



## WI Balance of State CoC

### Memorandum of Understanding (MOU) Policy

The US Department of Housing and Urban Development (HUD), DEHCR, and the Wisconsin Balance of State Continuum of Care (WIBOSCOC) require EHH and CoC-funded programs to participate in the coordinated entry process. The Coordinated Entry (CE) process provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. In the Balance of State Continuum of Care, coordinated entry consists of four main components: access, assessment, referral, and follow-up.

This policy establishes the guidelines for the use of Memorandums of Understanding (MOU) within the WIBOSCOC. The purpose of an MOU is to outline the terms and understanding between CoC or EHH-funded agencies.

An MOU can only be used in circumstances where CoC or EHH-funded agencies must share the responsibilities of Coordinated Entry to navigate system change in the short term (e.g. a CoC or EHH-funded agency has staff turnover and needs short-term assistance with completing the CE process). A short-term MOU cannot consist of more than 90 days without prior approval from WIBOSCOC. The MOU is submitted to the WIBOSCOC by the agency that is requesting to have an MOU. All MOUs must be reviewed and approved by the WIBOSCOC.