

# **Exhibit 7-1**

## **Transfer List Maintenance**

In accordance with the policy detailed in Chapter 7, this Exhibit will assist staff in documenting transfer requests. If you already have a transfer list, please make sure that your list conforms to the requirements below. If you do not have any transfer requests, you do not need to make a list.

Please remember that an entry on the transfer list may be a result of a reasonable accommodation. Please do not forget to update the Reasonable Accommodation log with a note that the family is placed on the transfer list.

### **7-1.1 TRANSFER LIST FORMAT**

A sample transfer list is available in the Transfer lists folder in the Housing Department icon. Please make sure that any transfer lists you use contain all the columns shown on the *Transfer List Master*, form PM634.

1. Change the word "Location" in the title to the name of your area.
2. Rename the form to "PM634\_Location Transfer" where Location is the name of your area. For example, Nome would rename the form to "PM634\_Nome Transfer".
3. Copy your transfer list to the Transfer List folder in the Housing Department icon. Central Office will monitor the lists on a periodic basis.

### **7-1.2 ADDITIONS**

When you must add a family to the Transfer List, fill in the columns with a short, detailed description. You must refer to the Transfer List before you begin working any wait lists, so make sure that the information is complete.

The date that goes in the Request Date field is the date of your response to the family telling them that you are placing the family on the Transfer List. A sample entry is placed on the first line of the form. When you are ready to enter your first line, type over this entry.

### **7-1.3 REMOVALS**

At some time, you may need to remove families from the transfer list. You may remove a family because a unit size is not available or because you satisfied a transfer request.

### **7-1.3.A Ineligible**

If a family is no longer eligible to be on the Transfer List and you need to remove them, please complete the following steps.

1. Enter the date you are removing the family from the list in the Transfer Date field.
2. Print a copy of the Transfer List.
3. Place the printed copy with the current wait list you are working for that program.
4. Delete the family's row from the Transfer List.

### **7-1.3.B Housed**

If you have satisfied a transfer request, you need to remove the request from the transfer list. Please complete the following steps.

1. Enter the date the family moved in the Transfer Date field.
2. Enter the family's new unit address in the Notes field.
3. Print a copy of the Transfer List.
4. Place the printed copy with the current wait list you are working for that program.
5. Delete the family's row from the Transfer List.

### **7-1.4 RECORDKEEPING**

If you are unable to successfully access the Housing Department icon on a regular basis, you may keep the Transfer List on your local computer. Please make sure that you place a copy of your list in the Transfer Lists folder in the Housing Department icon after you have made changes.

Transfer list documentation will be placed with the current wait list(s) you are working. Therefore, these lists are subject to the same record retention schedule as worked wait lists.