

Coordinated Entry System Transfers

Transfers within the Coordinated Entry System provide flexibility to programs and households and can help to prevent a return to homelessness. A household may need to transfer to another program for several reasons, such as needing an increased or decreased level of services, change in family composition, the closure of a program, a pending eviction from a master leased property, or others. While there are many reasons a transfer may be in the best interest of a household it is recommended that referring programs consult closely with the household to ensure a successful transfer.

Transfers Between HUD CoC PSH Programs

When a transfer is deemed necessary from one HUD CoC PSH program to another, the transfer request will be prioritized within the CES upon approval. Transfer requests must be submitted by the current PSH provider and communicated via email to the CES team. A completed PSH to PSH Transfer Form detailing the specific issues that are prompting the transfer must be included. Approved transfers will be processed in a timely manner but may be affected by PSH availability.

While the CES refers households to PSH programs with a variety of funding sources, transfers are only allowable between HUD CoC funded PSH programs.

Transfers from RRH to PSH

Transfers from a RRH program to a PSH program are allowable if the household met all requirements for chronic homelessness when entering the RRH program. Households do not accrue time toward chronic homelessness while enrolled in the RRH program. Transfer requests must be submitted by the current RRH program and be submitted to the CES team via email. A completed RRH to PSH Transfer Form detailing the specific reasons for the transfer request and documentation of chronic homelessness must be included. Approved transfers will be processed in a timely manner based on PSH availability and the need within CES. For instance, if a household is currently housed in a RRH program, and is not at imminent risk of a return to homelessness, a literally homeless household may be prioritized.

Emergency Transfers

In compliance with the Violence Against Women Act (VAWA), the CES allows emergency transfers for households that are victims of domestic violence, dating violence, sexual assault, or stalking. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.

HUD 24 CFR Part 5 states that a household qualifies for a VAWA emergency transfer when the household requests a transfer, reasonably believes there is a threat of imminent harm from further violence if the tenant remains in the same unit, or a sexual assault occurred on the property within 90 days preceding the emergency transfer request.

When an emergency transfer has been requested from the household the RRH or PSH program will submit the request via email to the CES Team with a PSH to PSH Transfer form detailing the reasons for the emergency transfer request. The transfer request will be processed as quickly as possible. In the meantime, the program will evaluate the need for an internal transfer to a new unit based on need and availability.