

FY2024 CoC/YHDP Coordinated Entry System Participation Acknowledgment

All Continuum of Care (CoC) and Youth Homelessness Demonstration Project (YHDP) housing programs are required to participate in the Coordinated Entry System (CES) as outlined below and further detailed in the CES Policy & Procedure Manual.

CES Processes Required of CoC Housing Providers:

- **Reporting Housing Openings:** All program housing openings must be reported in the Homeless Management Information System (HMIS).
- **Enrollment of Clients:** Clients can only be enrolled in housing programs if they have been received and matched through CES.
- **Denial or Cancellation of CES Matches:** CES matches cannot be denied or canceled without prior case conferencing with the CES facilitator. The circumstances for denial or cancellation must be documented according to the CES Policy & Procedure Manual in HMIS.
- **Tenant Warnings:** CoC housing providers must update CES facilitators on all tenant warnings related to lease violations. All warnings must be uploaded into HMIS. Verbal warnings can be recorded as notes in HMIS.
- **Eviction Prevention Documentation:** Housing providers are responsible for documenting any eviction prevention efforts. Tenants cannot be terminated without proper documentation. All program terminations must be a case conference with a CES facilitator prior to serving the termination notice to the client. Termination forms must be emailed to the CES facilitator for final approval.

CES Meeting Participation Requirements:

The CES Housing team offers various meetings each quarter. It is the responsibility of each housing provider to attend meetings relevant to their programs.

- **TH/RRH Housing Providers:**
 - Attend a minimum of one CES Housing meeting per month.
 - Attend at least six additional CES meetings annually, including:
 - Outreach Committee Meeting (held monthly)
 - Housing Providers Huddle (held quarterly)
 - Landlord & Provider Social (held seasonally)
- **RRH Housing Providers:**
 - Attend a minimum of one CES Housing meeting per month.
 - Attend at least six additional CES meetings annually, including:
 - Outreach Committee Meeting (held monthly)
 - Housing Providers Huddle (held quarterly)
 - Landlord & Provider Social (held seasonally)
- **PSH Housing Providers:**

- Attend CES Housing meetings during months when there are open units or newly enrolled clients.
- Attend at least six additional CES meetings annually, including:
 - Outreach Committee Meeting (held monthly)
 - Housing Providers Huddle (held quarterly)
 - Landlord & Provider Social (held seasonally)

By signing below, you acknowledge and agree to operate your proposed CoC/YHDP Housing program in full alignment and participate in the Coordinated Entry System (CES).

Project Name	Agency Name
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Name of Agency Representative	Title of Agency Representative
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Signature of Agency Representative	Date
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Signature of Community Alliance for the Homeless	Date
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