**Example of referral email template you will receive when being notified of a referral for a household that was assessed in CES Connect.**

To: name of assessor & Name of Housing Provider referral being made to

**This email is to inform you that Client ID has been referred to name of housing program on today’s date.**

**Please note, this client was assessed in CES Connect and you are therefore receiving this housing referral through encrypted email. Please find the attached assessment. There is little to no identifying information in the assessment. Please work with the listed Assessor to contact the household.**

**It is the housing provider’s responsibility to report outcomes of referrals back to** **ces.hennepin@hennepin.us** **using the Referral Outcome form (ATTACHED). Please fill out the form in its entirety.**

**It is the expectation that those of you included on this email will work in coordination to:**

* Assist to establish contact with and inform this person that they were referred to housing
* Assist in gathering needed documentation

**Please note the following:**

* Save this email in the person’s file for future reference.
* Now that the housing placement has been made, the CES Team’s role regarding this placement is now over