

This notice is for: [Head of Household]

This notice was issued on: SAMPLE

Notice code: 106

Emergency Assistance (EA) Family Shelter – Bridge Track Shelter Time Limit: Move-Out Extension Denied

Dear [Head of Household]

We received your application for a move-in extension. Unfortunately, your application was **denied** because you do not have a signed lease or similar document. Your EA Family Shelter stay will end on **[LOS Exit Date]**.

Your Next Steps:

You should plan to leave your shelter unit and remove all your belongings by the above date. If you leave on or before this date, you may reapply for EA Family Shelter at any time. If you do not leave by this date, you will be barred from EA Family Shelter for 12 months.

PLEASE NOTE:

You may be asked to leave shelter sooner than **[LOS Exit Date]** if you receive a notice of termination for another reason. If your shelter stay is terminated before this date, you will get a notice with a new shelter end date. You can learn more about the shelter rules at mass.gov/EABridgeShelterRules.

For more information about the Length of Stay law, visit: mass.gov/EAShelterLOS. You can translate this page into many languages. To do this, click on the globe icon that says “Select Language” in the blue “Menu” banner at the top of the page.

Reminders of Support Available:

- We understand that moving from shelter to housing takes a lot of work. You should keep working with your case manager to prepare to leave shelter and to move into stable housing.
- If you have found housing – by yourself or with others - and need help to pay expenses, the HomeBASE program could help. If you would like to learn more, speak to your Case Manager or Housing Search Specialist or visit: mass.gov/homebase.

Sincerely,

Massachusetts Executive Office of Housing & Livable Communities

Please note that the mailbox you are receiving this automatic notice from is not monitored, and replies will not be processed.

Reconsideration Request

If you are denied a hardship waiver or lease bridge and you disagree with the decision, you can file a request for reconsideration. EOHLC must receive your reconsideration request within **7 days** of the denial. Make sure you submit the request within this timeframe.

Reconsideration requests should be submitted using the reconsideration request form. Find the document by visiting [Bridge Shelter Track Emergency Assistance \(EA\) Family Shelter Length of Stay Policy | Mass.gov](https://bridge.shelter.mass.gov/EA-Family-Shelter-Length-of-Stay-Policy). Upload your request at <https://applyhousinghelp.mass.gov/s>