



EHV Referral Process

1. SHRA indicates the number of available vouchers in HMIS via the EHV SSO program
2. SSF works towards identifying clients who meet eligibility criteria:
 - a. See Six Prioritized pathways
3. Referring partners will get client document-ready
 - a. EHV Eligibility Verification and Referral Form
 - b. ID Documents
 - c. If applicable;
 - i. Move On Certification
4. SSF (or VSP) will verify eligibility documentation is complete and a referral will be sent to the EHV SSO program
5. SSF sends an email that includes SHRA and Referring partner's main contact(s).
6. SHRA sends the application packet via The Box to referring partner main contact(s)
7. Once the referral packet is complete, the referring partner sends the referral packet to SHRA via the Box
8. As SHRA reviews the referral packet, the referral in HMIS will be changed from "pending" to "pending – in progress"
9. SHRA notifies the provider if the application is approved or denied
10. Once SHRA reviews and verifies the candidate's eligibility, they will work with referring partner main contact(s) to set up an intake (virtual) appointment with the candidate
11. After/during the intake appointment, SHRA will provide the client and provider with the voucher, rules, regulations, and the RFTA for the property owner to complete
12. SHRA will enroll the candidate in EHV SSO in HMIS and notify the referring partner main contact(s)
13. SHRA *Housing Location Specialist* works with the client and the referring partner main contact(s) to develop a housing plan and begin the housing search
14. After finding a unit, the landlord will send the RFTA back to SHRA
15. SHRA conducts a housing inspection
16. SHRA enters a contract with the landlord and the client signs the lease and the move-in date is established
17. Client moves in
18. SHRA exits the client from the EHV SSO program in HMIS when the client has been housed
19. Payment is released