

Additional Guidance

TMS/ACTT/CST Providers use two funds: (1) Transition Yearly Stability Resources (TYSR) to transition individuals into supportive housing and (2) Emergency Housing Funds (EHF) to address qualifying events that may occur in emergency situations.

“Invoices” refer to [TYSR Individual Expense Verification Forms](#) and [Emergency Housing Fund forms](#).

Note: Emails must be encrypted using zixsecure, especially when containing information on individuals whether in attachments or in the body of the message

Additional Guidance

- TYSR charges are recorded on the TYSR IEV Form with signed receipts* attached and emailed to Trillium Health Resources via TCLIAP@TrilliumNC.org.
- EHF charges are recorded on the Emergency Housing Fund form with signed receipts* and other supporting documentation, then emailed to Trillium Health Resources via TCLIAP@TrilliumNC.org.
- **Monthly reporting is required. Do not collect TYSR expenditures to equal \$2,000 or what might be considered a significant amount first before submitting.**
- **Emergency Housing Funds must not total more than \$1,500 without written approval from Trillium Health Resources.**
- Each agency should encourage the staffer responsible for preparing invoices to participate in the **online training on Trillium's website**
 - <https://staff.mylearningcampus.org/login/index.php>
- Once invoices are submitted to TCLIAP@TrilliumNC.org email address, expect to receive a receipt from Trillium Health Resources
 - If no acknowledgement is received, please call 866-998-2597 or email Amina.Turner@TrilliumNC.org

Additional Guidance

- Invoices should have accurate data:
 - correct spelling of the individual's name
 - the correct dates for identified housing slot, and move-in date
 - housing slot #
 - Date of purchase/service and vendor's name on the receipt should match what is reported on the invoice
- Invoices will be returned for correction if they are:
 - Not signed
 - Missing receipts
 - Over-budget
 - Do not include Attestation Forms for [Apartment Application Fees](#) and/or [Utility Deposits](#)
 - Receipts are not legible or readable

Must include [certification statement](#): “I hereby attest or certify that the costs reported for reimbursement represent allowable costs which have been expended according to the terms of the contract and such cost are documented in our accounting records.” This statement shall be signed and dated by an authorized representative of your agency.

TYSR Guidance Regarding Receipts

- Member's Printed Name, Signature, & DOB *and* Staff Person's Name & signature
- Readable, Clear, Dark enough to read; Photos of receipts acceptable
- Receipt total must match amount on IEV
- All receipts submitted must be listed on IEV including refunds/returns
- If member pays portion, explain in Comments Section on IEV
- Costs cannot be incurred before Housing Slot # assigned
- Cell phone, TVs and Cell phone minutes must not exceed limit
 - Cell phones (\$50)
 - Televisions (\$150) - only one TV can be purchased
 - Cell phone minutes (\$50) if purchased on same date as cell phone; or purchased one time if member has working cell phone
- Essential Clothing - Up to \$150 in an emergency situation
- Furniture - Itemized receipt from store where furniture was purchased with the type of furniture and cost per item. If store delivers include member's address