



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2008-66**  
**December 2, 2008**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** EA Shelter Transfer Request

**Background**

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Field Operations Memo 2006-42 informed staff of the ability of shelters to initiate the transfer of a family from one shelter to another shelter if that shelter could provide more appropriate services to the family. The *Shelter Transfer Request* form was created to facilitate this process. Due to the increase in homeless families across the state, and the decrease in the availability of shelter beds, this procedure is no longer feasible.

**Obsolete**

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This memo obsoletes Field Operations Memo 2006-42 and the *Shelter Transfer Request* form (STR-1).

**Questions**

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If you have any questions, please have your Hotline designee call the Policy Hotline.

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