



WI BOSCO Coordinated Entry Waiver Policy

In the Balance of State CoC, it is prohibited for any COC and EHH -funded homelessness assistance programs to serve individuals and/or families experiencing homelessness or who are at imminent risk of homelessness, without the household first going through the Coordinated Entry System and receiving a referral to the Prioritization List. This process is outlined in the WI BOSCO Coordinated Entry Policy and Procedures manual.

In rare circumstances, a temporary emergency waiver to the WI BOSCO Coordinated Entry Policy and Procedures may be granted to support the mission of ending homelessness. Any homeless assistance program and/or coalition requesting to serve individuals and/or families experiencing homelessness or who are at imminent risk of homelessness without first going through the Coordinated Entry System or in a manner different than the process outlined in the WI BOSCO Coordinated Entry Policy and Procedures manual must submit a Coordinated Entry waiver request.

Waiver Process

To apply for a Coordinated Entry waiver, a WI BOSCO Coordinated Entry Waiver application must be completed and sent to wiboscoc@gmail.com.

The WI BOS staff will respond within 5 business days following receipt of the Coordinated Entry Waiver application. This response will include, but is not limited to the WI BOSCO Coordinated Entry Waiver Checklist. The checklist identifies the required supporting documentation necessary to support a waiver request.

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 10 business days after the review of materials begins.

If approved, a copy of the letter granting the waiver must accompany the client file in question. If denied, the agency may submit a reconsideration request within 14 calendar days following receipt of the waiver denial. The reconsideration request must contain information illustrating that the WI BOS staff decision was made using inaccurate information and/or new information or support can be provided that was not previously available.