



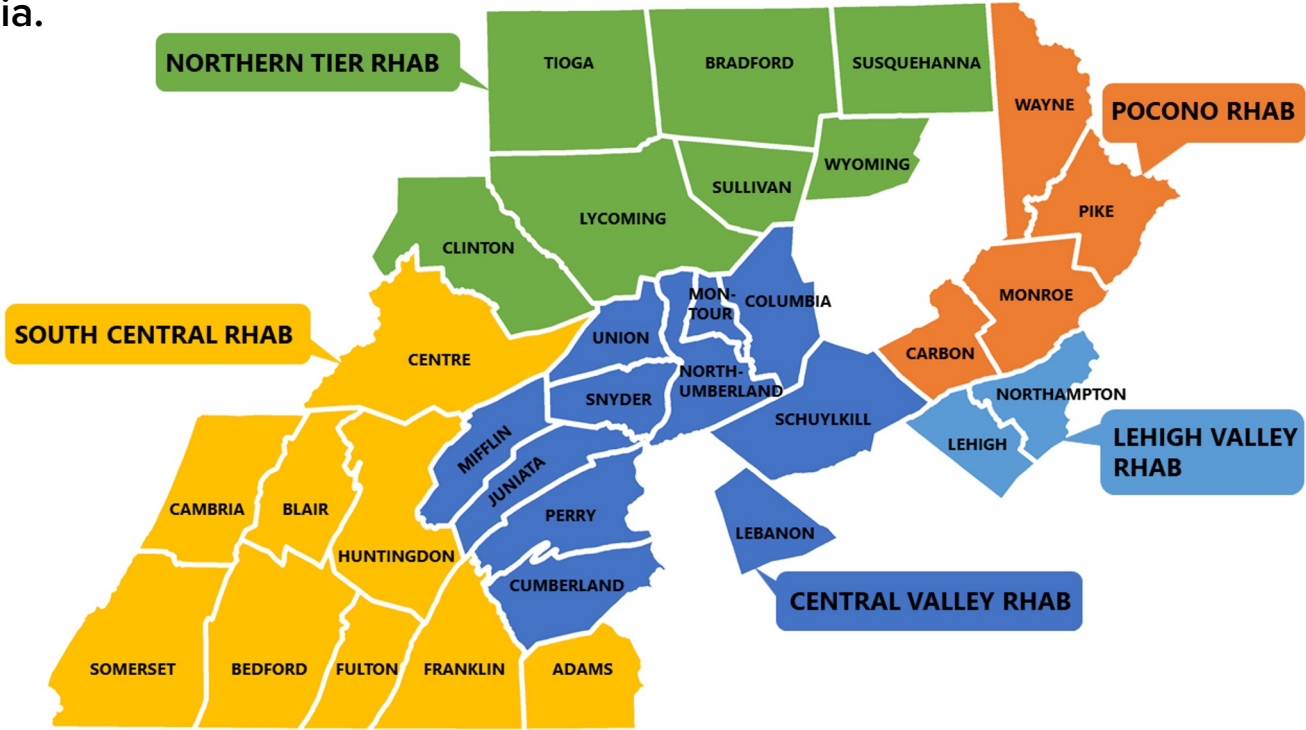
Coordinated Entry Training:

HUD Category 2 Definition of Homelessness

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Eastern Pennsylvania Continuum of Care

The mission of the Eastern PA Continuum of Care (CoC) is to end homelessness throughout its geographic region, which encompasses thirty-three (33) counties in the eastern part of Pennsylvania.



Eastern Pennsylvania CoC Coordinated Entry Overview

- Coordinated Entry is the process by which anyone who is unhoused and experiencing literal homelessness (or is at imminent risk of becoming homeless) can access all the services and housing available offered by the Eastern Pennsylvania CoC network of service providers.
- In the Eastern Pennsylvania CoC region, Coordinated Entry may be accessed in any of the following ways:
 - Calling or texting 211 toll-free from anywhere within the CoC region.
 - Scheduling an appointment with one of over thirty Coordinated Entry Access Sites located in communities throughout the CoC region (some allow walk-ins).
 - Access points at participating Domestic Violence service providers partnering with the CoC.

The Coordinated Entry intake, assessment, referral, and Housing By Name List placement is identical regardless of whether a person calls 211 or visits an Access Site.

Eastern Pennsylvania CoC Coordinated Entry System

- Households must be enrolled in Coordinated Entry to access any HUD-funded services and housing in the Eastern PA CoC service region, including:
 - **Street Outreach** (if the household was living unsheltered or in a place not meant for human habitation the previous evening and not already engaged with Street Outreach).
 - **Emergency Shelter** (if the household was living unsheltered or in a place not meant for human habitation the previous evening).
 - **Rapid Re-Housing** (if the household meets the HUD Category 1 or 4 definitions of homelessness).
 - **Permanent Supportive Housing** (if the household meets the HUD Category 1 or 4 definitions of homelessness).
 - **Homelessness Prevention** (if the household meets the HUD Category 2 definition of imminent risk of homelessness).
- Coordinated Entry can also make referrals to other community-based services and housing programs that choose to partner with the CoC, including non-HUD funded shelters, code blue shelters, veterans' services, domestic violence and human trafficking services, and eviction prevention services, among others.

Coordinated Entry does not and cannot guarantee access to any housing or crisis services.

Connect to Home Eastern PA Coordinated Entry Process



HUD Category 2 Definition of Homelessness

An individual or family who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks needed to obtain other permanent housing.
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- ✓ Includes households who are within 14 days of losing their housing, including housing they own, rent, are sharing with others, or are living in without paying rent.
 - ✓ Includes households staying in a hotel or motel if less than 51% of the costs are paid for by a charitable organization or federal, state, or local government program for low-income individuals, and the household lacks the resources and support networks to continue residing in the hotel or motel.

HUD Category 2 Recordkeeping Requirements

1. A court order resulting from an eviction action notifying the individual or family that they must leave; or
2. For individual and families leaving a hotel or motel - evidence that they lack the financial resources to stay; or
3. A documented and verified oral statement and
4. Certification that no subsequent residence has been identified and
5. Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.

Key Eastern PA CoC CE Policies & Procedures – CAT 2

1. Veteran households who will lose their residence within 30 days of the date of application for homeless assistance and meet the other Category 2 criteria should be referred to Supportive Services for Veteran Families (SSVF).
 - Veteran households must have at least one member who has served in the United States military, including the Army, Navy, Air Force, Marine Corps, Coast Guard, Reserves, or National Guard.

Key Eastern PA CoC CE Policies & Procedures – CAT 2

2. HUD Emergency Solutions Grants funded Homeless Prevention (ESG HP) programs do not have residency requirements. Therefore, CE Specialists can refer eligible households to ESG HP programs in other counties within the Eastern PA CoC but should only do so if there are no HP programs (of any type regardless of funding source) in the household's current county of residence that are open and accepting referrals. In addition, households must be willing to relocate to the county where the ESG HP program operates.
 - As always, program enrollment is not guaranteed.

Key Eastern PA CoC CE Policies & Procedures – CAT 2

3. Coordinated Entry does not make referrals to Emergency Shelter for households enrolled in the Connect to Home Homeless Prevention - Cat. 2 Project.
 - The Eastern PA CoC region does not have enough Emergency Shelter beds, case managers, or programs to refer people who are at risk of becoming homeless.

Category 2 Frequently Asked Questions (FAQs)

- 1. Does a doubled-up household staying with friends or family but without a lease in their name (i.e., couch surfing) meet the HUD Category 2 Definition?**

Yes. Households that are "doubled up" or temporarily living with friends or family may be considered homeless under Category (2) of the Homeless Definition if the service provider can document that they meet all the criteria above.

Category 2 Frequently Asked Questions (FAQs)

2. How can a doubled-up household provide documentation since there is not a landlord-tenant relationship?

HUD's homeless definition under Category 2 allows for the cases where the individual or family who must leave a unit will become homeless and is sharing housing with others (such as doubled-up situations) where there is not a landlord-tenant relationship. The individual or family seeking assistance may provide "an oral statement by the individual or head of household that the owner or renter of the housing in which they currently reside will not allow them to stay..."

The intake worker must record the statement and certify that it was found credible. To be found credible, the oral statement must either be:

- a. verified by the owner or renter of the housing where the individual or family is living and documented by a written certification by the owner or renter or by the intake worker's recording of the oral statement or
- b. a written certification by the intake worker of his or her due diligence in attempting to obtain the owner or renter's verification and the service provider intake worker is unable to contact the owner or renter.

Category 2 Frequently Asked Questions (FAQs)

3. Does having a Notice to Quit from a landlord mean that a household is eligible for Category 2 Coordinated Entry intake and referral to Homelessness Prevention programs?

Maybe. A landlord often begins an eviction process by giving a tenant a “Notice to Quit”. This notice can be posted on the tenant’s door, or the landlord may hand it to an adult on the premises. It cannot be sent by regular or certified mail. Any notice that is only sent by mail should be considered void and argued as such in court.

If a household meets all three of the eligibility criteria defined in the Category 2 HUD Definition of Homelessness but does not have a court ordered eviction notice, then a Notice to Quit may be used as evidence to help document and verify the Head of Household’s oral statement that they must vacate their residence in 14 days or less.

Learn More About Eastern PA CoC Coordinated Entry

- ❖ Connect to Home Eastern Pennsylvania Coordinated Entry System Overview, including 211 Call Center Contact Information and Access Site Locations and Hours
<https://pennsylvaniacoc.org/balance-stateeastern-pa-coc/connect-home-coordinated-entry-system-eastern-pa>
- ❖ Connect to Home Coordinated Entry Policies and FAQs
<https://pennsylvaniacoc.org/connect-home-eastern-pa-coordinated-entry-policies-and-faqs>
- ❖ Connect to Home Coordinated Entry Specialist Training Materials
<https://pennsylvaniacoc.org/connect-home-ce-specialist-training-materials>
- ❖ Connect to Home Eastern Pennsylvania Referral Partner Matrix
<https://docs.google.com/spreadsheets/d/1FYLRUe2QjsZC6V1PO3qsd89q0PFXrBcF>
- ❖ Eastern PA CoC Written Standards For All Projects, including Coordinated Entry
<https://pennsylvaniacoc.org/eastern-pa-coc-written-standards>
- ❖ HUD Coordinated Entry Policy Brief
<https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/>