


Subject	Applicable To	Effective Date
Adult Move-Outs Following Lease Signing	All DHS Directly Operated or Funded Facilities/Programs Serving Homeless Individuals and Families, and DHS Staff	March 12, 2015

Administered By Adult Services Division	Approved By  Gilbert Taylor, Commissioner
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PURPOSE

The New York City Department of Homeless Services (DHS) provides shelter to adults who are eligible for Temporary Housing Assistance (THA). DHS’ goal is to temporarily provide shelter and to assist adults in finding non-shelter housing and moving out into the community. The “Adult Move-Outs Following Lease Signing” procedure clarifies the steps DHS, Provider shelter staff serving adults and DHS adult clients follow after any lease for non-shelter housing is signed so as to ensure a prompt and orderly move from the DHS shelter system into the community.

PROCESS

A. In preparation for a lease signing, adults and shelter staff shall develop a plan for the actual move from DHS program into the housing unit to be leased.

This plan shall include steps, instructions and/or descriptions concerning the following requirements:

1. Packing all personal items prior to lease signing.
2. Informing provider staff immediately following the lease signing and tenant’s receipt of the keys to the housing unit.
3. Determining whether the adult requires transportation.

If necessary, the DHS Program Administrator will complete a Fleet Administration/Transportation Request (attached) to inform DHS Transportation they will need to pick up the individual or family and their personal items to be transported to their new housing unit.

- B. The Adult must move out of DHS program no later than 24 hours following lease signing, unless certain enumerated special circumstances exist. In the event of circumstances beyond the individual's control, s/he will be provided with additional, reasonable time to effectuate the move out. The special circumstances need to be cleared with the Program Administrator as soon as the circumstance becomes evident.

Examples of Special Circumstances Include:

1. The landlord did not bring the key to the lease signing and/or the adult does not have the key.
2. Utilities, such as electricity, are not turned on in the unit.
3. The management company prevents move-ins during certain hours.
4. The lease has been signed in advance of the actual lease term.

If the Adult has special circumstances, the Provider Staff and Adult shall make a concrete plan for when they will move into their unit. They will confirm the plan with the DHS Program Administrator.



FLEET ADMINISTRATION / TRANSPORTATION REQUEST

NAME: _____ DATE SUBMITTED: _____
(Requested By)

UNIT: _____ TEL. No.: _____

PROGRAM CHARGED TO: Transitional Family Services

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Please Check Selections: WITH DRIVER? YES () NO ()

<input type="checkbox"/> Pool Car	<input type="checkbox"/> Passenger Van	<input type="checkbox"/> Bus	No. of Passengers: _____
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<input type="checkbox"/> Cargo Van	<input type="checkbox"/> Truck	Type and Amount of Cargo: Clients phone # - ()
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Purpose of Use: _____

Day: _____ Date Needed: _____ (Please try to submit at least 24 hours in advance)	<input type="checkbox"/> One Way	<input type="checkbox"/> Round Trip
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Pick Up Location: _____

Destination: _____

Transportation Departure Time: _____ Return Time: _____ AM / PM

FOR DHS FLEET ADMINISTRATION USE ONLY

Date Request Received: _____ () Fleet Coordinator Approval _____
(Signature)

() Not Approved _____ REASON: _____
(Signature)

Vehicle Assigned: _____ Assigned By: _____

Driver's Name: _____ Driver's Signature: _____

Forward Completed Transportation Form To:
Fleet Administration Unit
33 Beaver St., 12th Floor or Via Fax (212) 361-8693