



## Referral to Coordinated Entry System

### Contact to Coordinated Entry Lead Agency

Agencies should send this and all client information to the Coordinated Entry Lead after a homeless household contacts the agency seeking permanent housing assistance.

**To:** Family Resource and Referral Center ([ces@frrcsj.org](mailto:ces@frrcsj.org))

**From:** \_\_\_\_\_

**Re:** Referral of client to Coordinated Entry System-Community Queue

**Date:** \_\_\_\_\_

**This cover sheet is intended to refer someone to 2-1-1 Family Resource and Referral Center and to the Coordinated Entry System-Community Queue.**

**Attached to this cover sheet is information about a client who appears to meet the definition of “literally homeless.”**

**According to the San Joaquin Continuum of Care, households that are literally homeless are to be assessed for need and other factors when seeking permanent housing assistance from projects funded by certain sources.**

**Client HoH Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Client phone:** \_\_\_\_\_

**Client email:** \_\_\_\_\_

**VI-SPDAT conducted for this client:**  Yes  No

**VI-SPDAT score for this client:** \_\_\_\_\_

**Are any documents attached to this cover letter?:**  Yes  No