**Coordinated Entry Receipt**

**Step Three Central Coordinated Entry Process**

This Receipt verifies that:

*(Name of Person Assessed)*

Completed a Common Assessment at:

*(Name of Agency/Organization)*

The contact number you provided is:

|  |  |
| --- | --- |
| Permission to be placed on the Central CoC Priority List was granted: *(circle one)* | YES NO |
| You were assessed to be Chronically Homeless: *(circle one)* | YES NO |
| You were assessed to be Long Term Homeless: *(circle one)* | YES NO |
| Your CES Scoring Worksheet Score was: *(1, 2, 3 or 4)* |  |
| You were referred to this type of housing: *(refer to scoring worksheet)* |  |
| Minnesota HMIS Release of Information was signed: *(circle one)* | YES NO |

Assessor Name:

Assessor Phone Number:

Assessor Email:

Please contact the Assessor if any of the following happens:

* Your housing status changes OR you secure housing,
* Your income changes OR
* Anything else changes that you need to report (phone number, new contact numbers, etc.)

If you receive voicemail, please leave a message including your name, phone number and an update/change to your circumstances (as listed above). The changes will be updated in HMIS. Your ***HMIS*** Identification Number is:

**Important information about the Central Coordinated Entry Priority List:**

* If your information is placed on the Central Coordinated Entry Priority List, then you ***may be*** considered for housing openings in the future.
* If you are selected for a housing program, the housing provider will make every attempt to reach you.
* The housing provider will need to collect various documents from you to ensure that you are eligible for their program (proof of income/disability, etc.).
* It is in your best interest to maintain contact with your assessor a minimum of ***every 30 days*** as this will help facilitate your readiness if a housing opportunity arises. If you do not maintain contact and are unreachable you will be ***removed*** from the Priority List.
* Due to the high demand for housing and the limited number of program openings, wait times can range from many months to over a year. ***You are encouraged to seek out other non-supportive housing options.***