**WI BOSCOC Coordinated Entry Waiver Checklist**

Pursuant to the WI BOSCOC Coordinated Entry Waiver Policy, this document identifies the required supporting document necessary to support a Coordinated Entry waiver request.

All items identified in the checklist must be submitted to the WI BOSCOC at [wiboscoc@gmail.com](mailto:wiboscoc@gmail.com). Following the receipt of all required supporting documentation, the WI BOS staff will review the materials. A final response shall be sent no later than 30 calendar days after the review of materials begins.

Submit an official letter of request on agency letterhead. This letter must contain a detailed explanation of the following:

* Why the Coordinated Entry waiver is necessary;
* How granting of the waiver will further the mission of ending homelessness;
* Action taken by your agency to avoid the need for a waiver; and
* Efforts made by your agency with the coalition to avoid the need for a waiver.

Submit letters of approval from the appropriate governmental agencies. The purpose of this letter is to indicate support by the funder and that the activity is eligible. Which governmental agency is dependent on the type of grant impacted by the waiver, including but not limited to CoC, FUP and/or EHH.

* For EHH, a letter is required from Division of Energy, Housing, and Community Resources (DEHCR) and the EHH Grant Lead for the coalition
* For Family Unification Program (FUP) and Continuum of Care (CoC), a letter is required from the Department of Housing and Urban Development (HUD) – field office is sufficient.

Submit the coalition meeting minutes that include the following information:

* Confirmation that a detailed explanation of the waiver request, purpose, and impact was discussed with the coalition
* Confirmation that the impact of the waiver request was discussion including the benefits and negative implications
* Confirmation that a vote to approve the waiver request was conducted
* The results of the vote

EHH and CoC independent written confirmation of approval.

*This item will be completed by the WI BOSCOC Coordinated Entry System Specialist.*

The WI BOS staff will seek written confirmation of approval from each COC and EHH funded agency within the coalition. It is imperative that each agency potential impacted by the waiver has an opportunity to ask questions and address concerns directly with the BOS. The waiver checklist cannot be completed until all COC and EHH funded agencies have submitted their individual confirmation letters. The agency requesting the waiver will be notified in writing when all letters have been received.

For each waiver request, there will be items specifically required to support the nature of the request. Examples may include:

* Landlord approval
* Client notification and consent
* Review of client files to ensure eligibility
* Review of alternative arrangements to ensure the waiver is the last resort

In the space below, the specific items necessary for this waiver request will be identified:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_