

<p>SUBJECT:</p> <p>PATH Bypass Procedure for Minor Children</p>	<p>APPLICABLE TO:</p> <p>Division of Family Services staff, staff at all directly operated and provider-operated shelters, and Housing Emergency Referral Operations staff</p>	<p>ISSUED:</p> <p>March 6, 2023</p>
<p>ADMINISTERED BY:</p> <p>Division of Family Services and Housing Emergency Referral Operations</p>	<p>APPROVED BY:</p> <p>Joslyn Carter, Administrator Department of Social Services/ Department of Homeless Services</p>	

■ BACKGROUND & PURPOSE

This procedure outlines the requisite steps to enable minor children to bypass the Prevention Assistance and Temporary Housing (PATH) intake process and details the steps the Department of Homeless Services (DHS) and provider staff must take when families use this option.

■ POLICY

Through the process outlined below, families who arrive at PATH without some or all of their minor children may be processed for Temporary Housing Assistance (THA).

■ RELATED PROCEDURES

- DHS-PB-2023-001 Facility Transfer, Reassignment, and Referral Procedure
- DHS-PB-2018-015 Housing Emergency Referral Operations Procedure

■ PROCEDURE

A. Intake and Shelter Assignment

When a family applies for THA or requests an add-on at PATH without all their minor children (ages 0 to 17) who are listed on their application, staff must ask about the whereabouts of the absent child(ren).

If the family is applying without some or all of the children present at PATH, PATH staff must inform the family that the application may be a lengthy process and emphasize the importance of having appropriate childcare in place.

After completing the THA application or add-on request with such families, DHS staff must take the following action:

1. PATH staff must indicate on the THA application which children in the household were not present at PATH.
 - a. If there is a pending Administration for Children's Services (ACS) Family Reunification action, the Supervisor at PATH must place a Managerial Flag in the Client Assistance and Rehousing Enterprise System (CARES) on the Home Screen and inform ACS staff that all the children must arrive by the posted curfew after the family is placed.
2. PATH staff must remotely view the absent child(ren) and annotate the record in CARES regarding the child(ren)'s whereabouts. The CARES note must include the address and contact number for the location of the child(ren).
 - a. If PATH staff cannot remotely view the absent child(ren), the application process must be suspended. PATH staff must then instruct the family that they need to return with the absent child(ren) or return when PATH staff can view the child(ren) remotely.
3. PATH staff must communicate the family's shelter placement needs to the assigned Housing Emergency Referral Operations (HERO) placement specialist by submitting a shelter assignment request in CARES.
4. For a family requesting an add-on, the designated HERO placement specialist must confirm whether the family's current unit is sufficient to accommodate the child(ren) being added. If the current unit is insufficient, the designated HERO placement specialist must identify an appropriate alternative unit.
5. The designated HERO placement specialist must notify the assigned shelter that the family applied for THA or requested an add-on at PATH without all their children present.
6. When the family accepts the shelter assignment or HERO staff confirms that the current unit is sufficient, PATH staff must remind the family that all their children must arrive at the shelter by the posted curfew¹ on the day after placement.

¹ See Shelter Curfew for Family Services (POST-267)

B. *Shelter Check-In by household presenting without a child(ren)*

Once the family arrives at the shelter, shelter staff must review the alert on the CARES Shelter Assignment and Unit Bed Assignment screens. These screens will indicate whether a minor child(ren) family member was absent from PATH during the intake process. Shelter staff must check-in only the family members on the case who arrived, and remind them that all the children must arrive by the posted curfew the next day. The Shelter Director must ensure that an operational process is in place to manage check-in, and that staff is following-up to determine the whereabouts and arrival of the child(ren) absent at check-in.

Upon the family's arrival, shelter staff must immediately:

1. Access the Pending Arrivals screen in CARES and note whether there is an alert for ***not all children present***.
2. Edit the CARES record of the family checking in and review the individuals on the Unit Bed Assignment screen for those families with an alert for ***not all children present***.
3. Ensure that the number and identity of the family members who arrived at the shelter match the CARES case composition, and check in the applicable members upon their arrival.
4. If there is a discrepancy between the number and identity of family members listed on the CARES case composition or shelter assignment and those present during check-in, do not check-in family members that are present but not identified in the CARES case composition or shelter assignment. Direct those present who are not on the CARES case composition or the shelter assignment request to return to PATH to rectify the discrepancy.
5. Confirm the current location of the absent children and remind the head of household that children must be present by the posted curfew on the day after placement and that if the children do not arrive by the posted curfew, they will be removed from the case composition. The removal may make the family ineligible for placement in a Families with Children shelter or change their unit assignment.
6. Document the interaction with the family in a CARES case note, indicating that all of the above steps were completed, including a discussion that absent child(ren) be present by the posted curfew, stated whereabouts of child(ren) not present, and the parent's/guardian's plan to ensure all the children are present by the posted curfew on the day after placement or add-on.

C. *Checking in children who arrive at the shelter for placement*

If some but not all of the children listed in the case composition or shelter assignment arrive at the shelter, shelter staff must check in those present, as described above, and alert the Case Manager and Shelter Director. The family has until the posted curfew on the day after placement/ add-on to present the remaining child(ren) (unless otherwise indicated by ACS).

D. *Removal of No-Show Children from the Case Composition or Shelter Assignment*

1. To assist with quality assurance, an automated report will be distributed daily to specific PATH and HERO staff, flagging families who applied at PATH without all children present and which of those families did not have all their children checked in by the posted curfew on the day after placement.
2. HERO staff will liaise with the Shelter Director to ensure they are working with the families, and ACS if applicable, to identify the whereabouts of the children who were absent at check-in. If extraordinary circumstances exist, PATH Management, in consultation with HERO staff and assigned Program Administrators, will determine whether any extensions of the deadlines are warranted.
3. HERO and Program Administrator staff will use this automated report and the information provided by Shelter Directors, as outlined above, to identify which family members must be removed from the case composition due to their failure to arrive at their assigned shelter placement by the curfew on the day after placement.
4. If all the children on a case do not arrive by curfew on the day after placement, or by the date and time indicated by PATH management in the event of an extension, the Shelter Director must ensure that staff check the sign-in log, conduct a unit inspection during regular business hours, and enter a CARES case note confirming the children were not at the facility.
5. The Shelter Director must email their HERO Vacancy Control Specialist at HEROCASECOMPCHANGES@dhs.nyc.gov to remove the absent child(ren) from the case composition. HERO staff must notify PATH management of the removals at pathcasecompchange@dhs.nyc.gov. Before removing the children, PATH management staff must confirm that there is no managerial flag for ACS reunification. If there is a flag, HERO must not remove the child(ren), inform the provider, and collaborate with PATH Managers to ascertain the whereabouts of the child(ren).

E. *Households That Do Not Meet the Definition of a Family because the child(ren) has not presented at the assigned shelter placement.*

1. PATH must utilize the above-referenced automated report to determine which households no longer constitute a family unit, once family members have been removed from the case composition because they did not present at shelter by the posted curfew on the day after placement, or by the date and time indicated by PATH when an extension is granted.
2. If there are minor children present on the case after any removal(s), the THA eligibility process continues.
3. If the removal(s) results in the case composition of a conditional non-pregnant single adult or an adult family (that has, by definition, no minor children), the family must be determined ineligible for THA for Families with Children shelter and referred to Single Adult or Adult Family intake locations.
 - a. Those applicants who no longer constitute a family unit must be determined THA ineligible due to their non-cooperation, and a 4002 must be emailed to the shelter for service on the client.
 - b. Shelter Directors must ensure expeditious service of the 4002 to the client. PATH staff must continue to serve 4002s during weekends and holidays.
 - c. The resulting non-pregnant single adults or adult families must be directed to exit the shelters by 9:00 am on the day following the service of a 4002.
 - d. If a family chooses to re-apply at PATH, they must present at PATH with all case members, including all their children.
 - e. If the children arrive at the shelter placement after service of a 4002 under these circumstances, but before the non-pregnant single adult or adult family exits, shelter staff must instruct the family to return to PATH immediately to add the child(ren) to the case. The family must not be allowed at the shelter placement location, since the child(ren) has been removed from the case composition.
 - f. PATH staff must enter managerial flags in CARES on all such cases that were served 4002s for the above-noted reason, indicating that all children must be present at PATH upon their family's re-application for THA.

Sample Timeline for Initiating the Logout Process:

Shelter Placement	Deadline for child(ren) to present at the shelter placement	4002 Served	Exit Unit
Monday 11:00 am	Tuesday by posted curfew	Wednesday by 5:00 pm	Thursday 9:00 am
Wednesday 10:30 pm	Thursday by posted curfew	Friday by 5:00 pm	Saturday 9:00 am
Thursday 2:00 am	Friday by posted curfew	Monday by 5:00 pm	Tuesday 9:00 am
Saturday 6:00 am	Sunday by posted curfew	Monday by 5:00 pm	Tuesday 9:00 am

Effective Immediately

ATTACHMENT:

POST-267 Shelter Curfew for Family Services

Announcing an Important Change to NYC Department of Homeless Services Curfew

As of July 11, 2022, DHS shelter curfews for Families with Children have been updated:



From **September to June**, the curfew for families and children will remain **9 PM for children and 11 PM for adults** (though at least one adult must be present with children).



For the **summer (June to Labor Day)** the curfew will be **11 PM for parents and children**.



Please note, all other DHS shelter rules and policies remain the same.



This will allow greater flexibility for you to manage your own schedule.



If you have any questions, please speak with your case manager or a shelter employee.

الإعلان عن تغيير هام لحظر التجول لإدارة خدمات المشردين في مدينة نيويورك

اعتباراً من 11 يوليو 2022، تم تحديث حظر تجول المأوى التابع لإدارة خدمات المشردين للعائلات التي لديها أطفال:
من سبتمبر إلى يونيو، سيستمر حظر التجول للعائلات والأطفال 9 مساءً للأطفال و 11 مساءً للبالغين (على الرغم من ضرورة حضور شخص بالغ واحد على الأقل مع الأطفال).
في الصيف (من يونيو إلى عيد العمال) سيكون حظر التجول 11 مساءً للبالغين والأطفال.
• يُرجى ملاحظة أن جميع القواعد والسياسات الأخرى الخاصة بالمأوى التابع لإدارة خدمات المشردين تظل كما هي.
• سيتيح لك ذلك قدرًا أكبر من المرونة لإدارة جدولك الخاص.
• إذا كان لديك أي أسئلة، يُرجى التحدث مع مدير حالتك أو موظف المأوى.

ARABIC

NYC গৃহহীনদের পরিষেবা বিভাগের কারফিউতে একটি গুরুত্বপূর্ণ পরিবর্তনের বিষয়ে ঘোষণা করা হচ্ছে

11 জুলাই, 2022 পর্যন্ত, শিশু শিশু আছে এমন পরিবারদের জন্য DHS আশ্রয়কেন্দ্রের কারফিউ আপডেট করা হয়েছে:
সেপ্টেম্বর থেকে জুন পর্যন্ত, পরিবার এবং শিশুদের কারফিউ, শিশুদের জন্য 9 PM এবং প্রাপ্তবয়স্কদের জন্য 11 PM এ বজায় থাকবে (যদিও শিশুর সঙ্গে অন্তত একজন প্রাপ্তবয়স্ককে অবশ্যই থাকতে হবে)।
গ্রীষ্মের সময় (জুন থেকে শ্রম দিবস পর্যন্ত) পিতামাতা এবং শিশুদের জন্য কারফিউ হবে 11 PM-এ।
• অনুগ্রহ করে মনে রাখবেন, যে DHS আশ্রয়কেন্দ্রের অন্যান্য সকল নিয়ম এবং নীতি একই থাকবে।
• এটি আপনাকে আপনার সময়সূচী আরও সহজে পরিচালনা করতে সাহায্য করবে।
• আপনার কোন প্রশ্ন থাকলে অনুগ্রহ করে আপনার কেস ম্যানেজার অথবা আশ্রয়কেন্দ্রের কর্মীর সাথে কথা বলুন।

BENGALESE

纽约市游民服务局宵禁规定重大变更通知

自 2022 年 7 月 11 日起，DHS 收容所对于有子女家庭的宵禁规定做出如下更新：
从 9 月至次年 6 月，有子女家庭的宵禁时间仍为儿童晚上 9:00 和成人晚上 11:00 (但儿童必须有至少一名成人陪同)。
对于夏季 (六月至劳动节)，宵禁规定家长和儿童均为晚上 11:00。
• 请注意，其他所有 DHS 收容所规定和政策保持不变。
• 这样，您可以更加灵活地管理个人时间。
• 如有任何疑问，请咨询个案管理员或收容所员工。

CHINESE SIMPLIFIED

紐約市遊民服務局宵禁規定重要變更通知

自 2022 年 7 月 11 日起，DHS 收容所對於有子女家庭的宵禁規定做出以下更新：
從 9 月至次年 6 月，有子女家庭的宵禁時間仍為兒童晚上 9:00 和成人晚上 11:00 (但兒童必須有至少一名成人陪同)。
對於夏季 (6 月至勞動節)，宵禁規定家長與子女均為晚上 11:00。
• 請注意，其他所有 DHS 收容所規定與政策保持不變。
• 這樣，您可以更加靈活地管理個人時間。
• 如有任何疑問，請諮詢個案經理或收容所員工。

CHINESE TRADITIONAL

Annouce d'un changement important dans le couvre-feu du Département des services pour les sans-abris de la ville de New York

À compter du 11 juillet 2022, les couvre-feux des refuges du DHS pour les familles avec enfants ont été mis à jour :
De septembre à juin, le couvre-feu pour les familles et les enfants restera 21 heures pour les enfants et 23 heures pour les adultes (mais au moins un adulte doit être présent avec les enfants).
Pour l'été (de juin à la fête du travail) le couvre-feu sera de 23 heures pour les parents et les enfants.
• Veuillez noter que toutes les autres règles et politiques des refuges du DHS restent inchangées.
• Vous disposerez ainsi d'une plus grande souplesse pour gérer votre propre emploi du temps.
• Si vous avez des questions, veuillez contacter la personne chargée de votre dossier ou à un(e) employé(e) du refuge.

FRENCH

Anon's Konsènan Yon Chanjman Enpòtan Sou Kouvrefe nan Depatman Sèvis pou Sanzabri (Department of Homeless Services) Vil New York

Apati 11 jiyè 2022, gen mizajou ki ap fèt nan kouvrefe pou abri DHS pou fanmi ki genyen timoun:
Sòti septanm pou rive jen, kouvrefe pou fanmi ak timoun yo ap rete 9e P.M. pou timoun yo ak 11e P.M. pou adilt yo (men dwe gen pou piti yon (1) adilt ki la avèk timoun yo).
Pou ete a (sòti jen pou rive Labor Day) kouvrefe a se ap 11e P.M. pou paran ak timoun yo.
• Tanpri remake, tout lòt règleman ak politik pou abri DHS yo ap rete menm jan an.
• Li ap pèmèt ou gen yon pi gwo fleksibilite pou jere pwòp orè pa w.
• Si w gen nenpòt kesyon, tanpri pale ansanm ak responsab dosye ou an oswa yon anplwaye abri a.

HAITIAN CREOLE

NYC 노숙인 서비스부의 통금 시간 관련 중요 변경 사항 안내

2022년 7월 11일부터 자녀가 있는 가족의 DHS 보호소 통금 시간이 업데이트되었습니다.
9월부터 6월까지 는 가족 및 자녀의 통금 시간이 현행대로 어린이의 경우 오후 9시, 성인의 경우 오후 11시로 유지됩니다(어린이의 경우 한 명 이상의 성인을 동반해야 함).
여름철(6월~노동절)의 통금 시간은 부모와 자녀 모두 오후 11시입니다.
• DHS 보호소의 다른 모든 규칙 및 정책은 동일하게 유지됩니다.
• 이를 통해 더욱 유연하게 스스로 일정을 관리할 수 있습니다.
• 궁금한 점은 케이스 관리자 또는 보호소 직원에게 문의하십시오.

KOREAN

Ogłaszamy ważną zmianę wprowadzoną przez Wydział Usług dla Osób Bezdomnych miasta Nowy Jork

Od 11 lipca 2022 roku godziny zamknięcia drzwi wejściowych na noc w schroniskach DHS dla rodzin z dziećmi zostały zaktualizowane:
Od września do czerwca godziną zamknięcia drzwi wejściowych na noc dla rodzin i dzieci będzie nadal 21:00 w przypadku dzieci i 23:00 w przypadku dorosłych (niemniej jednak przynajmniej jedna osoba dorosła musi być obecna z dziećmi).
W okresie letnim (od czerwca do Święta Pracy) godziną zamknięcia drzwi wejściowych na noc będzie 23:00 w przypadku rodziców i dzieci.
• Należy pamiętać, że wszystkie inne reguły i zasady dotyczące schronisk DHS pozostają niezmiennione.
• Pozwoli to na większą elastyczność w zarządzaniu własnym harmonogramem.
• W razie jakichkolwiek pytań prosimy o kontakt ze swoim opiekunem lub pracownikiem schroniska.

POLISH

Объявление о важных изменениях в комендантском часе Департамента по делам бездомных (DHS) г. Нью-Йорка

С 11 июля 2022 г. комендантский час приюта DHS для семей с детьми изменен:
С сентября по июнь комендантский час для семей и детей останется 21:00 для детей и 23:00 для взрослых (однако с детьми должен присутствовать по крайней мере один взрослый).
На лето (с июня до Дня Труда) комендантский час будет 23:00 для родителей и детей.
• Обратите внимание, что все остальные правила и рекомендации приюта DHS остаются прежними.
• Это позволит вам лучше распоряжаться своим собственным временем.
• Если у вас есть вопросы, обсудите их со своим куратором дела или работником приюта.

RUSSIAN

Anunciamos un cambio importante en los horarios límite del Departamento de Servicios para Personas sin Casa de la ciudad de Nueva York

A partir del 11 de julio de 2022, se actualizaron los horarios límite en refugios del Departamento de Servicios para Personas sin Casa (Department of Homeless Services, DHS) para familias con niños:
De septiembre a junio, el horario límite para familias y niños seguirá siendo de 9 p. m. para niños y 11 p. m. para adultos (pero al menos un adulto debe estar presente con los niños).
Para el verano (de junio al Día del Trabajo) el horario límite será a las 11 p. m. para padres e hijos.
• Tenga en cuenta que todas las demás reglas y políticas de refugios del DHS siguen siendo las mismas.
• Esto le permitirá una mayor flexibilidad para administrar su propio horario.
• Si tiene alguna pregunta, hable con su administrador de casos o con un empleado del refugio.

SPANISH

NYC ڈپارٹمنٹ آف ہوم لیس سروسز کے کرفیو میں ایک اہم تبدیلی کا اعلان

11 جولائی 2022 تک، بچوں والے خاندانوں کے لیے DHS پناہ گاہ کے کرفیو کو اپ ڈیٹ کر دیا گیا ہے:
ستمبر سے جون تک، خاندانوں اور بچوں کے لیے لگایا گیا کرفیو بچوں کے لیے رات 9 بجے اور بڑوں کے لیے رات 11 بجے تک رہے گا (تاہم، کم از کم ایک بالغ شخص کا بچوں کے ساتھ ہونا ضروری ہے)۔
موسم گرما میں (جون سے لیبر ڈے تک) والدین اور بچوں کے لیے کرفیو رات 11 بجے ہوگا۔
• براہ کرم نوٹ کریں، DHS پناہ گاہ کے دیگر تمام اصول اور پالیسیاں وہی رہیں گی۔
• یہ آپ کو اپنے شیڈیول کا انتظام کرنے میں زیادہ لچک فراہم کرے گا۔
• اگر آپ کے سوالات ہیں، تو براہ کرم اپنے کیس مینیجر یا پناہ گاہ کے ملازم سے بات کریں۔

URDU