# Community-Based Housing Support Transfer Request Form

* Providers should attempt to identify a new provider first before requesting county assistance. A list of providers can be found at [For current and future housing providers | Hennepin County](https://www.hennepin.us/business/work-with-henn-co/housing-providers) under the ‘Housing for people with disabilities’ section.
* This form should be used by current Housing Support providers seeking a transfer for an LTH, HWS-I or Demo client within Hennepin County.
* Client identifying information should not be included on this form but will be communicated after a transfer is accepted.
* Providers should keep a copy of this form for their records in the client file.

**Date:** Click or tap to enter a date.

**Current Housing Support provider:** Click or tap here to enter text.

**Name and email of staff person completing this form:** Click or tap here to enter text.

**Current Housing Support program (LTH, HWS-I or Demo):** Click or tap here to enter text.

**Does the household agree/approve of the transfer requested?** Yes ​[ ] ​ No ​[ ]

**What other options have the household and provider tried before requesting this transfer**?  ​Click or tap here to enter text.

**Is the household receiving services?** Click or tap here to enter text.

* If yes, what services? Click or tap here to enter text.
* What agency is providing these services? Click or tap here to enter text.

**Brief description of why a transfer is being requested:** Click or tap here to enter text.

Please email completed form to HS.Housing.GRH@hennepin.us and include the providers you have already attempted to transfer the client to.

Once received, the form will be routed to the appropriate provider lead who will send the request out to the provider collaborative. The person completing this form will be CC’d on that request.

Transfers are subject to provider capacity and there is no guarantee that a transfer will be accepted.

If a transfer is accepted, providers should work together to complete the necessary next steps (updating the Hennepin County ES team, the Hennepin CES team, updating HMIS, etc.).