



PSH Transfer Policy

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 imminent risk of safety, a pending eviction, change in family composition or household service need, the closure of a program 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 must be used as a last resort, and all other service options must be exhausted before a transfer request is submitted. In order to ensure housing stability, the following must be completed before requesting a transfer:

- Planning meeting to include client, support services, and property management to address concerns and documentation of discussion with outline of behavioral or financial plans put in place
- Eviction Prevention Plan completed with client, support services, and property management with outlined action steps and appropriate follow-up documented
- Care coordination implemented at current residence that may include; increased security measures, hoarding services, live-in aid services, in-home health, linkage to mental health, substance use, and medical services and assistance with attending appointments, increased home-based case management.

Transfers Between 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 PSH Transfer form to the Partners for Home. A completed PSH to PSH Transfer Form detailing the specific issues that are prompting the transfer as well as a completed Eviction Prevention Plan and legal documentation must be included. The Partners for Home team may then request that the case is brought to Case Conference for discussion before transfer is approved. Approved transfers will be processed in a timely manner but may be affected by PSH availability.

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 PSH provider and communicated via PSH Transfer form to the Partners for Home. A completed PSH to PSH Transfer Form detailing the specific issues that are prompting the transfer as well as a completed Eviction Prevention Plan and legal documentation must be included. The Partners for Home team may then request that the case is brought to Case Conference for discussion before transfer is approved.

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 PSH Transfer form to the Partners for Home Team 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.

Prioritization

PSH transfers will be prioritized within the order they are received, while also prioritizing households currently on the CES Housing Queue. Emergency transfers will be transferred over other PSH transfers and Housing Queue households.