



## Referral to Coordinated Entry System

This form is to refer someone who is homeless to the Family Resource Center (2-1-1) and the Coordinated Entry System

To: Family Resource Center — [ces@frcsj.org](mailto:ces@frcsj.org)

Agency Making Referral: \_\_\_\_\_

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

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

This cover sheet is intended to refer someone to Family Resource Center and to the Coordinated Entry System.

This sheet is used to make a referral for an individual who appears to meet the definition of “literally homeless” and needs permanent housing assistance.

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.

Priority on the Coordinated Entry Waitlist is determined by assessed vulnerability, length of time homeless, and other factors.

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 (if VI-SPDAT conducted): \_\_\_\_\_

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

List attached documents: \_\_\_\_\_

### Family Resource Center

Location: 3127 Transworld Drive, Suite 100, Stockton, CA 95206

Phone: 1-800-436-9997; Email: [ces@frcsj.org](mailto:ces@frcsj.org)