

9055.0330 STATE SOLDIERS ASSISTANCE VOUCHER DEPOSIT ASSISTANCE PROGRAM (VDAP) ACTIVITY.

Subpart 1. Program purpose.

A. Upon application approval, the commissioner must provide financial assistance as provided under this part to a veteran and the veteran's dependents who are participants in a publicly funded subsidized housing program.

B. An applicant for the voucher deposit assistance program (VDAP) benefit must meet the requirements of this part and must be a veteran or a surviving spouse of a veteran who has been approved for subsidized housing and is in need of a security or damage deposit to take possession of the approved residence.

C. The entity approving a veteran or a surviving spouse for subsidized housing may verify the residency of the veteran or the surviving spouse if the veteran or surviving spouse does not have the residency verifications required in Minnesota Statutes, section 197.05, paragraph (b).

D. This part applies only to the VDAP activity.

Subp. 2. Benefits provided.

A. The VDAP benefit allows for payment of a security or damage deposit for a veteran or the surviving spouse of a veteran to obtain permanent housing.

B. The VDAP benefit is a once-per-lifetime benefit that is not subject to maximum monthly household income limits or maximum household asset limits.

C. A veteran is authorized to receive the VDAP benefit once in the veteran's lifetime. A surviving spouse of a veteran is authorized one VDAP benefit if the veteran did not receive the benefit while living.

D. The maximum VDAP benefit amount authorized under this part is limited to the amount stated on the veteran's or the surviving spouse's proposed lease agreement for the security or damage deposit and any additional charges and fees required by the property owner or manager for the veteran or surviving spouse to move into the housing.

E. A property owner or manager must reimburse the remaining balance of a security or damage deposit to the veteran or the surviving spouse if the veteran or surviving spouse vacates the residence after having lived at the residence for at least 180 days. The property owner or manager must reimburse the remaining balance of a security or damage deposit to the department if the veteran or surviving spouse vacates the residence before 180 days.

Subp. 3. VDAP approval letter and shelter authorization forms.

A. The commissioner must issue a VDAP approval letter and VDAP shelter authorization form to a veteran or surviving spouse approved for the VDAP benefit.

B. The completed VDAP shelter authorization form is the only billing document accepted by the commissioner for payment of the veteran's or surviving spouse's security or damage deposit.

C. The VDAP approval letter and shelter authorization form must explain and confirm:

- (1) the amount approved for the veteran's or surviving spouse's security or damage deposit;
- (2) the name and address of the owner or manager of the property to be rented; and
- (3) instructions for completing the shelter authorization form.

Subp. 4. VDAP denial letter.

A. The commissioner must issue a VDAP denial letter to a veteran or surviving spouse who is denied the VDAP benefit.

B. The VDAP denial letter must explain the reasons for denial and the veteran's or surviving spouse's right to appeal under part 9055.0290, subpart 8.

Subp. 5. Property owner or manager participation. A property owner or manager participating in the VDAP program must:

- A. comply with this part; and
- B. execute a standard lease agreement with the veteran or surviving spouse and complete the owner or manager portion of the shelter authorization form.

Subp. 6. Changing residences.

A. A veteran or surviving spouse may request to change residences before move in if there is a conflict with the original property owner or manager or the original residence is no longer suitable.

B. A request to change residences must be submitted to the commissioner through a county veterans service officer, a department field operations claims representative, or a department Tribal veterans service officer.

C. A veteran or surviving spouse requesting to change residences must return the original VDAP approval letter and shelter authorization form and submit a written statement to the commissioner explaining the reasons for changing residences.

D. The veteran or surviving spouse must provide updated documentation from the agency approving the veteran or surviving spouse for subsidized housing and a proposed lease agreement with the new property owner or manager.

E. The commissioner must approve the new residence before move in and payment of the security or damage deposit is authorized. Retroactive payment to a different property owner or manager after move in before commissioner approval of the new residence is prohibited.

Subp. 7. VDAP payments.

A. To be eligible for VDAP payments, the veteran or surviving spouse must submit to the commissioner the completed documents required in item C for payment of a VDAP security or damage deposit to the property owner or manager.

B. The commissioner must only make a payment for a VDAP security or damage deposit to the property owner or manager stated on the VDAP shelter authorization form and on the executed lease agreement. The commissioner must make the payment directly to the property owner or manager.

C. Documents that must be submitted to the commissioner for payment of a VDAP security or damage deposit include:

- (1) a copy of the VDAP approval letter;
- (2) the shelter authorization form completed by the veteran or surviving spouse and the property owner or manager; and
- (3) a copy of the executed lease agreement signed by both the veteran or surviving spouse and the property owner or manager.

Statutory Authority: *MS s 14.06; 196.04; 196.05; 197.03; 197.05; 197.06; 197.75*

History: *46 SR 928*

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