

The Meaningful Access Housing Program is a short term housing resource for survivors of sexual assault.

The program will assist survivors with an average of 5-7 day temporary hotel stay.

Applicant agencies must be a OAESV member program to utilize funds, with the exceptions for rural programs and standalone programs in rural areas. Applications must be submitted by advocates on the survivors behalf. An Entry and Departure Survey need to be provided to the survivor when first starting the program and once ending their stay. These surveys provide vital information for our funders that is needed in order to continue providing services.

Hotel stays can be obtained by requesting that OAESV complete the booking/direct pay or by requesting reimbursement.

## **Direct Pay**

- OAESV completes the reservation on the survivors behalf utilizing Safe Stays/Reloshare.
- Once reservation has been completed the hotel confirmation will be forwarded to the program advocate to share with the survivor.
- Survivor can now check into the hotel
- Advocates can request an extension on the survivors behalf.
  - To request a hotel extension, advocates must provide the length of time needed along with reasoning.
  - If approved, OAESV will coordinate the extension. Hotel extension information will be forwarded to advocate once completed.

## **Reimbursement Request**

- Agency completes the reservation and provides payment for the hotel stay.
- An application with expected dates of stay must be sent on the day of check in.
- Agency will submit an invoice to OAESV with receipts for the hotel stay within 14 days. Any late submissions will not be approved.
- If approved, OAESV will reimburse the agency via check. Reimbursement processing times will vary, approximate reimbursement time once approved will be 30-45 days.
- Reservation rates should be at or below GSA Per Diem Rates ([www.gsa.gov](http://www.gsa.gov)). Unreasonably priced rates may risk not being eligible for reimbursement.
- Taxes will not be eligible for reimbursement. It is the responsibility of the applicant agency to provide tax exempt status when completing hotel reservation and providing payment.
  - TIP: When the applicant agency is providing payment to the hotel it is wise to make the hotel aware that the payment on file is only to be used for the room rate and no other charges.

## **IMPORTANT PROGRAM DETAILS**

- Safety planning with survivors must be done when utilizing the Meaningful access housing program.
- Survivors should be provided with community resources that they may benefit from while utilizing the program.
- All costs related to hotel damages incurred during the stay will be the responsibility of the applicant agency.
- [Housing@oaesv.org](mailto:Housing@oaesv.org) Email will send an automated message providing that day and weeks updated processing times for all requests that are submitted.