



# VETERANS TEMPORARY EMERGENCY HOUSING VOUCHER PROGRAM GUIDE



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# Chapter 1: Temporary Emergency Housing Voucher Program - Overview

## 1.1 Background

The Minnesota Department of Veterans Affairs (MDVA or State) Stable Housing Initiatives Office believes ending Veteran and former service member homelessness is a moral imperative and a duty to those who have served.

To aid in this effort in 2015, the MDVA Leadership assisted in developing *Heading Home Together: Minnesota's Plan to Prevent and End Homelessness* and developed the goal of ending Veteran and former service member homelessness in Minnesota.

To help Veterans or former service members experiencing homelessness access stable housing and other resources, MDVA facilitates the Minnesota Homeless Veteran or Former Service Member Registry (HVR). The HVR connects Veterans or former service members experiencing homelessness to housing and services in their community.

The Veterans Temporary Emergency Housing Voucher Program (VTEMP), launched on November 1, 2022 by MDVA, was created to support Community Service Providers (CSPs) across the state, including Tribal Nations. The program assists Veterans or former service members and their households who are experiencing literal homelessness and unable to access shelter in their communities.

When shelter options are unavailable—due to capacity issues, lack of local shelters or unique circumstances preventing families from staying together—VTEMP enables CSPs to provide short-term emergency shelter through local hotels or motels. The program reimburses CSPs for these accommodations.

Over the past three years, VTEMP has contributed to a reduction in the time Veterans or former service members and their households experience homelessness. It has also allowed them to remain within their communities, preserving access to culturally responsive support and enabling greater stability in their housing journey.

## 1.2 Overview

The Veterans or former service members Temporary Emergency Housing Voucher Program (VTEMP) is a state-funded housing assistance program administered by the MDVA Stable Housing Initiatives Team.<sup>1</sup>

The VTEMP Program advances MDVA's goal of ending Veteran or former service member homelessness by providing short-term, non-congregate housing and by removing barriers to permanent housing the Veteran or former service member is experiencing while assessing the need for additional services.

The MDVA Homeless Programs Team coordinates with eligible Community Service Providers (CSPs) who offer services to Veterans or former service members and their households who are experiencing homelessness throughout the State of Minnesota.

### 1.3 What the VTEMP Program covers

The VTEMP Program provides retroactive reimbursements to CSPs who agree to fund temporary, non-congregate housing units, such as hotel rooms, to eligible Veterans or former service members and their households. The VTEMP Program is meant for providing a sheltering opportunity to a Veteran or former service member and their households when there is not an alternative sheltering option within a 10-mile radius or accessible sheltering options are at capacity; and

The VTEMP Program also provides limited coverage for damage to a hotel room or housing unit that occurred during an eligible Veteran's or former service member's stay.

### 1.4 Eligible participants

CSPs who have established relationships with entities that provide short-term, non-congregate housing units, such as hotels and service organizations who own short-term, non-congregate housing units, or CSPs who have the ability to establish relationships with such entities, provided that Veterans and former service members must be housed by such entities prior to reimbursement request(s); and

- CSPs who fund or directly provide short-term, temporary, non-congregate housing for Veterans and former service members and their households in need of housing; and
  - To be eligible for VTEMP Program reimbursements, Community Service Partners must agree to follow the VTEMP Program Requirements for CSPs;
- AND
- Veterans or former service members and their households who are currently experiencing homelessness and who have an active profile on the HVR.

### 1.5 Service area

The VTEMP Program will be administered statewide.

### 1.6 Governing statute

Minnesota Law 2022, Chapter 54, Article 1, Section 3, Subdivision 2.

### 1.7 Expected timeframe

MDVA will administer the VTEMP Program throughout State Fiscal Year 2026, July 1, 2025-June 30, 2026. At the MDVA's sole discretion, the VTEMP Program may be extended in increments or time periods as determined by the State of Minnesota through its Commissioner of the Minnesota Department of Veterans Affairs.

### 1.8 Program expiration or termination

The Program expires on June 30, 2026, or sooner, if the allocated funding from the Legislature for this Program is exhausted or runs out.

The Program and all reimbursements are scheduled to end for any temporary housing stays on or after June 30, 2026. However, if the current funding for the Program is exhausted or is scheduled to be expended on reimbursements for temporary housing or is reasonably determined to be necessary for other temporary housing or initiatives for homeless Veterans or former service members in MDVA's sole discretion, the Program and housing reimbursements may end prior to June 30, 2026, upon notice to enrolled CSPs.

If it is projected that the funding will become unavailable or exhausted before June 30, 2026, the MDVA will attempt in good faith to provide reasonable notice to enrolled CSPs.

Termination for Convenience. The MDVA has and reserves the right to terminate the Program, with or without cause, upon 30 days' notice to CSPs that have enrolled in the Program or that have been reimbursed by the Program.

Upon Program termination, enrolled CSPs will be entitled to payment, determined on a pro rata basis, for services or goods satisfactorily performed or delivered.

Termination for Insufficient Funding. The State may immediately terminate this Program if it does not obtain funding from the Minnesota Legislature, or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Program.

**The State is not obligated to pay for any services that are provided after notice and effective date of termination.** However, the enrolled CSPs will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

The State will not be assessed any penalty if the Program is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

The State will attempt to provide notice to eligible and enrolled CSPs within a reasonable time of the State's receiving notice of lack of funding.

If the Program is not renewed or extended by MDVA Stable Housing Initiatives, any hotel stays for nights on or after June 30, 2026 will not be eligible for reimbursement by MDVA.

### 1.9 Program extension

The MDVA has and reserves the right to extend the Program for an additional amount of time in increments determined by the MDVA, through a duly executed Program Guide.

If the Program is extended, to continue to be eligible for temporary housing cost reimbursements, eligible CSPs and Veterans or former service members must continue to meet the Program requirements. Additionally, they must meet all established benchmarks and sign the updated **VTEMP Program Requirements for Community Service Providers** in effect for the

applicable State Fiscal Year.

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<sup>1</sup> Currently, the VTEMP Program funding is set to expire before or on June 30, 2026, depending on availability of funds. More details of the Program, including how funds are available on a first-come, first-served basis, are available by contacting MDVA Stable Housing Initiatives Team at [homelessprograms.mdva@state.mn.us](mailto:homelessprograms.mdva@state.mn.us)

## Chapter 2: VTEMP Program Requirements for Community Service Providers Agreement

The Minnesota Department of Veterans Affairs (MDVA or State) Stable Housing Initiatives Office provides this Agreement for Community Service Providers (CSPs) to understand and agree to the following requirements that must be met for eligible temporary housing for Veterans and former service members to be reimbursed by the MDVA. Reimbursements are contingent upon:

- a. CSP agreeing to this Agreement and continuing to meet all Veterans Temporary Emergency Housing Assistance Program (VTEMP or Program) requirements;
- b. The individual Veteran's or former service member's signing of the Agreement for Veterans and Former Service Members (i.e., the VTEMP Program requirements for Veterans and former service members Agreement) and continuing to follow applicable Program rules and requirements; and
- c. Availability of funds from the appropriation that funds this Program (more details are available in the Veterans Temporary Emergency Housing Voucher Program Overview).

**If your organization has questions about Program limits or the requirements that must be met to qualify for reimbursements for housing provided to Veterans or former service members by your organization, please contact the MDVA Stable Housing Initiatives Team at [homelessprograms.mdva@state.mn.us](mailto:homelessprograms.mdva@state.mn.us)**

### 2.1 Intake of Veterans or former service members into Program

- a. CSPs will complete a **Veterans Temporary Emergency Housing Voucher Program Referral Form (Appendix C)** for each Veteran or former service member being referred to the VTEMP Program. Referrals, including a completed Appendix C, must be sent to the MDVA Stable Housing Initiatives Team.
- b. The Homeless Veteran Registry (HVR) Application will be completed by the CSP and attached to the referral form.
- c. CSPs will assess each Veteran's and former service member's ability to live independently. A current determination upon intake that each Veteran or former service member is able to live independently is required for Program reimbursements, where available.<sup>2</sup>

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<sup>2</sup> Per Supportive Services for Veterans Families (SSVF): **Veterans or former service members who require a higher level of care and are not able to live independently must not be placed in a hotel.** Community Service Providers will work with the Minnesota Assistance Council for Veterans (MACV), County Veterans Service Officers (CVSO), the United States Department of Veterans Affairs, and other Community Service Providers to find a more appropriate placement for Veterans and former service members who require a higher level of care.



## 2.2 Eligibility determinations

Community Service Providers (CSPs) will provide housing transitional services to a Veteran or former service member before the Veteran's or former service member's eligibility is confirmed by the MDVA Stable Housing Initiatives Team; however, this does not guarantee retroactive or prospective reimbursement by MDVA or State for the cost of the housing.

- a. MDVA will retroactively reimburse a CSP for housing services provided and funded by a CSP prior to a determination of eligibility in instances when MDVA determines eligibility and the stay is determined eligible for reimbursement by MDVA.
- b. Retroactive reimbursements are contingent on funding availability. Details are defined in the Veterans Temporary Emergency Housing Voucher Program Overview.

The following Veteran or former service member **Eligibility Requirements** will be verified by the CSP and Veteran status and HVR entry confirmed by MDVA for VTEMP eligibility:

1. A person is a Veteran or former service member;
2. A person is on the HVR or has completed an HVR application and HVR Release of Information;
3. A person is able to live independently;
4. A person does not require a high level of care;
5. A person is not currently staying in a shelter bed;
6. A shelter(s) is/are at capacity within a 10-mile radius;
7. A person has not declined other currently available sheltering options including, but not limited to, the Grant and Per Diem (GPD) or Transitional Housing options;
8. A person agrees to remain in compliance with any and all court orders, warrants, a summons in a criminal case, and justice systems' requirements (for justice systems in the United States). If not in compliance, not willing to remain in compliance, or unable to resolve within three (3) business days, MDVA will determine person and/or household is no longer eligible; nothing contained herein shall be construed as a waiver of the person's right to challenge the legality or sufficiency of legal process in a court of competent jurisdiction. MDVA may, in the discretion of the Deputy Commissioner, stay a determination of continued eligibility while a formal legal challenge is litigated;
9. A person has no exits from the Program in the past 90 days;
10. A person or their household has not been previously exited with damage to the housing unit or with incident (i.e., incident is defined as a violation of law or threat of harm to CSP, other residents, or property owners, or a threat of harm to housing unit or other property). Exiting with damage to the housing unit or with incident will prohibit the Veteran or former service member from participating in the VTEMP Program in the future.

11. CSPs will notify in writing the Veteran or former service member upon determination that the Veteran or former service member is eligible for emergency housing services. MDVA will provide a copy of the MDVA Stable Housing Initiatives Team's decision on the submitted **Community Service Provider Referral Form (Appendix C)** to the CSP.
12. Upon an eligibility determination, the CSPs will notify the Veteran or former service member in writing when a Veteran or former service member is determined ineligible for the services, and CSP may complete a **VTEMP Appeals Request Form (Appendix E)** and file it with MDVA within five (5) business days of the eligibility determination.

## 2.3 Documentation requirements

The CSP will create and maintain a file for each Veteran or former service member for which the CSP is funding housing or providing housing directly.

2.3.1 This file and its contents are created for the following purposes:

- To follow documentation requirements for providing services to individuals (see section 2.3.4);
- To audit Program administration and the expenditure of appropriated funding; and
- To ensure CSP's compliance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13; Minn. Stat., § 15.07 Official Records; where applicable, the Health Insurance Portability and Accountability Act of 1996; and any other applicable law as it pertains to the records in the file.

2.3.2 The CSP and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under the VTEMP Program, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the CSP under the VTEMP Program. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, by either the CSP or the State. If the CSP receives a request to release the data referred to in this clause, the CSP must immediately notify and consult with the State's Authorized Representative as to how the CSP should respond to the request. The CSP's response to the request shall comply with applicable law.

2.3.3 At any time during the Veteran's or former service member's participation in the VTEMP Program and for up to six (6) years after the Veteran's or former service member's stay has ended MDVA may request a copy of the file from the CSP. Additionally, CSP's books, records, documents, and accounting procedures and practices relevant to this Program are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six (6) years from the expiration of the Program.

2.3.4 Documents required in each Veteran's or former service member's file include:

- a. **The HVR Application and HVR Release of Information** signed by the Veteran or former service member;
- b. **The Community Service Provider's Release of Information** signed by the Veteran or former service member;
- c. **The HVR Verification** completed by the designated MDVA Homeless Program Coordinator (HPC);
- d. **VTEMP Program Referral Form (Appendix C)** completed by the CSP;
- e. **VTEMP Program Requirements for Community Service Providers** document signed by the CSP (**Appendix B**);
- f. **VTEMP Program Requirements for Veterans and Former Service Members Participation Agreement** signed by Veteran or former service member (**Appendix D**);
- g. If a Veteran or former service member passes away while housed under the VTEMP Program, a new **VTEMP Program Requirements for Veterans and Former Service Members Participation Agreement (Appendix D)** will be signed by an adult member of the Veteran's or former service member's household, if applicable, and filed with MDVA Stable Housing Initiatives and the CSP;
- h. The CSP's rules and policies acknowledged by Veteran or former service member that they have read and understand the rules and policies, and signed and dated by Veteran or former service member;
- i. The Housing Provider's rules and policies acknowledged by Veteran or former service member that they have read and understand the rules and policies, and signed and dated by the Veteran or former service member, if applicable;
- j. If completed, the Veteran's or former service member's **VTEMP Housing Plan (Appendix F)**;
- k. Documentation of case management or additional services offered or provided by the CSP and documentation of any referrals to other CSPs;
- l. **The VTEMP Program Appeals Request Form (Appendix E)**, if applicable;
- m. **The VTEMP End of Stay Notification (Appendix G)**; and
- n. **The VTEMP Program Invoice (Appendix I)** and itemized receipt showing each day the Veteran or former service member occupied the housing unit.

Failure to maintain complete documentation may lead to rejection of reimbursement request(s) and audit responses and documentation that materially deviate from the required format and content may be rejected or require additional action by the CSP or State of Minnesota. Additional action may include a requirement that a CSP return funds received from the State under the Program (where such payment/s are not supported by documentation or are not allowable under law or program rules).

## Chapter 3: Community Service Provider Responsibilities

### 3.1 Program entry and participation

Community Service Providers (CSPs) will accomplish the following when a Veteran or former service member is eligible for and enters the VTEMP Program:

1. Secure a non-congregate, temporary housing unit on behalf of the Veteran or former service member and their household;
2. Communicate to the Veteran or former service member the location of the temporary housing unit, applicable time limits and any additional resources available;
3. Monitor the status and progress of each Veteran or former service member participating in the VTEMP Program and report any changes to the assigned MDVA Homeless Program Coordinator (HPC);
4. Provide basic needs and supports to the Veteran or former service member and, when possible, assist in assessing the Veteran's or former service member's need for additional services (MDVA is not reimbursing the cost of additional services or basic needs and supports);
5. Coordinate case management services for the Veteran or former service member with contracted CSPs, such as Minnesota Assistance Council for Veterans (MACV) or Lutheran Social Services (LSS), and assist, when possible, in the development of a long-term housing plan for the Veteran or former service member;
6. Explain to the Veteran or former service member all VTEMP Program parameters and benchmarks that must be met to remain eligible for the Program along with any timelines for meeting these benchmarks;
7. Provide all rules and policies established by the CSP and the Housing Provider to Veteran or former service member and to the assigned MDVA HPC;
8. Explain to the Veteran or former service member the CSP's rules and policies and obtain the Veteran's or former service member's signature and date confirming the Veteran or former service member has read and understands the rules and policies;
9. Provide a copy of the CSP's and Housing Provider's rules and policies to the MDVA Stable Housing Initiatives Team;
10. Monitor and report in the bi-weekly Homeless Veteran Registry (HVR) meetings the total number of housing days utilized by a Veteran or former service member and the progress of the Veteran or former service member in meeting their housing goals; and
11. Submit itemized monthly or bi-weekly invoices, including an itemized receipt from the Housing Provider showing each day the Veteran or former service member occupied the housing unit, to the MDVA [Veterans.Programs.Invoicing.MDVA@state.mn.us](mailto:Veterans.Programs.Invoicing.MDVA@state.mn.us). All hotel/Housing Provider charges must be itemized.

### 3.2 Program exit

Community Service Providers (CSPs) will accomplish the following when a Veteran or former service member exits the VTEMP Program:

1. Report the Veteran's or former service member's exit from the VTEMP Program to the assigned MDVA Homeless Program Coordinator (HPC). This report will include the following:
  - a. The termination of housing and discharge date from the Program (Appendix G);
  - b. The type of discharge and the Veteran's or former service member's destination, if known:
    - I. The Veteran or former service member obtained long-term housing;
    - II. The Veteran or former service member resolved their housing crisis;
    - III. The Veteran or former service member exited the VTEMP Program for specialized services;
    - IV. The Veteran or former service member exited the VTEMP Program involuntarily or due to violation of law or due to damage to housing unit or due to incident (such as a threat of harm to others); or
    - V. The Veteran or former service member voluntarily exited the Program.
2. Provide each Veteran or former service member exiting VTEMP with a VTEMP End of Stay Letter.
3. The CSP will be present for all exits of a Veteran or former service member from the housing unit.
  - a. The MDVA will not reimburse the CSP for any additional housing costs incurred beyond the date of an exit from the housing unit or beyond 24 hours of lease signing.
  - b. A violation of the rules or policies of the CSP or Housing Provider or Hotel Property may be grounds for exit from the housing unit and discharge from the VTEMP Program resulting in the end of reimbursements for housing costs.
  - c. A violation of any laws by a Veteran or former service member or a member of the Veteran's or former service member's household may be grounds for exit from the housing unit and permanent discharge from the VTEMP Program resulting in the end of reimbursements for housing costs. The CSP should consult with its own legal counsel or MDVA prior to discharge exit under this clause (i.e., violation of law), particularly if the type of violation or allegation has not been proven through a judicial process or court.
  - d. An exit without damage to the housing unit and without incident (i.e., without a violation of law or threat of harm to CSP, other residents or property owners) will require a 90-day break for re-consideration and re-assessment to access shelter if room and funding is available.
  - e. An exit with damage to the housing unit or with incident (i.e., violation of law or

threat of harm to CSP, other residents or property owners) will prohibit the Veteran or former service member from participating in the VTEMP Program in the future.

- f. CSP has the right to appeal an eligibility denial, an MDVA-required program exit decision, or reimbursement request denial made by the MDVA Stable Housing Initiatives Team. A CSP will have five (5) business days from the date of denial/date of decision to file an appeal in writing to the MDVA Stable Housing Initiatives Team at [homelessprograms.mdva@state.mn.us](mailto:homelessprograms.mdva@state.mn.us). The MDVA Stable Housing Initiatives Team will review a completed appeal request and have up to twenty (20) business days to decide and inform the CSP of the decision of the appeal. The MDVA Stable Housing Initiatives Team may reach out to a CSP to ask for further information concerning the appeal request. All appeal decisions made by the MDVA Stable Housing Initiatives Team are final. During the time of the Appeal, CSP will be liable for costs incurred. If an appeal decision is in favor of the CSP, MDVA will reimburse CSP for eligible expenses in accordance with the appeal decision.
4. Submit any final invoice(s) to the MDVA Stable Housing Initiatives Team at [Veterans.Programs.Invoicing.MDVA@state.mn.us](mailto:Veterans.Programs.Invoicing.MDVA@state.mn.us). Invoices must be submitted monthly or bi-weekly, including final invoice(s). MDVA will only reimburse for the actual cost incurred of the hotel room or housing unit stay minus any incidentals (i.e., incidental charges, such as costs of items and services that are not part of the main bill for accommodations/lodging per night, will not be reimbursed), and no other charges, costs, liabilities, services, items, or amenities, etc., will be reimbursed. Any other charges apart from accommodations/lodging per night will not be reimbursed under this Program.

## Chapter 4: Damage to the Housing Unit

1. Community Service Providers (CSPs) will explain and inform Veterans and former service members that damage to a housing unit will result in discharge from the VTEMP Program.
2. MDVA will reimburse CSPs up to \$2,000 for damage costs paid to a Housing Provider for damage to a hotel room or housing unit, provided that proper documentation and proof of damage and repair costs have been attached to invoice(s) submitted to MDVA and reviewed and approved by MDVA.
3. Any claims of damage to the hotel room or housing unit must include:
  - a. An itemized breakdown per item damaged and the cost of repair or replacement per item confirmed by invoices and receipts; and
  - b. Documentation supporting the damage claim and confirmation that the Veteran or former service member, or a household member(s), are responsible for the damage (i.e., statements from hotel management, witnesses, photographs).
  - c. Any damage claims submitted to MDVA may not exceed \$2,000 per Veteran's or former service member's stay.

## Chapter 5: Reporting Requirements

Community Service Providers (CSPs) will submit a monthly summary of Veterans or former service members served during that month. This summary will include the following:

- a. Number of Veterans or former service members and their household members discharged from the VTEMP Program, and reasons for discharge, such as:
  - I. The Veteran or former service member has obtained permanent housing; or
  - II. The Veteran or former service member has disengaged from the VTEMP Program or has voluntarily chosen to leave the Program; and
- b. Number of Veterans or former service members and household members referred for additional services and to whom the referral was made (i.e., MN Choices, HSS, Community Programs, Behavioral Health, MA, SOAR, Housing Support Programs, etc.) with outcome of referral.



## Chapter 6: Requirements for Reimbursement

1. Community Service Providers (CSPs) must complete the MDVA W9 enrollment process at time of first initial referral; and
2. Submit a completed **VTEMP Program Invoice (Appendix I)** either bi-weekly or monthly, including an itemized receipt from the Housing Provider showing each day the Veteran or former service member occupied the housing unit, to the assigned MDVA Stable Housing Initiatives staff; and
3. Sign, acknowledge and agree to the terms of the VTEMP Program by signing below **(Appendix B)**; and
4. Follow the requirements within this document (Veterans Temporary Emergency Housing Voucher Program Guide); and
5. Submit a completed **Appendix G: End of Stay Letter** at time of exit from VTEMP Program with Destination.

## Chapter 7: Program Expiration or Termination

The Program expires on June 30, 2026, or sooner, if available and dedicated funding from the Minnesota Legislature for this Program is exhausted.

**Termination for Convenience.** The MDVA Stable Housing Initiatives Team has and reserves the right to terminate the Program, with or without cause, upon 30 days' notice to Community Service Providers (CSPs) that have enrolled in the Program or that have been reimbursed by the Program.

Upon Program termination, enrolled CSPs will be entitled to payment, determined on a pro rata basis, for services or goods satisfactorily performed or delivered.

**Termination for Insufficient Funding.** The State may immediately terminate this Program if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Program. **The State is not obligated to pay for any services that are provided after notice and effective date of termination.** However, the enrolled CSP(s) will be entitled to payment, determined on a pro-rated basis, for services satisfactorily performed to the extent that dedicated funds are available. The State will not be assessed any penalty if the Program is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

The State will attempt to provide notice to eligible and enrolled CSPs within a reasonable time of the State's receiving notice of lack of funding.

If the Program is not renewed/extended by the MDVA, any hotel stays for nights on or after June 30, 2026, will not be eligible for reimbursement by MDVA.

### **Program Extension**

The MDVA has and reserves the right to extend the Program for an additional amount of time in increments determined by the State through a duly executed VTEMP Program Requirements for Community Service Providers document.

If the Program is extended, to continue to be eligible for temporary housing cost reimbursements, eligible CSPs must continue to meet the Program requirements and parameters and meet all established benchmarks and sign the updated **VTEMP Program for Community Service Providers Agreement (Appendix B)** in effect for the duration of VTEMP Program in State Fiscal year 2026 or applicable State Fiscal year.

## Chapter 8: VTEMP Program Requirements for Veterans and Former Service Members Agreement

### 8.1 Intake

To be eligible for Program entry and participation, Veterans and former service members will fully cooperate in the intake process with the Community Service Provider (CSP) by:

1. Completing and signing **VTEMP Program Requirements for Veterans and Former Service Members Agreement (Appendix D)**;
2. Completing and signing the HVR Application and HVR Release of Information and providing all of the necessary documentation to determine their eligibility for the Veterans Temporary Emergency Housing Voucher Program (VTEMP);
3. Completing and signing the Release of Information form required by the CSP and completing any other application(s) or Release of Information required by a Community Service Organization providing services to the Veteran or former service member if applicable; and
4. Acknowledging they have read and understand and are agreeing to comply with the CSP's and housing service provider's rules and policies.

### 8.2 Program entry and participation

Once housed, Veterans and former service members will:

1. Follow the parameters of the VTEMP Program under the direction of the CSP; and
2. Comply with all applicable rules and policies established by the CSP and the Housing Provider.

### 8.3 Program exit

A Veteran or former service member may voluntarily exit the VTEMP Program at any time.

A violation of the rules established by the CSP or the Housing Provider will result in an immediate involuntary termination of housing and exit from the VTEMP Program. CSP will provide a copy of their already established rules and appeal process to MDVA at the time of initial referral request and will provide the same said rules to the Veteran or former service member at time of acceptance into the Program.

- A. The MDVA will not reimburse the CSP for any additional housing costs incurred beyond the date of an exit from the housing unit and discharge from the VTEMP Program.
- B. The MDVA will not reimburse the CSP for housing costs incurred after a discharge from the VTEMP Program due to a violation of the rules or policies of the CSP or Housing Provider.

- C. A violation of any laws by a Veteran or former service member or a member of the Veteran's or former service member's household may also be grounds for exit from the housing unit and discharge from the VTEMP Program, resulting in the end of reimbursements for housing costs.
- D. An exit without damage to the housing unit and without incident (i.e., violation of law or threat of harm to CSP, other residents, or property owners) will require a 90-day break for re-consideration and re-assessment to determine if room and funding is available prior to former participant accessing shelter again through the VTEMP Program.
- E. An exit with damage to the housing unit or with incident (i.e., violation of law or threat of harm to CSP, other residents, or property owners) will prohibit the Veteran or former service member from participating in the VTEMP Program in the future.

## Appendix A: Program Parameters

1. There is **no** shelter bed available within a 10-mile radius of where Veteran or former service member and household is currently unsheltered.
  - a. This requirement does not apply to Veterans or former service members fleeing domestic violence.
  - b. This requirement does not apply to Veterans or former service members with documented, special circumstances that cannot typically be accommodated in a shelter as determined by a licensed professional in a written certification or attestation sufficient for the Community Service Provider's (CSP's) decision (CSP will document this special circumstance in its files – MDVA will not review or make any decisions on shelter eligibility or appropriateness, though MDVA will reserve the right to audit any documentation held by CSP).
2. When a Veteran or former service member has declined service provider/case management service, the maximum number of nights allowed by MDVA is 14 nights per every four (4) months in the fiscal year (July 1-June 30).
3. MDVA Stable Housing Initiatives Team may offer continued reimbursement beyond the initial 14-night limit contingent upon a successful completion of a person-centered viable housing plan within the first 14 nights and agreement to work with service provider/case management services. CSP will submit a completed **Veterans Temporary Emergency Housing Voucher Program (VTEMP) Housing Plan (Appendix F)**
4. A person-centered housing plan is required for each 30-day extension request, with current proof of no active warrants, in any state, for hotel reimbursements beyond the initial 14 days. Extensions are approved by MDVA Stable Housing Initiatives Team and will be communicated to CSP within three (3) business days of the extension decision. The housing plan will include, but be limited to:
  - a. Where the Veteran or former service member has applied to housing;
  - b. If accepted, move-in date/inspection scheduled date; or
  - c. If denied:
    - 1) Reason(s) for denial
    - 2) How the CSP and Veteran or former service member and household intend to resolve barriers to housing
    - 3) What documents are needed to move towards pathways to housing
5. The maximum number of nights allowed by MDVA is 60 nights in the fiscal year, when a Veteran or former service member is actively engaged with service provider/case management services. CSP will provide viable housing plan at time of each extension request. Extension requests must be provided to MDVA Stable Housing Initiatives Team for approval in no more than 30-day increments, not to exceed 60 nights. At CSP's sole discretion, housing may continue via CSP after this time limit but will not be reimbursed by

MDVA after the end of the MDVA-approved increments.

6. A Veteran's or former service member's stay is approved only for themselves and their household at time of referral from CSP into the VTEMP Program. Family members cannot be added after entry nor any pets during their time of housing support through VTEMP.
7. Reimbursement terminates when the Veteran or former service member(s) terminates **VTEMP Veterans and Former Service Members Agreement**, or CSP does not submit a **Housing Plan (Appendix F)** three (3) days prior to the previous MDVA-approved extension expiration or Veteran or former service member disengages from service provider/case management. Disengagement is defined as seven (7) days of no documented in-person contact.
8. If a Veteran or former service member is deemed eligible for GPD and GPD Provider declines Veteran or former service member, then the Veteran or former service member is not eligible for VTEMP, except in extenuating circumstances (i.e., pets or couples).
9. CSPs will not be eligible for reimbursement if a Veteran or former service member or member of household violates any state's laws resulting in jail time, active warrants or is not in compliance with probation, which cannot be resolved within a time of three (3) business days after violation.
10. If the Veteran or former service member is not utilizing the Program nightly, except for extenuating circumstances, (i.e., following up on medical needs identified in the housing plan or due to hospitalization), discharge documentation will need to be provided to designated MDVA staff, and Veteran or former service member and household will be discharged from the VTEMP Program.
11. A re-assessment of ability to live independently will need to be completed, following any nights when temporary housing under the Program is not utilized by Veteran or former service member.
12. If a Veteran or former service member passes away while housed through the VTEMP Program, the MDVA will continue to work with surviving household member(s) through the CSP and will reimburse for housing for up to 60 days.

## Appendix B: Community Service Providers Agreement

The Minnesota Department of Veterans Affairs (MDVA or State) Stable Housing Initiatives Office provides this Agreement for Community Service Providers (CSPs) to understand and agree to the following requirements that must be met in order for eligible temporary housing for Veterans and former service members to be reimbursed by the MDVA. Reimbursements are contingent upon:

- A. CSP agreeing to this Agreement and continuing to meet all Veterans Temporary Emergency Housing Voucher Program (VTEMP or Program) requirements;
- B. The individual Veteran's or former service member's signing of the VTEMP Program Requirements for Veterans and former service members Agreement; and continuing to follow applicable Program rules and requirements;
- C. The MDVA will not reimburse the CSP for any additional housing costs incurred beyond the date of an exit or 24 hours beyond date of lease signing, whichever is less, from the housing unit and discharge from the VTEMP Program; and
- D. Availability of funds from the appropriation that funds this Program (more details are available in the Veterans Temporary Emergency Housing Voucher Program Overview).

**If your organization has questions about Program limits or the requirements that must be met to qualify for reimbursements for housing provided to Veterans or former service members by your organization, please contact the MDVA Stable Housing Initiatives Team at [homelessprograms.mdva@state.mn.us](mailto:homelessprograms.mdva@state.mn.us)**

### Agreement to terms

As a CSP, you acknowledge you have read and understand the **Community Service Providers Agreement (i.e., this Appendix B)** and agree to all terms and requirements herein, in addition to all terms and requirements in the VTEMP Program Guide, and that you will follow all VTEMP Program parameters and requirements and comply with any and all applicable federal, state, and local laws, ordinances, rules, and regulations.

For questions, email the MDVA Stable Housing Initiatives Team at [homelessprograms.mdva@state.mn.us](mailto:homelessprograms.mdva@state.mn.us)

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Organization Name

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Authorized Representative (Signature)

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Date

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Authorized Representative (Print)

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Email Address

---

Phone Number

## Appendix C: Veterans Temporary Emergency Housing Voucher Program (VTEMP) - Referral Form

To: MDVA Stable Housing Initiatives Team

From: Community Service Provider

Date: \_\_\_\_\_

Subject: \_\_\_\_\_

Hello,

(NAME OF PROVIDER ORGANIZATION)\_\_\_\_\_ is referring  
(VETERAN OR FORMER SERVICE MEMBER'S NAME)\_\_\_\_\_ for  
the Veterans Temporary Emergency Housing Voucher Program.

1. The Homeless Veteran or former service member Homeless Veteran Registry Application has been completed and is attached to this email. ☐ YES ☐ NO  
If No, when did the Veteran become active in the HVR? \_\_\_\_\_  
Date
2. Checked Shelter capacity within 10-mile Radius: ☐ YES ☐ NO
3. Is your animal (*documentation must be provided*):  
☐ Service Animal ☐ Emotional Support Animal ☐ Pet
4. Fleeing Domestic Violence? ☐ YES ☐ NO
5. Special Circumstance for not being able to stay in available shelter? ☐ YES ☐ NO  
If Yes, please explain: \_\_\_\_\_
6. Is the Veteran Eligible for GPD/Transitional Housing? ☐ YES ☐ NO
7. Has Veteran declined Transitional Housing or GPD options? ☐ YES ☐ NO  
If Yes, please explain: \_\_\_\_\_



Thank you for completing this screening. Please contact us if you have any additional questions.

Sincerely,

\_\_\_\_\_  
Provider Supervisor (Signature)

\_\_\_\_\_  
Date of Entry in Hotel

\_\_\_\_\_  
Provider Supervisor (Print)

\_\_\_\_\_  
Hotel Name

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address of Hotel

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Household Size   #Adults   #Children   # Pets

**For MDVA USE ONLY:**   ☐ **Approved**   ☐ **Denied**

\_\_\_\_\_  
**Department Approval**

\_\_\_\_\_  
**Date of Notification**

## **Appendix D: Veterans Temporary Emergency Housing Voucher Program (VTEMP) - Veterans and Former Service Members Agreement**

In order to be eligible for and to participate in the VTEMP Program, Veterans and former service members and households will fully cooperate in the intake process with the Community Service Provider (CSP) by:

1. Completing and signing this document;
2. Completing and signing the HVR Application and HVR Release of Information and providing all of the necessary documentation to determine their eligibility for the Veterans Temporary Emergency Housing Voucher Program (VTEMP);
3. Completing and signing the Release of Information form required by the CSP and completing any other application(s) or Release of Information required by a Community Service Organization providing services to the Veteran or former service member and their household; and
4. Acknowledging you have read, understand and are agreeing to comply with the CSP's and housing service provider's rules and policies.

Once determined eligible to receive support through VTEMP, Veterans and former service members and their household will:

1. Follow the parameters of the VTEMP Program under the direction of the CSP; and
2. Comply with all applicable rules and policies established by the CSP, the Housing Provider and Hotel/Non-Congregate Shelter Unit.

A Veteran or former service member may voluntarily exit the VTEMP Program at any time.

A violation of the rules established by the CSP, the Housing Provider or Hotel/Non-Congregate shelter unit may result in an immediate, involuntary termination of housing and exit from the VTEMP Program. CSP will provide a copy of their already established rules and appeal process to MDVA at the time of initial referral request and will provide the same said rules to the Veteran or former service member at time of acceptance into the VTEMP Program.

- A. A violation of any laws by a Veteran or former service member or a member of the Veteran's or former service member's household may also be grounds for exit from the housing unit and discharge from the VTEMP Program;
- B. An exit without damage to the housing unit and without incident (i.e., a violation of law or threat of harm to CSP, other residents or property owners) will require a 60-day break for re-consideration and re-assessment PRIOR to accessing shelter again if room and if funding is available;
- C. An exit with damage to the housing unit or with incident (i.e., a violation of law or threat of harm to CSP, other residents or property owners or property) will prohibit the Veteran or former service member from participating in the VTEMP Program in the future.

Any disputes between a Veteran or former service member and the CSP or Housing Provider over program exits will be decided either between the Veteran or former service member and the CSP or Housing Provider, or under any other legal avenue or process available for either the Veteran or former service member or the CSP or Housing Provider to the extent applicable under law. The MDVA and the State of Minnesota will not be involved in deciding, appealing or otherwise mediating or resolving any disputes between Veteran or former service member and the CSP or Housing Provider.

**Agreement to terms**

As a Veteran or former service member, you acknowledge you have read and understand the **VTEMP Program Requirements for Veterans and Former Service Members (i.e., this Appendix D)** and agree to all terms and requirements herein; you will comply with the VTEMP Program parameters in Appendix A; and that you will comply with all applicable federal, state, and local laws, ordinances, rule, and regulations.

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Veteran or former service member (Signature)

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Veteran or former service member (Print)

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Date

## Appendix E: Veterans Temporary Emergency Housing Voucher Program (VTEMP) - Appeals Request Form

To: MDVA Stable Housing Initiatives Team  
Attn: Homeless Programs Supervisor  
Date: \_\_\_\_\_  
Subject: Eligibility Denial for VTEMP Program

(Community Service Provider/CSP) \_\_\_\_\_, recently completed the Veterans Temporary Emergency Housing Voucher Program (VTEMP) Referral for (Name of Veteran) \_\_\_\_\_ who was determined ineligible for the Program for the following REASON (s):

- ☐ Veteran or former service member not willing to complete Homeless Veteran Registry Application
- ☐ Not a Veteran or former service member
- ☐ Not able to live independently
- ☐ Had an Exit from VTEMP in the past 60 days
- ☐ Had an Exit from VTEMP with damage to the housing unit or with an incident that will prohibit the Veteran or former service member from participating in the Program in the future
- ☐ Did not provide Request for Extension in a required amount of time
- ☐ Not having a viable pathway to housing
- ☐ Violation of local, state, or federal laws and/or ordinances

CSP is requesting a reconsideration (from MDVA) of the denial received. The CSP has submitted a complete Veteran's file of the materials provided during this program eligibility determination for further review to the MDVA Stable Housing Initiatives Team Supervisor. If the MDVA Stable Housing Initiatives Team needs additional documentation during this appeal, please contact our organization at:

\_\_\_\_\_  
Authorized Representative (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

## Appendix F: Veterans Temporary Emergency Housing Voucher Program (VTEMP) - Housing Plan

To be completed and received within 14 days of referral to MDVA VTEMP. (Please do not send vital documents or underlying documentation to MDVA, though records may be audited upon request by MDVA.)

To: MDVA Stable Housing Initiatives Team

From: \_\_\_\_\_

Date: \_\_\_\_\_

We, \_\_\_\_\_, are requesting a thirty (30) day extension stay  
Community Service Provider

for \_\_\_\_\_, due to the following reason:  
Veteran or Former Service Member Name

Start of VTEMP Hotel Stay: \_\_\_\_\_ Requesting Extension to: \_\_\_\_\_

**Veteran/former service member is engaged with Community Service Provider (CSP) Case Management Services and resources to move towards viable housing pathways.**

1. Veteran or former service member and their household have all vital documents needed to apply for housing: ☐ Yes ☐ No (If no, please check all needed documents below.)

☐ Birth Certificate(s) ☐ Social Security Card(s) ☐ Income Verification(s)

☐ Driver's Licenses or State ID(s) ☐ Documents for Animal(s)

2. Veteran or former service member was screened for/when:

VA Housing Pathways: ☐ GPD \_\_\_\_\_ ☐ HUD-VASH \_\_\_\_\_  
Date Date

MACV Housing Pathways: ☐ Transitional Housing \_\_\_\_\_ ☐ Subsidy Programs  
Date (Specify) \_\_\_\_\_

Referral Date \_\_\_\_\_

☐ Coordinated Entry \_\_\_\_\_  
Date

☐ Financial Supports/Benefits (if needed) \_\_\_\_\_  
Date

3. Veteran or former service member and their household have submitted application(s) for housing on \_\_\_\_\_.  
Date

☐ Denied/Barriers to Acceptance    ☐ Approved: Move-in set for \_\_\_\_\_  
(REASON FOR DENIAL. Be specific and list all barriers below.) Date

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4. What steps will CSP and Veteran or former service member and household take to address barriers to housing during this extension request period? (Be specific)

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5. Has Veteran turned down housing opportunities? ☐ YES ☐ NO If yes, please explain:

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6. Has Veteran declined Transitional Housing options? ☐ YES ☐ NO  
If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Veteran (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Veteran (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Service Provider (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Service Provider (Print)

\_\_\_\_\_  
Date

**For MDVA USE ONLY:**    ☐ **Approved**    ☐ **Denied**

\_\_\_\_\_  
**Department Approval**

\_\_\_\_\_  
**Date of Notification**

## Appendix G: Veterans Temporary Emergency Housing Voucher Program (VTEMP) - End of Stay Letter

### Notification of the Participant's Hotel Exit

To: MDVA Stable Housing Initiatives Team

From: \_\_\_\_\_

Date: \_\_\_\_\_

The participant, \_\_\_\_\_, has exited the hotel, previously paid for  
(Veteran or Former Service Members Full Name)

by \_\_\_\_\_, by way of MDVA's Veterans Temporary Emergency Housing Voucher Program (VTEMP).

Date participant was notified of their required exit from the hotel: \_\_\_\_\_

Start of VTEMP Hotel Stay: \_\_\_\_\_ End of VTEMP Hotel Stay: \_\_\_\_\_

Total days of the hotel stay that will be invoiced to MDVA: \_\_\_\_\_

The Veteran or former service member left hotel for the following reason:

☐ Completed the Program and entered permanent housing located at (if known):

\_\_\_\_\_

☐ VASH Voucher ☐ MNVest Subsidy ☐ Shallow Subsidy ☐ Other Subsidy

☐ Self-Resolved

☐ Reached the maximum number of temporary housing days allowed.

No longer meets eligibility criteria due to:

☐ Being asked to leave by the hotel

☐ Failing to develop and/or act upon a viable housing plan

☐ Failing to comply with internal hotel/Program policies

☐ The Veteran or former service member has passed away

☐ The Veteran or former service member has been incarcerated

☐ The Veteran or former service member left the state, with no intention of returning

The Veteran or former service member has exited the hotel but continues to experience homelessness in Minnesota. The Veteran is believed to have exited to:

- ☐ An unsheltered location (vehicle, encampment, public transportation, etc.)
- ☐ An emergency shelter (note the location, if known): \_\_\_\_\_
- ☐ An inpatient treatment facility
- ☐ A non-time limited doubled-up situation
- ☐ A transitional house located at: \_\_\_\_\_
- ☐ An unknown destination
- ☐ Incarceration

Sincerely,

\_\_\_\_\_  
Community Service Provider (Print)

\_\_\_\_\_  
Community Service Provider (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Telephone Number

\_\_\_\_\_  
Contact Email

\_\_\_\_\_  
Date



## Appendix H: Veterans Temporary Emergency Housing Voucher Program (VTEMP) - Maximum Stay Variance Request Form

To: Minnesota Department of Veterans Affairs

From: \_\_\_\_\_

Date: \_\_\_\_\_

We, \_\_\_\_\_, are requesting a variance for extension past the 60-day  
Community Service Provider

maximum stay for \_\_\_\_\_ due to the following reason. MDVA will allow  
for a variance in 15-day increments.

Reason for request:

Approved for Housing on \_\_\_\_\_ and is pending Inspection.  
Date

Date of Inspection: \_\_\_\_\_

Approved for Housing, \_\_\_\_\_ pending move-in date.  
Date

Date of move in: \_\_\_\_\_

We, \_\_\_\_\_, are requesting an extension until \_\_\_\_\_.  
Community Service Provider Date

Sincerely,

\_\_\_\_\_  
Community Service Provider (Print)

\_\_\_\_\_  
Community Service Provider (Signature)

\_\_\_\_\_  
Community Service Provider Title

\_\_\_\_\_  
Date

**For MDVA USE ONLY:**    ☐ **Approved**            ☐ **Denied**

\_\_\_\_\_  
**Department Approval**

\_\_\_\_\_  
**Date of Notification**

## Appendix I: Veterans Temporary Emergency Housing Voucher Program (VTEMP) - Invoice

**Date:**

Organization Name:						
Representative Name:						
Reimbursement Payment Request Number:						
Reimbursement Payment Request Amount:						
Invoice Date:						
Attached Proof of Initial Payment:						
Month/Day/Year	Veteran Name	Hotel Name	Hotel Address	# of Days	Rate per Day	Amount Requested

---

Community Service Provider (Signature)

---

Date

## Appendix J: Definitions

- 1) VTEMP: Veterans Temporary Emergency Housing Voucher Program/Veterans Temporary Emergency Housing Assistance Program
- 2) HVR: Homeless Veteran Registry
- 3) HVR ROI: Homeless Veteran Registry Application
- 4) CSP: Community Service Provider; An Organization that is submitting the W9, completing the HVR application and submission to MDVA HPC and requesting the reimbursement of funds from MDVA for short-term housing vouchers
- 5) Housing Service Provider: An Organization that is providing supportive services to housing for Veteran or former service member and their household
- 6) Veteran or former service member: An individual who served in the armed forces and completed one day of active duty
- 7) Veteran Household is defined by: Per SSAP Rule 6055.0280:
  - a. Household: Per SSAP Rule 6055.0280: Veteran or former service member's spouse;
  - b. Veteran or former service member's minor child, step-child;
  - c. Veteran or former service member's adult child;
  - d. Veteran or former service member's parent who is currently residing with Veteran at time of request for assistance; or
  - e. Veteran or former service member's fiancée, significant other/partner