

## **HOME FAMILY HOUSING VOUCHER PROGRAM APPENDIX E. COORDINATED ENTRY & PRIORITIZATION**

Vermont's two HUD jurisdiction Continuums of Care are responsible for implementing coordinated entry and establishing prioritization for HUD-funded homeless assistance projects.

Chittenden Homeless Alliance (Chittenden Continuum of Care) and Vermont Coalition to End Homelessness (Balance of State Continuum of Care) must follow their established current Rapid Re-housing prioritization policy when matching a HOME Family Housing Voucher through Coordinated Entry.

All applications for a HOME Family Housing Voucher must include a verification letter written by applicant's housing support worker (HSW). Text sample below:

### *ORGANIZATION LETTERHEAD*

*<DATE>*

*RE: Coordinated Entry Referral for <HH of HH NAME> Household to the HOME Family Housing Voucher Program*

*Dear CVOEO,*

*<Name of Organization> is the Lead Agency for the <AREA NAME> Coordinated Entry Partnership.*

*This letter is a referral of the <HEAD OF HH NAME> Household to the HOME Family Housing Voucher Program.*

*This household participated in the coordinated entry process, completed an assessment and was placed on master list for Coordinated Entry according to the VCEH (or CHA) Coordinated Entry Policies and Procedures.*

*This household was matched to a HOME Family Housing Voucher on <date>.*

*Sincerely,*

*Housing Service worker Signature, Name, and contact information*