
3. SAPC will coordinate with HSH, BC, ICMS providers, property management, and Housing Navigators to facilitate the matching process.
4. If units are available, SAPC will notify the Housing Navigator if the eligible applicant is recommended for lease-up. The applicant and Housing Navigator will also be contacted by the assigned ICMS provider with next steps.
5. If no units are available, eligible applicants will be placed on a waitlist maintained by SAPC.

DISCHARGE PROCEDURE

Discharge from Homekey+ may occur under the following conditions:

- The client voluntarily exits the program or secures alternative stable housing without the subsidy.
- The client no longer meets eligibility criteria.
- The client's (or household) income increases and exceeds 30 percent (30%) of Area Median Income.
- The client requires a higher level of care that is not available onsite (e.g., long-term residential treatment services or medically related care options, such as a skilled nursing facility or hospice).
- Non-compliance with program rules or lease agreements, following appropriate due process.

If a client no longer meets Homekey+ eligibility criteria, the ICMS and/or SUD-SS provider must facilitate warm handoffs to alternative housing and/or treatment services. Transition planning must be proactive and coordinated to support housing stability and ensure continuity of care, with the goal of reducing the risk of returns to homelessness and relapse in recovery.

ADDITIONAL INFORMATION

For additional questions or information, please contact SAPC's Homeless Service Unit at DPH-SAPC_HSU@ph.lacounty.gov.

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Attachments

- Attachment I - Homekey+ Referral Form
- Attachment II - SAPC Homeless Verification Form
- Attachment III - Authorization for the Use and Disclosure of Health and Social Service Information (Adult)
- Attachment IV - Companion to the Authorization for the Use and Disclosure of Health and Social Service Information (Adult)