

Best Single Source Plus

Transfer of Waiver Client into BSS+ ESG-CV

Step 1. The case manager verifies that client meets all criteria for enrollment in the BSS+ ESG-CV Program and completes the BSS+ ESG-CV Program Transfer form.



Step 2. The Transfer form is emailed to the Manager of BSS+/ESG-CV Programs. The Manager of BSS+/ESG-CV Programs reviews the form and contacts ECHO to initiate the Coordinated Entry (CE) transfer from the expiring rental assistance program into the BSS+ESG-CV Program.



Step 3. After receiving verification of the CE transfer into BSS+ ESG-CV from ECHO, the Manager of BSS+/ESG-CV Programs notifies the case manager of transfer approval.



Step 4. The case manager completes required BSS+ ESG-CV enrollment paperwork (as listed on file checklist) with client and makes appropriate HMIS entries.

Forms **NOT** required for a transfer:

- BSS+ ESG-CV Rapid Rehousing Initial Screening Form (otherwise known as the eligibility form on the file checklist)
- Proof of homelessness (you will verify on the transfer form that the client was experiencing homelessness just prior to entry into the expiring rental assistance program)
- CHS referral Form and Checklist (unless you need to rehouse the client)
- Landlord Incentive Addendum (unless you have negotiated new lease terms that require an incentive)

Please note that, in addition to the enrollment forms, you will still need to complete a habitability inspection and rent reasonableness form (or provide a copy of one previously completed) on the unit the client occupies. You will also need to complete a BSS+ESG-CV Rental Assistance Agreement with the property and the client.



Step 5. Complete the first month's ESG-CV check request forms. The first check request form for rental assistance should include a copy of the signed landlord rental assistance agreement and the habitability inspection, along with the LLV and a copy of the lease. The rental assistance agreement and habitability inspection are not required with check requests for assistance in subsequent months.