


Entering Financial Housing Assistance Transaction (FHAT) in OPUS/HMIS

- From the Household Transactions Summary screen, enter a new **FHAT** by selecting the option from the dropdown list under **FHAT** and clicking the New FHAT button. Select Homeless Prevention for clients who are currently housed. Select Rapid Rehousing for clients who are Literally Homeless.

- Be sure to select (click the box next to the name of) all clients in the HOUSEHOLD. The program participant count is done through this transaction, not through the program enrollment.
- Select the type of transaction from the FHAT Type dropdown list. 

- Arrearages
 - Motel & Hotel Vouchers
 - Moving Cost Assistance
 - Rental Assistance
 - Security Deposits
 - Utility Deposits
 - Utility Payments

- RENT ASSISTANCE, UTILITY PAYMENTS, and MOTEL VOUCHERS: Use the dates of the month that you are subsidizing. The system will automatically enter the last date of the month in the End Date field. Don't cross over multiple months. Make another transaction instead.

FHAT New

APC FHA: HOMELESS PREVENTION

HH Member(Choose the Applicant(App) and all the clients(C) receiving the FHAT)

App C Client

KARL TUXEDO

GRACE TUXEDO

FHAT Details:

| | | | |
|-------------|--|----------------|------------------------------------|
| Start Date: | <input type="text" value="09-01-2009"/> | End Date: | <input type="text" value="09/30"/> |
| FHAT Type: | <input type="text" value="Rental Assistance"/> | Intake Worker: | <input type="text" value="LNS"/> |
| Amount: | <input type="text" value="500.00"/> | | |

Grant **Amount**

- MOVING COST, SECURITY and UTILITY DEPOSITS: The start and end date both the date you 1.) wrote the check or 2.) committed the funds. (Start and end date are the same.) You'll need to change the End date to the correct date.

FHAT New

APC FHA: HOMELESS PREVENTION

HH Member(Choose the Applicant(App) and all the clients(C) receiving the FHAT)

App C Client

KARL TUXEDO

GRACE TUXEDO

FHAT Details:

| | | | |
|-------------|--|----------------|------------------------------------|
| Start Date: | <input type="text" value="09-15-2009"/> | End Date: | <input type="text" value="09/15"/> |
| FHAT Type: | <input type="text" value="Security Deposits"/> | Intake Worker: | <input type="text" value="LNS"/> |
| Amount: | <input type="text" value="925.00"/> | | |

Grant **Amount**

Your agency's OPUS system administrator can request reports of all transactions in any date range.



FINANCIAL ASSISTANCE HOUSING TRANSACTIONS (FHA) - REPORT

DATE RANGE: 09/01/2009 - 09/30/2009

APC: HOMELESS PREVENTION

| APP | CLIENT | START DATE | END DATE | AMOUNT | TYPE | STATUS |
|-------------|--------------|------------|------------|--------|-------------------|--------|
| KARL TUXEDO | GRACE TUXEDO | 09-01-2009 | 09-30-2009 | 500.00 | Rental Assistance | Active |
| KARL TUXEDO | KARL TUXEDO | 09-15-2009 | 09-15-2009 | 925.00 | Security Deposits | Active |

- ARREARAGES are used to help pay past due rent. The start and end date both the date you 1.) wrote the check or 2.) committed the funds. (Start and end date are the same.) Enter the amount and the number of months that this payment covers.

FHAT New

APC FHA: HOMELESS PREVENTION

HH Member(Choose the Applicant(App) and all the clients(C) receiving the FHAT)

App C Client

KARL TUXEDO

GRACE TUXEDO

FHAT Details:

| | | | | |
|-------------|---|-------------------|------------------------------------|--------|
| Start Date: | <input type="text" value="09-15-2009"/> | End Date: | <input type="text" value="09/15"/> | */2009 |
| FHAT Type: | <input type="text" value="Arrearages"/> | Intake Worker: | <input type="text" value="LNS"/> | |
| Amount: | <input type="text" value="1200.00"/> | Arrearage Months: | <input type="text" value="3"/> | |

Grant **Amount**

- VOIDS: You cannot delete a FHAT. Instead, you are able to void the transaction. Click on the name of the transaction you wish to void. Complete the **FHAT Edit** and click **VOID**.

FHAT Edit

APC FHA: HOMELESS PREVENTION

Applicant: KARL TUXEDO

Clients: GRACE TUXEDO

FHAT Details:

| | | | | |
|-------------|--|----------------|------------------------------------|--------|
| Start Date: | <input type="text" value="09-15-2009"/> | End Date: | <input type="text" value="09/30"/> | */2009 |
| FHAT Type: | <input type="text" value="Security Deposits"/> | Intake Worker: | <input type="text" value="LNS"/> | |
| Amount: | <input type="text" value="925.00"/> | | | |

Grant **Amount**

Void Comment

To Void a FHA Transaction, provide comments here. Only voided transactions will have comments

30 characters left (spaces count)

FHAT (click FHAT label to view/edit)

| FHAT Label | Date | Amount | Transaction Type | Status |
|-------------------------------------|------------|------------|-------------------|--------|
| HOMELESS PREVENTION | 09-15-2009 | \$1,200.00 | Arrearages | ACTIVE |
| HOMELESS PREVENTION | 09-15-2009 | \$925.00 | Security Deposits | VOID |
| HOMELESS PREVENTION | 09-01-2009 | \$500.00 | Rental Assistance | ACTIVE |

A record is kept of all transactions