

Austin/Travis County CoC Transfer Request Form

A completed Austin/Travis County Continuum of Care Transfer Request Form must be submitted to the Coordinated Entry Lead Agency, ECHO, per the Austin/Travis County CoC Transfer Request Policy and Procedure, for consideration of participant transfer between programs. All persons are encouraged to reference the policy and procedure for full understanding of the adopted process. Participant Transfers should be rare, and reasoning that the participant or agency is advocating for a transfer to address identified needs and necessary accommodations should be fully described herein. If the Transfer Reason is "Conflict and Safety Concerns Outside of VAWA," staff should review the Guidance on VAWA Applicability.

Participant HMIS #:			
Current Enrolled Project:			
Enrollment Start Date:			
PSH Eligibility Determination			
Was proof of chronic homelessness collected at Entry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Participant Housing History			
Participant Move in Date:		Participant Current Rental Amount:	
Please Identify the Appropriate Transfer Reasoning found on the attached page:			
Please describe why the transfer is requested and how it will address the participants unique needs and ongoing housing stability?			
[Please Enter Answer Here]			
Which options and solutions have been discussed with the participant? What has been the level of engagement with the offered options and solutions?			
[Please Enter Answer Here]			
Please describe the outcomes of the options and solutions which have been offered and discussed thus far.			
[Please Enter Answer Here]			

Thank you for completing the Transfer Request Form. Reasons other than individual or environmental safety or accessibility will be staffed and considered for approval at the next PSH Workgroup. Please be prepared to provide additional information if needed. Request absent project representation will not be address.

 Project Representative Staff

 Date

Transfer Reasoning

Reason	Definition	What it is not
Conflict and Safety Concerns Outside of VAWA	The space has become unsafe for the household that does not qualify for emergency transfer criteria under VAWA Housing Protection. As examples, conflicts in which safety concerns are equally justified under all parties involved and/or the perpetrator cannot clearly be determined.	Crime in the neighborhood that are not specifically targeting the household or building.
Reasonable Accommodations and/or Modifications	The household is unable to live in their home due to requiring accommodations that cannot be made. Examples can include requiring an elevator or larger door frame for a wheelchair in a building without these features, larger unit required due to medical equipment or needing an additional room in order to accommodate a live-in aid.	Accessibility accommodations needed that can be put into place such as grab bars or a lift.
Change in Household Composition	The family size changes so that the household requires a smaller or larger unit. This can include the unit size impacting the household retaining or obtaining custody of children or households that included children and now only include the parent/s. Alternative program is able to provide services that match the family composition's needs – such as childcare vouchers and/or family specific therapeutic services. Spouse is not approved to be added to lease during application process and move to alternative unit or program to support all household members being allowed in unit/program.	Desire for a larger unit that is not required based on family size.
Service Level	The needs of the household cannot be accommodated by the current provider and additional community supports without a transfer, and is only utilized after other interventions are attempted. This can include the need to move from a scattered site unit to a project based location or vice versa to accommodate service needs. Specialized program designs that may support specific needs may be considered as reasons for transfers such as clients who would benefit from programs that offer ACT services, Peer Support and/or medical models	Client is challenging to engage in services or has ongoing conflicts with agency staff.
Change in Circumstance Resulting in Eligibility	Housing units that limit eligibility in certain circumstances such as housing facilities that limit persons who are enrolled in higher education and/or exceed income limits or requires citizenship status.	