



## WI Balance of State CoC Request to Bypass a Household on the Coordinated Entry Prioritization List Form

There are only three allowable reasons to bypass a client on the Coordinated Entry (CE) Prioritization List: 1) Unable to contact after 3 due diligence attempts with 24-hour gaps. Due diligence attempts must be documented in the HMIS or Non-HMIS system, and on the coordinated entry priority list; 2) Client is already housed, self-resolved, or ineligible for the housing project. Reasons for ineligibility must be documented in the HMIS or Non-HMIS system, and on the coordinated entry priority list; 3) Client declined services. This must be documented on the coordinated entry priority list.

Please fill out the following form to submit a request to bypass a household on the Coordinated Entry prioritization list. The request should be sent to the Wisconsin Balance of State Continuum of Care (WIBOSCOC) Coordinated Entry System Specialist. You will receive a response no later than two business days.

Note: This form must be placed in the client's file.

Referrer Information	
Date of Request	
Agency Name of Housing Project	
Staff Member's Name (that's filling out this form)	
Staff Member's Email	
Local Homeless Coalition	
Type of housing project the household prioritized for (CoC RRH, EHH RRH, TH, PSH, YHDP RRH, DV RRH)	
Household Information	
Client ID	
Priority List participant is on (HMIS with or without children, Non-HMIS family or single, Prevention)	
Participant's number on the priority list	

Please provide a detailed explanation of why you want to bypass this household on the prioritization list

For WIBOSCOC Staff Only to fill out

Request to bypass the above listed HH	<input type="checkbox"/> Approved  <input type="checkbox"/> Denied
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Reason for Denial

Recommendations

\_\_\_\_\_  
WIBOSCOC Staff Name

\_\_\_\_\_  
Date