



## Coordinated Entry Systems (CES) Rapid Rehousing Housing Search Policy

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Housing Search defines the time period that a family or an individual “searches” for affordable housing units. Housing Search begins the first day rapid rehousing intake is completed and ends the day a participant signs a lease agreement.

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### Rapid Rehousing Housing Search Expectations:

- Within 30 days of program entry into the Rapid Rehousing program a Housing Needs Form **MUST** be completed.
- Within 90 days of the completed Housing Needs Form a participant should identify two or three potential housing leads, be matched to at least two units and have submitted a housing application to at least two properties.
  - If a participant has denied two or more qualified unit matches within 90 days of program entry the Housing Location Team will notify CES, who will then reach out to the Housing Stability Case Manager for follow up. Unit matching denials will be tracked for quality assurance purposes and discussed at scheduled case conferences. The Housing Location Team will track unit matching outcomes and be in communication with the Housing Stability Case Manager who is also expected to track participant unit matching outcomes.
  - If a participant has not been matched to a unit or has not applied to an available housing unit within 120 days of program entry, a Coordinated Entry System (CES) case conference will be requested to address any housing search barriers. At the case conference, the participant, Housing Stability Case Manager, Housing Operations Matching Specialist and RRH Project Coordinator will develop an action plan to efficiently and effectively house the participant and their family.
- Following the case conference, CES will monitor the housing search process and review the housing search goal plan within 60 days. At the 180 day mark if housing has not been located, in collaboration with the Housing Stability Case Manager and CES; a final determination will be made regarding the participants enrollment in the Rapid Rehousing Program. If no progress is made in the housing search process, participant enrollment will be assessed for an Exit from the Rapid Rehousing project at that time.
  - **Please Note:** Extensive Housing Search time prolongs a family’s experience in homelessness, which greater increases the trauma the family unit endures. These lengthy housing search times also negatively impact the Rapid Rehousing system outcomes.

*If you have any questions or concerns, please reach out to the RRH Project Coordinator [Katrese.hampton@hscnfl.org](mailto:Katrese.hampton@hscnfl.org) or the Housing Locator Team [HLT@hscnfl.org](mailto:HLT@hscnfl.org).*