

Transferring Clients between RRH and PSH Checklist and Request Form

While it may be possible to transfer a housing participant between RRH and PSH programs, it generally cannot be done immediately and often depends upon RRH or PSH program availability. In order to determine whether a program participant qualifies for a transfer, **ALL OF THE FOLLOWING MUST BE TRUE.**

RRH → PSH

The Participant is:

- Enrolled in the RRH program and is working to achieve housing stability
- Housed for the standard period of the RRH program (six months, nine months, etc.)
- Qualified based on the completion of the chronic homelessness certification and disability documentation (within 30 days of enrollment in the RRH program)
- Extended in the current RRH program (for up to 2 years)

PSH → RRH

The Participant is:

- Enrolled in the PSH program and is working to achieve housing stability has obtained or is working toward obtaining income

If all items above are true, please complete the information below and submit to the Coordinated Entry Matchmaker. At this time, the Matchmaker will convene a case conference to review the request and make a determination.

If all items above are NOT true, please do not submit a transfer request as the participant will be automatically denied.

Client HMIS ID #: _____	Agency Provider: _____
RRH Case Manager Contact Information:	
	Name: _____
	Email: _____
	Phone: _____
Date Enrolled in RRH Program	____/____/____
Date Housed in RRH Program	____/____/____
<u>Explanation on Extensions Provided</u>	
<u>Explanation on Reason(s) Extension is Requested</u>	