**YOUR ORGANIZATION’S NAME**

**HOMELESS CASE MANAGEMENT SERVICES (HCMS) PROGRAM**

**CLIENT PRIORITIZATION POLICY**

To be eligible for the HCMS program, the potential client and their household must:

1. Be staying in a shelter or a motel through a motel voucher program, **AND**
2. Meet one of the four below TANF definitions of homeless families:
	1. Homeless individuals accompanied by minor children (under age 18 for whom the homeless individuals are responsible, or under 19 but a full-time student in high school, working on an equivalency degree, or enrolled in basic vocational or technical education); or
	2. Homeless pregnant individuals; or
	3. Homeless individuals, unaccompanied by children, who are non-custodial parents of children under the age of 18; or
	4. Homeless individuals who are younger than age 25 and accompanied by another person related by blood or marriage.

*Priority must be given to serving TANF homeless family categories 1 and 2, but all categories can be served if there is capacity. Edit the below section in blue to fit your organization’s needs and define how eligible families will be prioritized. Below is a non-exhaustive list of options. Choose an option or create one and delete these italicized words when done.*

Each client and their household will be prioritized for the HCMS program based on whether:

* The client and their household is TANF category 1 or TANF category 2.
* The client and their household is TANF category 1 or TANF category 2, coupled with the household’s intensity of need.
* The client and their household is TANF category 1 or TANF category 2, plus the capacity of the HCMS program at the time of the client’s intake assessment.

*Please edit the below section in blue as needed for your organization and delete these italicized words when done.*

If there is capacity in the HCMS program, TANF category 3 and TANF category 4 families will also be served.