



## **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.

RRH/PSH to RRH/PSH project transfers should be requested as a last resort after all other efforts to sustain the household in the program or within the current provider organization have been attempted and documented. This information must be provided with the transfer request to the CE Regional Manager.

### **1. 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, and the RRH provider has gathered the required documentation.
- 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 as the household needs more intensive, long-term supports and services to successfully maintain housing.

Prior to requesting a transfer, RRH providers are expected to gather all information necessary to determine if a household meets the chronic homeless definition (disability information and verification of homelessness).

All transfers from one project model to another must begin with an email to the CE Regional Manager requesting the household be reviewed. The provider will be expected to provide information about why the household needs a transfer, including information about the efforts made by the current provider to meet the household's needs and how the household will benefit from being served by a different provider.

The CE Regional Manager will determine if the household can be prioritized based on the available inventory. If the requesting provider does not agree with the CE Regional Manager's determination, they can request a review by the CoC Coordinated Entry Committee. This can be initiated by emailing [easterncoc@pennsylvaniacoc.org](mailto:easterncoc@pennsylvaniacoc.org).

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.

## **2. Transfer Between Same Project Model (PSH to PSH or RRH to RRH)**

A CoC-grant funded PSH may request a transfer to another CoC-grant funded PSH, OR a CoC-grant funded RRH may request a transfer to another CoC-grant funded RRH if and only if all of the following conditions are met:

- The household wants to transfer to the new PSH or RRH 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 participant would like to relocate closer to their personal and social networks.

When a current household has requested to transfer to another Project within the same Project model (e.g., PSH to PSH, RRH to RRH), the provider should prioritize the household for resources operated by/available through their own organization if possible. For example, scattered-site RRH and PSH providers may be able to simply move a household to a new unit within their own program.

If a participant cannot be moved to a new unit within the organization's inventory, the process to request a transfer must begin with an email to the CE Regional Manager requesting the household be reviewed. The provider will be expected to provide information about why the household needs a transfer, including information about the efforts made by the current provider to meet the household's needs and how the household will benefit from being served by a different provider.

The CE Regional Manager will determine if the household can be prioritized based on the available inventory. If the requesting provider does not agree with the CE Regional Manager's determination, they can request a review by the CoC Coordinated Entry Committee. This can be initiated by emailing [easterncoc@pennsylvaniacoc.org](mailto:easterncoc@pennsylvaniacoc.org).



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### **3. 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.

### **4. 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.