

communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

JCHA Policy

The following are considered emergency circumstance warranting an immediate transfer of the tenant or family:

A verified incident of domestic violence, dating violence, sexual assault, stalking, or human trafficking. For instances of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the threat may be established through documentation outlined in section 16-IX.D. In order to request the emergency transfer, the requestor must submit an emergency transfer request form (HUD-5383), although, JCHA may waive this requirement in order to expedite the transfer process.

JCHA will immediately process requests for moves due to domestic violence, dating violence, sexual assault, stalking, or human trafficking. JCHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. JCHA defines *immediately available* as a vacant unit, that is ready for move-in within a reasonable period of time, not to exceed **15 days**. If an internal transfer to a safe unit is not immediately available, JCHA will assist the resident in seeking an external emergency transfer either within or outside JCHA's programs.

At the discretion of the executive director, an external emergency transfer within JCHA programs will be approved if an internal emergency transfer is not feasible. The requestor will be given an application to complete. JCHA may allow the applicant to bypass regular wait list processes to facilitate a timely response and prevent further abuse, even if the wait list is closed to new applicants. The requestor is still subject to all eligibility requirements for the program in which they are applying for. For external emergency transfers with other agencies or programs outside of JCHA, JCHA will work with that agency to determine the appropriate actions based on their policies and procedures.

At the discretion of the executive director, a JCHA voucher holder who is seeking an emergency transfer under VAWA that is residing with their abuser, may allow the head of household to apply for a move and the remaining household member to apply for new admission, as necessary. The remaining household member may be given an application to complete. JCHA may allow the applicant to bypass regular wait list processes to facilitate a timely response and prevent further abuse, even if the wait list is closed to new applicants.