Hello everyone

There appears to be confusion with  the H2H reallocation process for the H2H in the Norther Metro Region(NMR)

Current  DFFH  H2H reallocation policy is

Process for returned packages

H2H Community Partner will advise H2H Program Oversight Unit of returned Client and remaining time left on the package. In addition, the H2H Community Partners will contact entry points and referring agencies to receive eligible referrals.

**Step 1:**  H2H Community Partner advises [HomelessnessToHome@homes.vic.gov.au](mailto:HomelessnessToHome@homes.vic.gov.au) inbox of a vacancy (including information on the returned Client and circumstances of the disengagement).

**Step 2:** H2H Operations cell confirm package time (support and housing as relevant) on returned Client DCR reports (or other reporting required) and provide approval for the package to be reallocated.

**Step 3:** H2H Community Partner liaises directly with access points and other referral agencies (vacancies can be posted on the Vacancy Management System) to identify Clients to reallocate into the program.

**Step 4:** H2H Community Partner confirms reallocation via email and on the DCR report.

The PL team request that consortium members complete the brief template below when vacancies arise.

The aim of this  template is to; reduce confusion and stream line the reallocation process.

Please complete the template and email to PL workers when advertising a vacancy

Template for Northern Metro Region H2H re allocations

Have DFFH formally approved the package for reallocation?

Please outline the number of vacancies

Please outline the package types

Please email the below template to:

[Kelli.Brezing@dhhs.vic.gov.au](mailto:Kelli.Brezing@dhhs.vic.gov.au)

[Austin.Bell@hhs.org.au](mailto:Austin.Bell@hhs.org.au)

[Joseph.Salamasina@hhs.org.au](mailto:Joseph.Salamasina@hhs.org.au)

[Angela.Miller@launchhousing.org.au](mailto:Angela.Miller@launchhousing.org.au)

[Plcovidsupport@launchhousing.org.au](mailto:Plcovidsupport@launchhousing.org.au)

[simon.vella@vincentcare.org.au](mailto:simon.vella@vincentcare.org.au)

[Meredith.Gorman@launchhousing.org.au](mailto:Meredith.Gorman@launchhousing.org.au)

Dear northern LASN PL team,

This is formal notification that our H2H program have new H2H support vacancies arising from returned packages.

These vacancies have been approved for reallocation by DFFH:

* [Package type] – [number of vacancies]
* [Package type] – [number of vacancies]