



Commonwealth of Massachusetts

**Executive Office for
Administration and Finance**

Warrant Checks: Provider Job Aid

April 2025





New Type of Termination | Warrant Checks

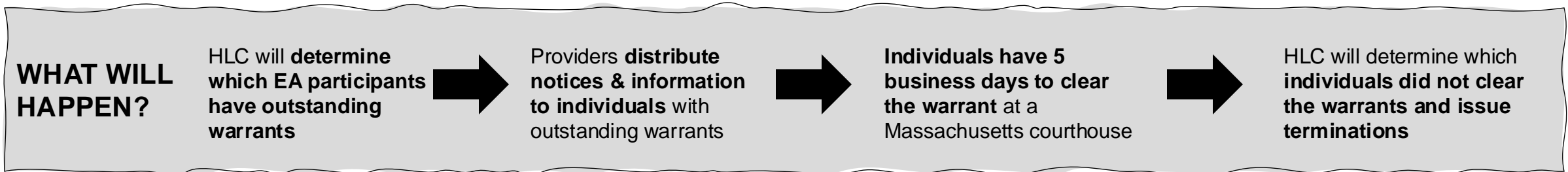
We want to acknowledge that this is one of many items being added to your plate. That said, the Governor's Office has asked us to urgently incorporate this into our termination policies. This policy affects fewer than 0.02% of our shelter population.

- HLC has begun checking shelter residents **against open warrants in the Department of Criminal Justice database**
- Starting in July, we will **rely on providers to distribute a small number of notices** to affected families
- If people do not successfully **clear their warrants within 5 business days, they will be issued a termination notice** and be subject to the normal termination policies and processes (including opportunities for appeal)
- We will provide you **job aids** on your role in the process, and **many resources for families** will be provided alongside their notices including ways to connect to legal aid



Understanding the Warrant Checks Process

Per the CMR, individuals who have received notice of outstanding warrants for their arrest are not eligible for shelter if they do not clear the warrants within 5 business days of notice.



What will Providers do?

- **Explain** the regulation & eligibility criteria to individuals with questions
- **Deliver Notices of Outstanding Warrants and Outstanding Warrant Information notices*** to individuals within 2 business days of receiving the notices
- **Determine if family should be terminated or separated/**
- **Deliver Notices of Termination** to individuals who do not clear warrants within 5 business days of notice

What will HLC do?

- Create and distribute **information and job aids** to Providers
- **Identify individuals with outstanding warrants & give notices** for providers to distribute
- **Identify which individuals did not clear warrants** after 5 business days & consult with Providers to determine exit

**Who receives notice? The individual with outstanding warrant(s) receives the notices. If the individual is NOT the head of household (HOH), then the HOH should also receive a copy of the notices.*



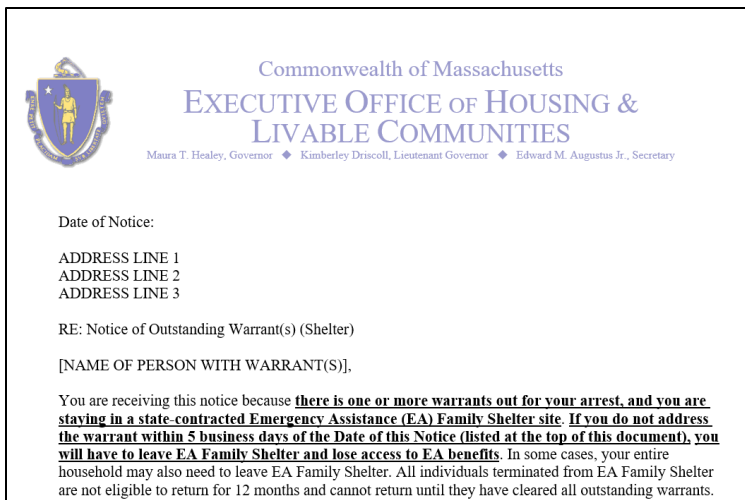
What are the two notices that participants will receive?

Providers will put both notices into an envelope and address that envelope to the individual with the warrant(s). This is to protect the privacy of the individual, especially in congregate settings.

If the individual with the warrant is not the HOH, then Providers must pack a second envelope with both notices. Address this second envelope to the HOH.

Notice of Outstanding Warrants

Gives general information about warrants and the impact to shelter. There is no personal information other than the individual's name and address. Translated into multiple languages.



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES
Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant Governor ♦ Edward M. Augustus Jr., Secretary

Date of Notice:

ADDRESS LINE 1
 ADDRESS LINE 2
 ADDRESS LINE 3

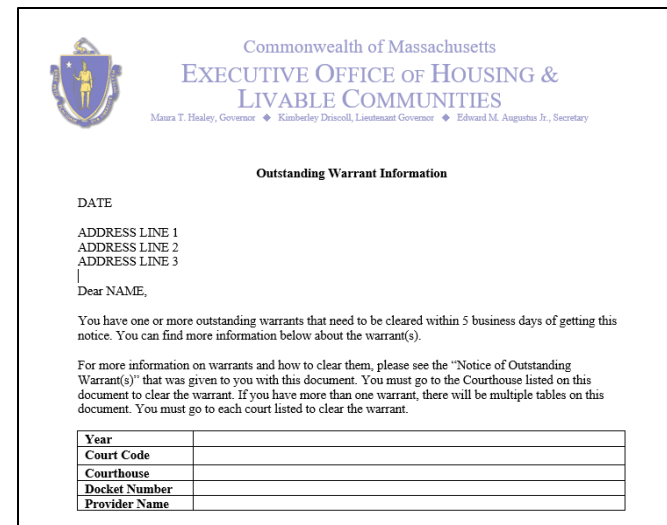
RE: Notice of Outstanding Warrant(s) (Shelter)

[NAME OF PERSON WITH WARRANT(S)].

You are receiving this notice because **there is one or more warrants out for your arrest, and you are staying in a state-contracted Emergency Assistance (EA) Family Shelter site. If you do not address the warrant within 5 business days of the Date of this Notice (listed at the top of this document), you will have to leave EA Family Shelter and lose access to EA benefits.** In some cases, your entire household may also need to leave EA Family Shelter. All individuals terminated from EA Family Shelter are not eligible to return for 12 months and cannot return until they have cleared all outstanding warrants.

Outstanding Warrant Information

Gives specific information on the warrant(s) outstanding for the individual. Contains information personal to the individual with warrants. Only available in English.



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Outstanding Warrant Information

DATE

ADDRESS LINE 1
 ADDRESS LINE 2
 ADDRESS LINE 3
 |
 Dear NAME,

You have one or more outstanding warrants that need to be cleared within 5 business days of getting this notice. You can find more information below about the warrant(s).

For more information on warrants and how to clear them, please see the "Notice of Outstanding Warrant(s)" that was given to you with this document. You must go to the Courthouse listed on this document to clear the warrant. If you have more than one warrant, there will be multiple tables on this document. You must go to each court listed to clear the warrant.

Year	
Court Code	
Courthouse	
Docket Number	
Provider Name	



Warrant Checks: Full Process

