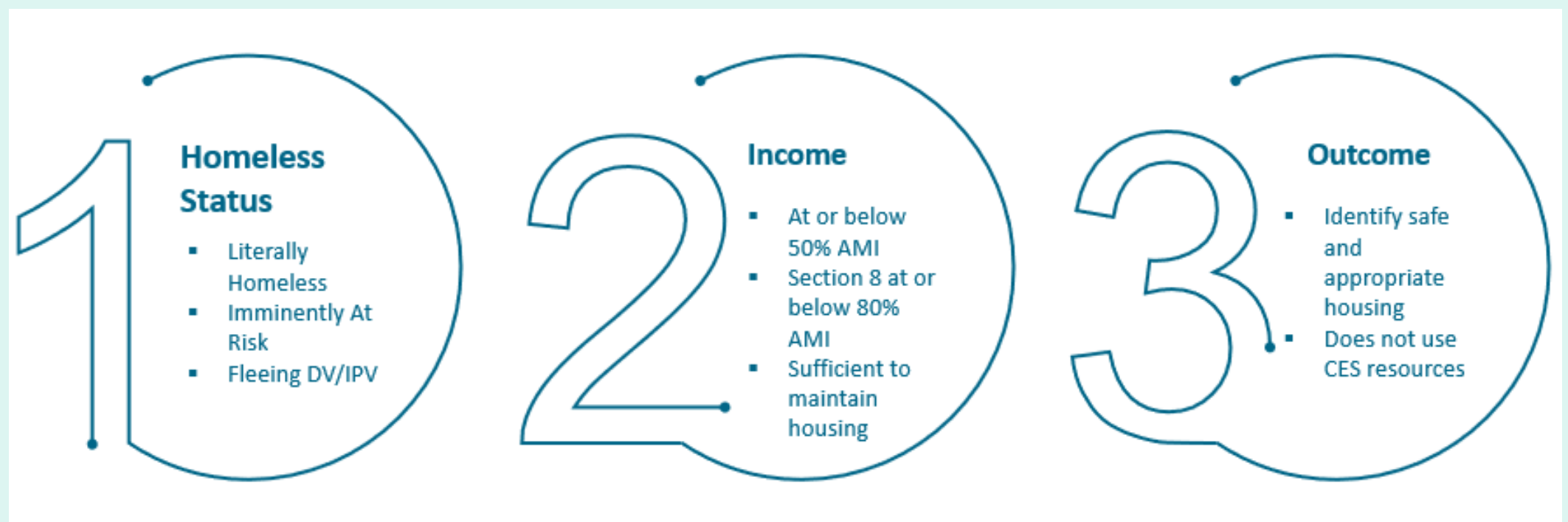


Guide to Submitting a Problem Solving Assistance Request

For providers without HMIS Access (Clarity)

Ensure eligibility

All problem solving funds requests must lead to a temporary or permanent housing resolution.



Fill out Problem Solving Assistance Form

- The latest PSAR Form 3898 can be found in the [LAHSA Document Library](#).
- All requests must include photo IDs, homeless verification and income verification. These forms are linked in Form 3898 for easy access.

Gather all required documentation

- Follow instructions under *required documents checklist* to complete all accompanying forms.
- Each assistance category may have different requirements – follow the instructions for the category being requested.



Submit Request

- Submit the request by emailing psassistancefunds@lahsa.org with Form 3898 along with all accompanying documents.
- Once received, PS Funds Coordination team will email with confirmation of receipt.
- Please note requests are processed within 7-14 business days. Missing documentation or incomplete forms will delay processing times.

For additional support, please email problem-solving@lahsa.org