

**.05 Domestic Violence Emergency Shelter Processing Standards**

**REVISION 06**  
(10/01/08 – 12/31/08)

Ensure that applicants eligible for expedited services have their NA available timely as defined by expedited service requirements. (See [Eligibility for Expedited](#))

Apply [verification](#) standards. Assist the applicant by using [collateral contacts](#) when possible. Much of the verification probably has been left in the home of the person responsible for the abuse.

Consider room payments to the shelter as a [shelter expense](#).

Establish [NA approval periods](#) for participants.

The shelter might not have a PO Box. In this situation, the local office address may be used as the participant's mailing or residential address.

When a participant notifies the local office of their change of residence to a shelter, complete the following:

- Change the participant's address on **ADDR** by close of business the day of the reported change.
- Change the participant's address to the shelter's PO Box. When the shelter does not have a PO Box, use the local office as the participant's mailing or residential address.
- Key Y in the CONFIDENTIAL field on ADDR.
- Change the Participation Code on **SEPA**. (See [Abused NA Budgetary Unit](#))