



Temporary Respite Center (TRC) Administrative Extensions

A TRC Provider may grant an administrative extension at any point during a family's stay. Extensions are determined by case managers and shelter administrative staff. Case managers will provide family with a new exit notice and discharge date. Administrative extension reasons include:

- **Families with Imminent Access to Housing**
 - A family has identified a unit and submitted an application for a rental unit and/or submitted a HomeBASE application and is awaiting approval. The family will be able to stay in the TRC for up to 30 business days while awaiting the approval.
 - A family has a signed lease with a start date that is less than 30 business days away. The family will be able to stay at the TRC until the lease begins.
 - A family has confirmed a friend or family member with whom they can stay but that friend or family member needs more time before they can accommodate the family. The family can stay at the TRC for up to 30 business days to await their move to their family or friend's home.
- **Families with HomeBASE application under review**
 - If a family has completed necessary paperwork for HomeBASE eligibility, has a signed lease, and their packet is in process either with an EA Diversion provider or a Regional Administering Authority, they may receive an additional up to 30 business day extension while the HomeBASE packet is in process. Once the HomeBASE packet is approved and the family has a move-in date, they must exit the site on that date even if it is prior to the extension date. If a HomeBASE packet is denied, the family must exit on the date provided under the extension or within 10 business days, whichever is later.
- **Families with Transportation Delays**
 - A family has purchased relocation transportation tickets (e.g., plane, bus, train) but is not able to leave before their 5 business days at the TRC expires. The family is able to stay at the TRC until their ticketed date (up to discretion of the provider, but should be no more than 5 additional business days)
 - A family has purchased relocation transportation tickets (e.g., plane, bus, train) but that travel is cancelled or delayed by the transportation provider prior to the family's discharge from the TRC. The family can stay at the TRC while the ticket is rebooked.

- **Families Seeking Reprioritization for EA Shelter**
 - During the family's stay at the TRC, a medical issue with a family member is identified that may result in the family's reprioritization but that reprioritization screening is not able to be scheduled during the family's 5 business days due to delays on behalf of the Commonwealth. Reprioritization screening should be prioritized and done in a timely manner and a family can stay at the TRC until the reprioritization screening is complete.
- **Families with health-related events temporarily preventing diversion engagement**
 - If a family member is placed in an isolation placement by shelter staff or medical personnel due to illness, the family may be granted a one-time extension of 5-business days after returning from isolation.
 - In the event of hospitalization or serious illness lasting more than 24 hours of any family member, the family may be granted a one-time extension of 5-business days after discharge.
 - If a family experiences the death of an immediate family member, they may be granted a one-time extension of 5-business days.
- **Families engaged in intensive case management but still identifying safe, alternative housing**
 - Families who have engaged in case management and sought assistance with diversion benefits but do not have a safe, alternative housing option after 5-business days may be granted a one-time extension of 5-business days.