

**TRANSFER PROCEDURES FOR  
TEMPORARY FAMILY HOUSING PROGRAMS  
GOVERNED BY THE HOMELESS SERVICES REFORM ACT OF 2005**

**REQUEST FOR A TEMPORARY FAMILY HOUSING TRANSFER PROCEDURE**

**Purpose**

**This form should only be used when a temporary family housing program is seeking to transfer a family to another temporary family program for which placements are generated through the Virginia Williams Family Resource Center.**

A provider may transfer a client to another provider to ensure the client receives the most appropriate services available within the Continuum of Care (HSRA Sec.20(a)).

A transfer may occur if:

- a client consents or does not consent to a transfer
- the Provider identifies and secures a placement that more appropriately meets the client's needs
- a client fails or refuses to comply with the Provider's program rules and client responsibilities

**All efforts to transfer a client must be documented by the Provider in the client's records.**

**Procedure:**

**Step I**

All TEMPORARY FAMILY SHELTER PROVIDERS requesting the transfer of a family to another temporary family program must complete the **TEMPORARY FAMILY HOUSING TRANSFER REQUEST FORM**. The form must be completed in its entirety and signed by the Program Director.

**Step II**

Once the form has been completed, a copy must be retained in the client case file and a copy must be sent via fax or email to the Virginia Williams Family Resource Center (VWFRC).

**Step III**

VWFRC will retain a copy of the **TRANSFER REQUEST FORM** in their files and make the appropriate inquiries to determine availability of the appropriate size unit at the program for which the transfer is sought.

**Step IV**

VWFRC will inform the requesting Provider of any vacancies that correspond to the family configuration and will attempt to make a successful transfer no later than 5 business days after receiving the request.

**Step V**

After 5 business days, VWFRC will inform the requesting Provider of the status of the Transfer Request by filling out Section 1 if the Transfer was approved by the receiving Provider. Availability of the appropriate unit configuration and move in date section must be completed when sending the form back to the requesting Provider.

If a transfer could not be secured, VWFRC will complete Section 2 and send it back to the Provider. A reason for the rejection of the transfer must be given when sending the form back to the requesting Provider.

**DO NOT MODIFY THIS NOTICE**

Official document developed in accordance with the Homeless Services Reform Act of 2005 (4/1/06)