

**NYS BoS CoC
Coordinated Entry (CE)
Email Referral Template**

Subject: CE Referral for Homelessness Prevention

Dear [agency]:

This is to notify you that [participant initials] [mm/dd] has been recommended by the [county] CE Committee to your homelessness prevention program. Documentation and proof of eligibility is attached. The participant can best be reached at [participant phone number].

Sincerely,

Enclosed (check all that apply):

- Proof of housing crisis/eviction
- Lease
- Documentation of income

Subject: CE Referral for RRH

Dear [agency]:

This is to notify you that [participant initials] [mm/dd] has been recommended by the [county] CE Committee to your RRH program. Documentation and proof of eligibility is attached. The participant can best be reached at [participant phone number].

Sincerely,

Enclosed (check all that apply):

- Proof of homelessness
- Documentation of income

Subject: CE Referral for PSH

Dear [agency]:

This is to notify you that [participant initials] [mm/dd] has been recommended by the [county] CE Committee to your PSH program. Documentation and proof of eligibility is attached. The participant can best be reached at [participant phone number].

Sincerely,

Enclosed (check all that apply):

- Proof of homelessness
- Proof of disabling condition
- Documentation of income

Subject: CE Referral for RSP

Dear [agency]:

This is to notify you that [participant initials] [mm/dd] has been recommended by the [county] CE Committee to your RSP program. Documentation and proof of eligibility is attached. The participant can best be reached at [participant phone number].

Sincerely,

Enclosed (check all that apply):

- Proof of homelessness
- Documentation of income