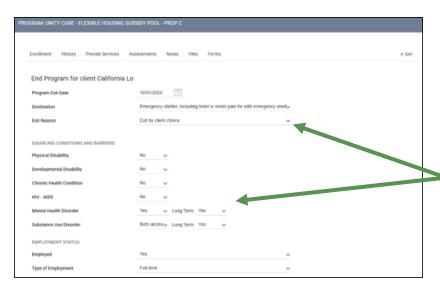


Rehousing for Scattered Site Programs

If a household returns to housing search in a scattered site housing program and leaves their current unit, they must be exited from their existing program stay and immediately re-enrolled to reflect their accurate living situation.

1. Returning to Housing Search

- The household must be exited from their existing scattered sites program prior to their stay in their temporary housing situation.
 - The Program Exit Date should be the date when they moved out of their scattered sites unit.

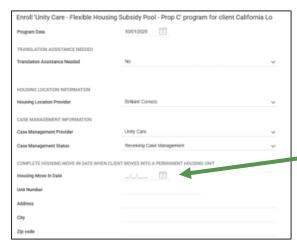


Ensure the Exit Destination and Exit Reason are accurate.

All information cascades from previous program enrollments or last annual assessment—update all information as necessary.

2. Re-Enrollment in Scattered Site Housing Program

- The household is re-enrolled in the same scattered sites housing program.
 - o Immediately re-enroll the household in the same scattered sites housing program,



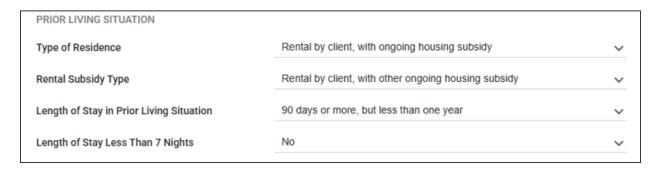
with **Program Start Date** being the same date the household enrolled in the temporary housing program/intervention.

 This should be the same date the household was exited from the initial scattered site housing program.

Leave Move-In Date and Address Information blank until household moves into their new unit.

3. Prior Living Situation

- All fields on the Enrollment page will cascade from previous exit information.
- All households re-enrolled in their scattered sites housing program should have their Type
 of Residence be "Rental by Client, with ongoing housing subsidy.
 - The **Rental Subsidy Type** should identify what subsidy the household utilizes (Rental by client, with other ongoing subsidy, RRH, etc).



4. New Move-In Information

 Once a household moves into their new unit, enter the new housing move-in date and address information for the household.



5. Multiple Program Enrollments

- Under the PROGRAMS tab, there will be multiple enrollments for the same housing program.
- Each time a household returns to housing search, follow the new workflow.

