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EDMUND G. BROWN JR.
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**Office of AIDS
HIV Care Program**

Management Memorandum No. 18-01

January 5, 2018

TO: HIV Care Program (HCP) Contractors

SUBJECT: Rental Security Deposits

I. Purpose

The purpose of this Management Memo is to update HCP contractors on rental security deposits for clients.

II. Policy

The Health Resources and Services Administration (HRSA) recently clarified [Policy Notice 16-02](https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf) (https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf) stating that rental security deposits are not allowable (see [Housing Frequently Asked Questions](https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/Housing_FAQs_Final.pdf) at https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/Housing_FAQs_Final.pdf).

III. Action Required

Effective immediately, HCP contractors, including those participating in the Housing Plus Project, are not to issue security deposits. Ryan White can pay for first and last month rent under the Housing service category. Additionally, the Housing Opportunity for Persons With AIDS (HOPWA) can still provide security deposits. Contractors should inform any subcontractors as appropriate.

If you have any questions, please contact Kaye Pulupa, Health Program Specialist I, with the Care Housing Unit, at kaye.pulupa@cdph.ca.gov or (916) 449-5845.

Thank you for your assistance.

Sincerely,

Jessica Heskin, MA, MPH
Chief, Care Housing Unit
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