

OUT-WAYNE COC TRANSFER POLICY

INTRODUCTION

For households fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking please reference the [Out-Wayne County VAWA Emergency Transfer Plan](#).

PURPOSE

The following policy outlines the Out-Wayne Continuum of Care (OW CoC) Transfer Policy within the Coordinated Entry System.

SCOPE

This policy applies to everyone who operates under the umbrella of the OW CoC, including the CoC and HMIS Lead Agencies, the CoC Board, and agencies that receive CoC and/or ESG funding for program operation.

POLICY

Using the Housing First approach within the Coordinated Entry System and housing programs,¹ all measures must be used to prevent eviction, except in cases where the participant is a threat to themselves or others.

Participants may transfer to another project if they feel that they are in imminent danger from another participant. The transfer will be done as quickly as possible to prevent an exit to homelessness.

The Out-Wayne Continuum of Care (OW CoC) believes that transfers between projects should be rare but acknowledges there are safety, access, and legitimate programmatic

¹ Oct. 2019, Out-Wayne CoC Coordinated Entry Plan, [p. 4-5](#)

reasons to transfer a household. After exhausting all other options, transfers should be utilized to avoid a project exit that would result in a return to homelessness.²

More information about OW CoC Coordinated Entry Policies and Procedures can be found in the [Out-Wayne CoC Coordinated Entry Plan](#).

The community has developed the following underlying premises for the need and implementation of transfers:

1. Transfers should be rare;
2. All transfers either between projects at the same agency or between projects at different agencies MUST be through the OW CoC CE process;
3. Housing providers should exhaust all other options to provide services and housing before requesting a transfer. Housing providers may need to demonstrate that all options had been explored, attempted, and did not resolve the need for a transfer;
 - a. Examples of these efforts can include increasing the intensity of case management or wrap around services; other non-CoC rental subsidies; working with the project's director to resolve shifts in family composition within their grant and budget; working with landlords to move or rehouse a household in a more appropriate unit;
4. Transfers due to fleeing/experiencing violence or accessibility to maintain a unit in the community will be prioritized above all other transfers and will have the fastest resolution possible;
5. Transfers that are not due to fleeing/experiencing violence or accessibility will be prioritized based on the need of the household.³

² Feb. 2020, Community Standards, All Chicago CoC, [p. 14](#)

³ Feb. 2020, Community Standards, All Chicago CoC, [p. 32-33](#)