

# FHPAP Service Transaction

## Tip Sheet

### Entry/Exit tips

- The program entry date can be the date of intake or the date the first service was received.
- The program exit date must be at least one day after the program entry date.
- The program exit day must be the same or later than the end of the service period.

### Service Transactions

- The service end date must be at least one day after the service start date, even if it is a one-time service.
- For housing-related services, use the time period that the assistance applies to. *E.g. for rental assistance, use the first and last days of the rental period, often a single month. The end date may be in the future.*
- All service start and end dates must fall within the Entry/Exit time period.
- Only financial assistance service transactions are required to be reported (i.e. services with a monetary value). Case management does not need to be reported as a service.
- Funding source [FHPAP] and Amount should be reported for each service entered.
- The following is a list of FHPAP approved service transactions in HMIS
  - **Rent Payment assistance (BH-2800.7000)**: Short-term rent assistance.
  - **Mortgage Payment Assistance (BH-3800.5000)**: Short-term mortgage assistance.
  - **Rental Deposit Assistance (BH-3800-7250)**: Security deposit/damage deposit assistance.
  - **Utility Service Payment Assistance (BV-8900.9300)**: Assistance for utilities, such as electric, gas, etc.
  - **Transportation Expense Assistance (BT-8300)**: Bus tokens, cash assistance for car repairs, etc.
  - **Undesignated Temporary Financial Assistance (NT-8900)**: Use for *other cash assistance*.
- NOTE: For any services or assistance that do not appropriately fit into any of the definitions above, consult with the MN Housing FHPAP manager.