



Eastern Pennsylvania Continuum of Care Transfer Policy

The Eastern Pennsylvania Continuum of Care (CoC) Transfer Policy details the process by which a household enrolled in Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH) may be transferred to another CoC housing project for either safety reasons or to ensure a successful exit to a permanent housing destination.

I. Transfer from Rapid Rehousing to Permanent Supportive Housing

A project may request a transfer for a participant household from a Rapid Rehousing project to a Permanent Supportive Housing project if and only if all of the following conditions are met:

- The household has been certified as chronically homeless according to CoC guidelines.
- At least one adult household member has a verified disability.
- The RRH Case Manager believes that the household does not have the ability to maintain permanent housing from RRH due to income and/or other barriers to achieving permanent housing stability.

If the household meets all of the above, the Case Manager or their Supervisor may submit a completed Transfer Policy form to the CoC Written Standards Committee for review, rejection, or approval. If the request is rejected, the Written Standards Committee must document their rationale in writing and provide it to the requesting agency. The agency may appeal a rejection by submitting a written request to the Governing Board.

If the request is approved, the Case Manager will identify a PSH project that has an opening for the household. Every effort must be made to ensure the household does not have to break their lease or relocate to a new unit unless it is absolutely necessary and the head of household agrees to do so.

If and only if a PSH provider agrees to an approved transfer, then that provider is exempt from the Written Standard to enroll the next eligible household from the By Name List (BNL) in PA HMIS. Instead, the provider can enroll the household being transferred from RRH.



In no circumstances can a transfer result in the household being placed on the By Name List again nor any gap in their case management or housing subsidy that would make them homeless again, even briefly.

II. Transfer Between Permanent Supportive Housing Programs

A CoC-grant funded Permanent Supportive Housing project may request a transfer for a participant household to another willing CoC-grant funded Permanent Supportive Housing project if and only if all of the following conditions are met:

- The household wants to transfer to the new PSH project.
- Circumstances justify the transfer request, possibly to include:
 - The program is closing.
 - The participant would like to live in a community within the CoC geographic area that the provider cannot easily provide case management services in due to transportation, staffing, or other barriers.
 - The program the household will be transferring into has more expertise in working with people who have the specific barriers to permanent housing stability experienced by the household.
 - The provider receiving the participant into their project has already agreed to enroll them.
 - The participant would like to relocate closer to their personal and social networks.

If the household meets all of the above, the Case Manager or their Supervisor may submit a completed Transfer Policy form to the Written Standards Committee for review, rejection, or approval. If the request is rejected, the Written Standards Committee must document their rationale in writing and provide it to the requesting agency. The agency may appeal a rejection by submitting a written request to the Governing Board.

If and only if a PSH provider agrees to an approved transfer, then that provider is exempt from the Written Standard to enroll the next eligible household from the By Name List (BNL) in PA HMIS. Instead, the provider can enroll the household being transferred from PSH.



In no circumstances can a transfer result in the household being placed on the By Name List again nor any gap in their case management or housing subsidy that would make them homeless again, even briefly.

III. Domestic Violence Emergency Transfers

In accordance with the Violence Against Women Act (VAWA), CoC homeless assistance programs providing housing or rental assistance must allow participants who are victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking to request an emergency transfer from the participant's current unit to another unit. This requirement applies to programs receiving Continuum of Care (CoC) funding, as well as DCED Emergency Solutions Grant (ESG) funding, in accordance with DCED policies and requirements.

A participant is eligible for an emergency transfer when any member of the household is a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, and reasonably believes that there is a threat of imminent harm from further violence if the participant remains within the same unit. As an additional protection for victims of sexual assault, the participant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. Homeless assistance providers will work with the Coordinated Entry System to enact an emergency transfer through resources beyond those available within the providers own organization. Please reference the **Eastern Pennsylvania Continuum of Care Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and/or Human Trafficking** for detailed processes and procedures related to an Emergency Transfer.

IV. Transfers From Other Continuums of Care Into the Eastern PA CoC

Transfers from another Continuum of Care into an Eastern PA CoC RRH or PSH program are prohibited.