

**South Carolina
Department of Probation, Parole and Pardon Services**



Housing Standards

June 2024

When addressing criminogenic needs, the South Carolina Department of Probation, Parole and Pardon Services (SCDPPPS) recognizes the importance of the following:

- Having a living situation that is conducive to a healthy and productive lifestyle,
- Establishing a collaborative relationship between SCDPPPS and housing providers,
- Establishing plans for individuals to find long-term stable housing, and
- Providing responsible and ethical treatment to individuals.

Housing Types

- As defined by the South Carolina Code of Laws, “”Homeless housing” means emergency, transitional, or permanent residential housing shelter for a person needing special assistance and shelter because he is homeless as defined by HUD or consistent with another definition of homelessness under which a person may receive federal financial assistance, state financial assistance, or another supportive service.” - S.C. Code Ann. § 31-22-20(2) (2020).
- Additional guidelines are as follows:
 - Emergency shelter
 - Provides shelter for those in need of immediate housing assistance for a designated length of stay
 - Transitional
 - Provides temporary housing for those in need of a residence until permanent housing is established
 - Provides case management services that include assisting residents in planning for transition into permanent residence such as financial planning, employment search, and housing search
 - Notifies residents of the maximum length of stay
 - Permanent Residential
 - Provides stable and permanent residence to individuals in need of housing

To ensure SCDPPPS staff are making referrals to quality housing providers, SCDPPPS has established standards for service providers offering residential services to individuals under SCDPPPS’ supervision. The purpose of creating and ensuring adherence to these standards is to:

- Promote consistency of services statewide,
- Confirm individuals are referred to a stable living environment free of criminal activity,
- Provide a process to evaluate services, and
- Establish a minimum level of responsibility, service, and accountability expected from providers.

SCDPPPS will review providers at least every two years to ensure compliance with the standards.

Approved providers have met SCDPPPS standards and can provide housing to individuals under SCDPPPS’ jurisdiction. To be authorized as an *approved* housing provider, a service provider must meet the following standards. *Conditional providers* have not met all SCDPPPS standards and will receive an action plan to rectify insufficient items within the designated time frame.

Program Structure

- Provides a residence that:
 - Has a minimum level of security for residents including locks only accessible by residents and staff members
 - Maintains compliance with all health, safety, environmental, and building codes
 - Maintains compliance with occupancy limits and inspected by local fire marshals
 - Has fire extinguishers, carbon monoxide, and smoke detectors that are present and operable
 - Has a plan established for infectious disease outbreaks, fires, severe or inclement weather, and evacuation
 - Maintains compliance with the South Carolina Law Enforcement Division's (SLED) guidelines if accepting individuals convicted of sex offenses
 - Is in good repair and condition
 - Completes necessary and preventative maintenance
 - Establishes guidelines and schedules for sanitation
 - Maintains compliance with the Americans with Disabilities Act
 - Establishes a standard level of resident supervision/oversight/accountability that is appropriate for the residence type
- Enforces rules and guidelines
 - Distributes written or electronic copies of rules and guidelines upon completion of intake
 - Outlines services and items provided (e.g., linen, meals, transportation)
 - Outlines prohibited behaviors
 - Addresses factors that constitute removal from the residence
 - Addresses additional required programming such as employment or attendance in support groups
 - Has a policy on the use and possession of over-the-counter and prescribed medications
 - Prohibits the use, distribution, and possession of illegal substances
 - Addresses visitation, curfew, and rules for leaving the property

Program Components

- Uses intake paperwork that addresses substance use and mental and physical health
- Uses intake paperwork that outlines resident requirements, rules, and length of stay
- Has a written policy regarding permitted resident types (e.g., males, females, juveniles)
- Has a written fee payment policy that includes a process to address indigent residents
- Has a written policy addressing failure to pay
- Has a written resident grievance policy and procedure
 - The resident should attempt to resolve the complaint informally by talking with the appropriate staff member
 - If the complaint remains unresolved, a formal written complaint may be made to:

SCDPPPS

293 Greystone Boulevard
Columbia, SC 29210

or Service.Providers@ppp.sc.gov

Attention: Program Planning and Development

- Maintains resident files in a secure location
- Provides receipts for all payments received by or on behalf of residents
- Documents all resident violations and/or disturbances
- Ensures property insurance is valid and up to date

Paid Staff and Volunteers

- Conducts criminal background checks on program staff
- Remains free from conflicts of interest with residents by not:
 - Receiving gifts, compensation, or other consideration of value from any resident or from any other party that might give the appearance of being designed to influence the assessment/treatment of a resident
 - Being employed by another entity in a manner that is deemed to be a conflict of interest
 - Engaging in social or romantic relationships with residents

Communication

- Provides a resident's progress as needed to the SCDPPPS referral source
 - Contacts the referring agent/offender supervision specialist (OSS) within 24 hours of the discovery of any new violation on behalf of the resident such as any new offense, violation of a drug test, or contact with the victim when there is a no-contact order
 - Informs the referring agent/OSS and the resident if there is an anticipation of disruption or termination of the resident's services
- Has an established process that allows SCDPPPS staff to conduct home visits
 - *Housing providers cannot deny SCDPPPS agents access to the residence*
- Notifies the referring agent/OSS before the resident's successful discharge
- Notifies SCDPPPS within 24 hours if an overdose occurs at the program residence
 - It is recommended that programs have naloxone (e.g., Narcan) on the premises and that residents are trained on how to administer naloxone

At least every two years, SCDPPPS will review a provider to ensure compliance with standards. However, SCDPPPS will conduct a review before two years if a complaint is received or upon the request of the provider. If a provider is not compliant with all standards and depending on the severity of noncompliance, one of the following may occur:

- The provider will receive a corrective action plan and a follow-up review will be scheduled,
- The provider will be denied, or
- If previously approved, the provider will be removed from the service provider directory and services will be terminated immediately.

A denied/removed program can submit a new application six months after the denial date.

**For questions regarding the approval process, please contact
Service.Providers@ppp.sc.gov.**

SCDPPPS' Housing Checklist

A service provider is required to meet all standards to be approved to render housing services.

Required Standards			
Category	Standard	Standard Met	
Program Structure	Provides a secure residence	Yes	No
	Complies with all health, safety, environmental, and building codes	Yes	No
	Has devices are in place to detect hazards	Yes	No
	Has established emergency plans	Yes	No
	Complies with SLED guidelines (if applicable)	Yes	No
	Is in good repair and condition	Yes	No
	Complies with the Americans with Disabilities Act	Yes	No
	Establishes a standard level of resident supervision, oversight, and accountability	Yes	No
	Enforces rules and guidelines	Yes	No
	Program Components	Uses intake paperwork that addresses substance use and mental and physical health	Yes
Uses intake paperwork that outlines requirements, rules, and length of stay		Yes	No
Has a written policy on permitted resident types		Yes	No
Has a written fee payment policy		Yes	No
Has a written policy addressing failure to pay		Yes	No
Has a written resident grievance policy and procedure		Yes	No
Hold files are held in a secure location		Yes	No
Provides residents with a receipt upon payment		Yes	No
Documents all violations and/or disturbances		Yes	No
Possess property insurance		Yes	No
Staff	Conducts criminal background checks	Yes	No
	Complies with conflicts of interest standards	Yes	No
Communication	Communicates program progress with SCDPPPS staff	Yes	No
	Allows SCDPPPS staff to conduct home visits	Yes	No
	Notifies SCDPPP staff before the resident's successful discharge	Yes	No
	Notifies SCDPPPS staff within 24 hours of an overdose	Yes	No

