Housing Agency inputs new housing opportunities for FCES into HMIS.

The Family Solutions Collaborative sends the Housing Agency referrals for the opportunities.

The Housing Agency looks at the households in the "Pending" section on the Referral tab screen.

While the Housing Agency reviews households for eligibility, a "Check-in" must be completed at least once every 90 days, otherwise the referral will be removed for inactivity.

Is the household eligible for the housing opportunity?

**YES**

Housing Agency will enroll the household into the housing project, and exit them from the Family CES project.

**OUTCOME 1**

**FINISH**

**OUTCOME 2**

Housing Agency will deny the referral by selecting the reason for the denial, denial date, and the "denied by" option.

**NO**

**FINISH**

The Housing Agency will send the household back to the Community Queue if they still need housing assistance, and notify the Access Point's Navigator so they can continue to work with the household.